



**OakTree**  
Academy

## **2019-20 Parent/Student Handbook**

**CELEBRATE CHRIST**

**CELEBRATE FAMILY**

**CELEBRATE LIFE**

817 Kempsville Road Virginia Beach, VA 23464

(757) 248-9560 Office

(757) 248-9594 Fax

[www.oaktreeacademy.org](http://www.oaktreeacademy.org)

Facebook: [www.facebook.com/OaktreeAcademy](https://www.facebook.com/OaktreeAcademy)

Instagram: @oaktreeacad

Twitter: @oaktreeacad

Mascot: Grizzly Bear

School Colors: Black & Gold & White

**Parent Student Manuel**

**Philosophy of Ministry**

- Motto
- Mission Statement
- Statement of Faith
- Core Values
- Non-Denominational Position
- Position of Servant Leadership
- Non-Discrimination
- Difficult or Controversial Issues & Topics

**General Information**

- Welcome
- Admissions
- Modifications to Standard Instructional/Evaluation Practices
- Student Acceptance
- School-Home Communications
- Inclement Weather
- Outside Food Policy in School
- Student Medications / Health / Immunizations
- Campus Security & Safety
- Use of Property & Building
- Automobile & Parking Lot
- School Integrity
- Campus Life
- Campus Visitation
- Locks & Lockers
- Lunch
- Lost & Found

**Academic Life**

- Classroom Rules
- Scheduling Classes
- Homework
- Testing Information
- Grade Distribution and Grading Scale
- Honor Roll
- National Honor Society
- Valedictorian and Salutatorian
- Dual Enrollment
- Grade Promotion
- Graduation Requirements
- Diploma Tracks
- Independent Study
- Dropping & Adding Classes
- Credit Recovery
- Academic Incomplete
- Probation
- Transcript Policies for On-Site Classes

- Apprenticeship Half-Credit
- OCPE (Off Campus Physical Education) Program
- Transcripts
- Transferring Credits
- Withdrawals
- Textbooks
- Attendance Requirements and Homework Requirements (Missed School Days)

### **Student Life**

- Code of Conduct
- Cell Phones
- BYOD (Bring you own device) Program
- School Laptop Procedures and Policies
- Unacceptable Items
- Student Code of Conduct
- Dress Code
- Community Service
- Field Trips
- Classroom Expectations for Students
- Academic Dishonesty
- Study Hall / Café / Gaga Ball Pit Guidelines
- Discipline Procedures

### **Parent Requirements & Guidelines**

- Family Ministry Team Volunteers

### **Financial**

- Re-Enrollment
- Family Discounts
- Financial Aid
- Check Returns
- Credit Card

### **Teacher Manuel**

- Teacher Job Description
- Personal Qualities
- Classroom Environment
- Pacing
- Lesson Plans
- Knowledge of Content
- Communication Skills
- Interpersonal Skills
- Teacher Dress Code
- Teacher Attendance Policy
- Substitute Teacher Request Procedures
- Professional Development
- Classroom Management
- Basic Classroom Management
- Teacher Code of Conduct
- Beginning of Class Procedure
- Classroom Rules
- End of Year Procedures
- Instructional Skills

- Focus on Teaching
- Focus on Students
- Tutoring Practices
- Grading Policies
- Safety of Students Non-Discrimination Policy
- Prevention of Sexual Misconduct and/or Child Abuse Inclement Weather

### **OakTree Academy**

They will be called oaks of righteousness, the planting of the Lord that He may be glorified.

Isaiah 61:3

OakTree Academy is a non-profit, self-supporting private school organized under an independent tax-exempt 501(c)(3) ministry called High Touch Ministries. Oaktree Academy is accredited by Christian Schools International whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education. The leadership of the school seeks direction and advice from a school board made up of Christian community leaders and pastors from different churches in the area.

### **PHILOSOPHY OF MINISTRY**

#### **MOTTO**

Celebrate Christ. Celebrate Family. Celebrate Life.

#### **MISSION STATEMENT**

OakTree Academy exists to love and glorify God, to support parents and promote strong families, and to help students reach their full potential by guiding them in developing spiritually, morally, socially and academically.

#### **STATEMENT OF FAITH**

Inspiration of Scriptures: We believe in the verbal inspiration of the Bible, both Old Testament and New Testament, by the Holy Spirit as originally given; they are the final authority for our faith and life (2 Tim 3:16; Heb. 4:12)

God: We believe in one God revealed in three coequal, distinct persons: the Father, the Son, and the Holy Spirit. (Matt. 3:16-17; 28:19-20; Eph. 2:18)

Man: We believe that man in his natural state is a sinner, lost, undone, without hope and without God. (Eph. 2:1-2; Rom. 3:23)

Divinity and Humanity of Christ: We believe that Jesus is the Messiah; He is God come in the flesh and is both divine and human. He lived a sinless life and became a sacrifice for the sins of the world. (Eph. 1:3-5; Rom. 5:1-11; Acts 4:12; 1 Peter 1:18-19)

Bodily Resurrection: We believe in the bodily resurrection of Jesus Christ. (Luke 24:38-43; John 20:24-29)

Salvation: We believe that terms of salvation are repentance toward God for sin and a personal heart-felt faith in the Lord Jesus Christ, which results in regeneration. This salvation is entirely by grace and not by works. (Eph. 2:6-10; Rom. 5:1; Acts 3:19-20)

Second Coming: We believe in the visible, bodily return of Christ to this earth to judge the world and claim His Bride. (1 Thes. 4:13-18; Rev. 1:7)

Church: We believe that the church is Christ's spiritual body on earth today. It consists of born again believers and has both universal and local expressions. (Matt. 16:18 Acts 20:28)

Heaven and Hell: We believe in the doctrines of eternal punishment for the lost and eternal bliss and service for the saved, hell for the unsaved and heaven for the saved. (John 14:1; Rev. 20:11-15)

Holy Spirit: We believe the Holy Spirit to be the third person of the Godhead who is active in the world today. The Spirit indwells and seals the believer at new birth. We believe the baptism in the Holy Spirit is a subsequent experience and is available to all Christians to empower us to be witnesses. We believe in and encourage the use of the gifts of the Spirit. (John 14:16-17; 20:22; Acts 1:8; 2:1-4)

Ordinances: We believe that believer's water baptism and the Lord's Supper are ordinances of the church. (Acts 2:38; Rom. 6:3-10; 1 Cor. 10:16-21)

Marriage:\* We believe marriage is an institution ordained by God between one man and one woman. (Gen 1:27-31; Matt 19: 4-6)

Human Sexuality:\* We believe same gender and heterosexual lust are conditions contrary to God's created order which reveals the brokenness of our sinful World and the effects of sin on God's perfect intent for human sexuality. (1 Corinthians 6:18-20; Romans 1: 26-27)

Sanctity of Life: We are pro-life, believing all human life is created by God and begins at conception. (Jeremiah 1-5; Psalm 139-13-14)

\*EMPLOYMENT POLICY: Teachers, Staff & Board Members: Please note that we define marriage as the uniting of one man and one woman, and any heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian activity, polygamy, transgender identity, or any other violation of the unique roles of male and female will be disqualifying per our Biblical standards and will result in termination of employment.

## **CORE VALUES**

OTA Core Values Statement: The purpose of OakTree Academy is to provide a

1. Safe environment where;
2. Creative learning takes place;
3. Relationships are formed and
4. The love of Christ is modeled in school and in the community.

## **NON-DENOMINATIONAL POSITION**

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

## **POSITION OF SERVANT LEADERSHIP**

Jesus called them together and said, "You know that those who are regarded as rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whomever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." (Mark 10:42-45).

## **NON-DISCRIMINATION POLICY**

OakTree Academy admits students of any race, religion, color, and national or ethnic origin to all the rights, privileges, program and activities generally accorded or made available to its students. OakTree does not discriminate on the basis of race in administration of its educational policies, admission policies or athletics and other school administered programs.

## **DIFFICULT OR CONTROVERSIAL ISSUES AND TOPICS**

Oaktree Academy will follow these guidelines concerning the relationship between sound education, that is both Biblical and college-preparatory, and the treatment of difficult or controversial issues. Because one of God's purposes in the training of disciples is to equip them to reach others with the Gospel of Christ and then teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers. Because we must learn to build personal and cultural bridges for the sake of reaching others with the Gospel, we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people. Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and in its principles, we will teach our students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that he may be able to confront the world without becoming stained by it. Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to Godly purposes.

## **GENERAL INFORMATION**

### **WELCOME**

OakTree Academy is a unique private Christian school that began in 1994. Having grown in numbers and excellence over the years, the school is now a concrete expression of a new educational model which offers parents and students flexibility in scheduling and finances to meet the needs and desires of their family. OakTree Academy affirms parents in their role as the primary influencers in their children's lives. This model of education allows families to have a less hectic lifestyle, a great sense of community, and provides families with an option to spend more quality time together. OakTree Academy's goal is to partner with parents to develop children who are morally and academically prepared to reach their maximum potential. Professional teachers teaching in their areas of expertise conduct quality classroom instruction, taught from a biblical worldview. Parents monitor their child's academic progress at home and help them develop strong organizational skills. Communication between home and school is important in this model and is enhanced through various ways including the use of our school management software, FACTS, parent emails, OakTree's website, Facebook, Instagram, and Twitter. Our OakTree model requires a strong student work ethic and emphasizes low teacher/student ratios. With over 600 graduates, OakTree's strong academics have been proven to be one of the best preparations for students planning on attending college, at cost options more affordable than many other private schools.

### **MODIFICATIONS TO STANDARD INSTRUCTIONAL/EVALUATION PRACTICES**

OakTree Academy and its instructors are not currently equipped to modify its instructional or evaluation practices or procedures in response to a student's learning disabilities or other special challenges, such as ADD, Aspergers, autism, etc. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs. Includes but not limited to additional time for standardized testing, class work, test, quizzes or projects and/or oral testing. We do not follow or create IEP's.

### **STUDENT ACCEPTANCE**

Students entering K-8th grade (non-credit bearing) may be accepted and placed in their appropriate grade throughout the school year. Enrollment for students entering 9th-12th grade will be open during the first two weeks of each semester. After the first two weeks, admissions will be pending a review by administration. Mid-year transfer students will be responsible for academic work missed between finishing their first semester at their former school and starting their second semester at OTA.

### **SCHOOL/HOME COMMUNICATIONS**

Communication between the school and the home is vital in any healthy academic setting and because we intentionally want to partner with our parents, OakTree Academy uses FACTS School Management System to enhance the quality and clarity of school-home communications. We require all families to have a working email

address and to access FACTS School Management System and email on a weekly basis. During the school year, please notify the OakTree Office of any changes in name, address, email address, phone numbers or job. This is very important in case of any emergency with your student. Teachers can be contacted via email. Teachers should reply to any parent emails within 24 – 48 hours. If parent emails become excessive, teachers are directed to report to administration for direction. Should a problem or concern requiring contact with your student's teacher during school hours, please send a note to the school to be placed in the teacher's mailbox. The teacher will respond in a manner appropriate to the concern. Parent/teacher conferences can also be scheduled as needed for parents to communicate any concerns they may have. OakTree Academy will use FACTS School Management System to notify families of any unanticipated changes in the schedule due to weather, sports schedule changes, important reminders, etc.

### **INCLEMENT WEATHER**

OakTree Academy will also make use of FACTS School Management System Parent Alert which will notify families via phone call, text or email. If you do not receive an alert then that means we are having school as normal (We do not send alerts out saying that we have school). As an extra measure we also have codes to be on a couple of the local TV stations and we will post notifications on one or more of those (WAVY 10, WTKR 3 and WVEC 13). We do not follow any specific school district (public schools).

Our school is different in that the majority of our students go home at 12:45. This means we do not have a 2 hour delay option (it makes no sense to bring students in at 10:15 and release them at 12:45). That means we have to make the decision to either have school or not have school on certain days when the weather is bad or there are other circumstances involved.

Our responsibility is to make the best decision for the school as a whole and make that decision as soon as we can. Your responsibility as a family is to be safe and make your own decision. If you can't make it to school on certain days due to severe weather conditions, stay home and be safe.

Missed days will not be made up. For the first (2) inclement weather days the students will not be assigned work at home. Starting with the 3rd missed day (whether consecutive or non-consecutive throughout the school year) due to inclement weather teachers will assign Digital Learning Days where students are required to do work at home on these days.

### **OUTSIDE FOOD POLICY IN SCHOOL**

Our goal at Oaktree Academy is to provide the safest environment for all of our students. As a school we are a peanut/tree nut free school at all times and any items containing these ingredients are not allowed in the school. Due to this and other allergies that have impacted some children our school has a few policies regarding outside food being brought into the school whether that be for teaching, celebrating, or just to eat on any given day. We realize that the care and management of such allergies and reactions are based on their developmental level and our policies reflect that.

#### **K4-3RD GRADE:**

At this age students are still learning personal space, knowing how to determine if foods are OK for them to eat, etc. Only food that is safe for ALL students will be allowed in the classrooms\*. Teachers are required to let parents know 48 hours in advance via email or FACTS if there will be food in the classroom for teaching purposes/rewards, class parties, celebrations, etc. Parents must notify the school office and their teachers 72 hours in advance via email if food will be brought into the classroom for teaching purposes/rewards, class parties, celebrations, etc.. All food must be pre-packaged and have proper labeling and not contain any allergic contents. No home baked goods will be allowed. All food must be first turned into the front office, do not take food directly to the classroom.

\*Submitted and approved by administration on a case by case basis.

#### **4th-12th GRADE:**

By now students are at a point in their developmental level where they can make safer choices pertaining to their allergies. Teachers are required to let parents know 48 hours in advance via email or FACTS if there will be food in the classroom for teaching purposes/rewards, class parties, celebrations, etc. Parents must notify the school office and their teachers 72 hours in advance via email if food will be brought into the classroom for teaching

purposes/rewards, class parties, celebrations, etc. Other foods and home baked goods will be allowed in the classrooms - but still no food containing peanuts or tree nuts. All food must be first turned into the front office, do not take food directly to the classroom.

## **STUDENT MEDICATIONS/HEALTH/IMMUNIZATIONS**

Each family is required to complete a Student Health & Medical Information Form. This form contains important information regarding student allergies, medications, and conditions. In addition to completing the required health forms, parents are requested to notify the school and teachers of any serious allergies or illnesses that their children may have. Parents must transport any medication to the school office in the original container and only medication given to the front office staff may be dispensed. No prescription and/or non-prescription drugs are to be in a student's possession while on campus. No medication should be given in a classroom. Inhalers used to treat asthma and epi-pens for allergies are exempt from this policy if their medical release form indicates such usage. All immunizations must be kept up-to-date and the school notified.

### **Anaphylaxis:**

#### Parent/Guardian Responsibilities

- Inform the school front office of your child's allergies before school starts or as soon as the diagnosis is made.
- Provide written medical documentation, instructions, and medications, as directed by a physician, to the school each school year. All food allergies must be verified by documentation from a physician, nurse practitioner or physician assistant.
- Provide properly labeled medications each school year and replace medications after use or upon expiration.
- Work with the school to develop an individual plan that accommodates the child during school within the capabilities that the school can/or is willing to provide. Administration has final approval on this.
- Provide age appropriate education to your child in the self-management of his/her allergies. It is important that students take more responsibility for their food allergies as they grow older and are developmentally ready to accept responsibility.
- Provide accurate emergency contact information and update as necessary.
- Notify the school front office of any change in your child's allergy status or if any reaction occurs outside of school.
- Provide all supplies and equipment necessary for implementing your child's Life-Threatening Allergy Management Plan (LAMP). Replenish supplies as needed.
- Consider a medical alert bracelet for your child.

#### Student Responsibilities

- Learn to recognize symptoms of an allergic reaction and notify school staff immediately if a reaction is suspected or they believe they may have come in contact with their allergen.
- Take as much responsibility as possible to prevent an exposure to allergens based on their developmental level.
- Do not trade or share food with others.
- Understand the care and management of their allergies and reactions based on their developmental level.
- Wash hands before and after eating food/snacks.
- Know where the Epi-pen /Twinject is located and who has access to medication.
- Report teasing, bullying and threats to school personnel.
- Understand school policy and procedure to self-carry epinephrine auto-injector, if appropriate.
- Self-advocate in situations that they perceive as compromising their health.

#### Healthcare Provider Responsibilities

- Complete and sign a Life-Threatening Allergy Management Plan (LAMP) for the student prior to the beginning of each school year or anytime an update is needed.
- Assess student's ability to self-carry and if appropriate then complete and sign the Permission to Carry and/or Self-Administer Epinephrine. Serve as a resource for staff regarding proper care of the student's



allergies.

### Oaktree Academy's Responsibilities

- The school is transparent as there is no trained school nurse or medical professional in the facility or employed by the school. The school will follow protocol to their best ability and will call 911 when necessary. If calling 911 tell them you need Advance Life Support.
- All epipens and inhalers will be kept in the school office in a predetermined and specific location that is clearly marked. Parents may request students to self-carry, if there are secondary epipens and inhalers available, that are provided by the family. Epipens and inhalers will not be transported from teacher to teacher.

### **Anaphylaxis Emergency Protocol**

Anaphylaxis is an acute (sudden), systemic (including multiple body systems), allergic reaction that may occur in a person who has a hypersensitivity to an insect sting, food, medication, pollen, or other allergen. This protocol provides Oaktree Academy administration with a standard to follow when responding to a possible anaphylactic event.

#### Symptoms may include:

- Feeling of apprehension and/or weakness
- Generalized itching and/or tingling
- Swelling/edema of lips, tongue, larynx (throat), periorbital area, etc.
- Hives (raised red patches)
- Weak, rapid pulse
- Fall in blood pressure (sleepiness, confusion , needing to lie down)
- Respiratory difficulty, hoarseness, wheezing, high-pitched sound, shallow breathing. Nasal congestion
- Drooling, gurgling, inability to swallow
- Nausea , vomiting, and/or abdominal cramping
- Cyanosis (blue color to lips/skin)
- Loss of consciousness, shock, coma

### Emergency Care

If no individualized specific Anaphylaxis Emergency Protocol is in place and an administrator, faculty or staff member determines that an anaphylactic reaction may be occurring he/she will:

1. Direct someone to call 911
2. Specify that caller should state: symptoms of anaphylaxis are present and paramedics should bring adrenaline (epinephrine) / Advance Life Support.
3. Administer Epinephrine
  - (Epinephrine 0.15 mg to individual under age 6) (Epinephrine 0.3 mg to individual age 6 and older)
  - If patient is able to swallow, administer Diphenhydramine (Benadryl) by mouth 25 mg for ages 6 through 11 years
  - 50 mg for individuals 12 years of age or older
  - Observe for responsiveness
  - Monitor vital signs
  - Perform CPR if necessary
  - Repeat Epinephrine in 15 minutes if available, symptoms persist. and paramedics are not on the scene or after 10 minutes if symptoms worsen
  - Notify parent, guardian or next of kin

**Note: Patient must be transported by rescue squad to an emergency room.**

### **CAMPUS SECURITY AND SAFETY**

The administration values the safety and well-being of each member of the OakTree community. Therefore, every precaution will be made to ensure that the OakTree community remains a safe and protected campus and environment. Fire, tornado and lockdown drills are held periodically during the school year. Emergency procedures for exiting the classroom/building will be taught during student orientation. Procedures and specific directions will

also be posted in each room as well as in the hallways.

All parents are asked to drop off and pick up your children using the traffic line established (K4-6th grades) or park in the designated school parking spaces and have your students walk to and from that spot to enter and leave school (7th-12th grades). If you feel you need to enter the building because of crying or upset children, or to help carry a project, we require ALL parents to sign in at the front desk in the foyer or in the main office. Then you can quickly escort your kids and sign out as you leave. If your student(s) are tardy as you sign-in they need to get and take with them a tardy slip to hand to their teacher(s). Parents are NOT permitted to escort tardy students to their classrooms. NO PARENTS IN HALLWAYS AFTER 8:15 AM. We ask that all parents please wait outside for pick up either in the traffic line or in the lawn and we will bring the kids to you. If you are picking up your child early and before they are normally dismissed for the day due to sickness, doctors appointments, or for any other reason you must notify the office, the office will go get your child from their classroom or from the front office, and you or your child must sign-out at the front desk to record the early release. Please understand that it is BECAUSE we love you and your kids that certain policies need to be established. We thank you for your support and cooperation as we work together to keep our school safe and secure place.

### **USE OF PROPERTY AND BUILDING**

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage (e.g. throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls, or other property, sitting or standing on tables or chairs, leaving personal property in the hallways, etc.).

### **AUTOMOBILE AND PARKING LOT**

High School students who are interested in parking on campus need to complete the proper paperwork. Students who drive to school must follow the proper traffic flow and must park in the areas designated for student parking. Student drivers should be cautious and keep their speed to a maximum speed of 10 mph. when driving on the school grounds. The school bears no responsibility for vehicles parked on campus. Cars must be parked correctly and should remain locked. Violation of these safety rules may result in the loss of privilege of driving to school or the vehicle may be towed. Students must not loiter in the parking lot. Students are not allowed in the parking lot during school hours, except when arriving or leaving school. Students are to use their lockers for those items they will need during the school day, not their cars. Students who do not adhere to these guidelines may have their parking privileges suspended or revoked. Driving to school is a privilege which will be revoked if abused. OakTree Academy reserves the right to search an automobile at any time when there is a reasonable suspicion that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

### **PARKING AND DROP-OFF/PICK-UP POLICY**

#### Parking.

Anyone who parks their vehicle will be allowed to park in any parking space in the paved parking lots on both campus's property. This makes it easy. NO VEHICLES are allowed to park or wait for students in the field/grass area with the gravel road at the lower campus. This is for church use only or for certain families that have been given permission to park in this area due to medical reasons.

#### Drop-off/Pickup for 7th – 12th Grades (Upper Campus)

There is no pick-up/drop-off line and each vehicle must park in a parking space before dropping off or picking up a student. Families are not allowed to "roll to a stop" and let a student out of their vehicle or to get into their vehicle. Failure to adhere to this causes congestion, is a safety issue, and creates an unwanted traffic pattern. Park your vehicle in a parking spot.

#### Drop-off/Pickup for K4 – 6th Grades (Lower Campus)

To make sure the lines run efficiently and quickly we need to follow these policies:

- The drop-off and pick-up area will be from the beginning of the fire lane curb back towards the curb by the second tree. This is very hard to explain in text but it is marked by different colored cones.

- The times for the pick-up/drop-off lines are as follows: 8:00 – 8:15, 12:45 and 3:00. If you arrive after 8:15 you have to park your vehicle in a parking space (not the pick-up/drop-off line) and you must walk your child into the school front office. If you arrive to pick-up your child after the designated times you must also park your vehicle in a parking space (not the pick-up/drop-off line) and you must walk into the school to pick-up your child.
- No adults are allowed to get out of the vehicle in the pick-up/drop-off lines. If you feel like your student(s) needs extra help getting out of the vehicle then you must park in a parking space (not the pick-up/drop-off line) and walk your child into the school. If you would like to help or go get your child during pick-up then you must also park in a parking space (not the pick-up/drop-off line) and walk and pick-up your child. This also ensures that no parents will be in a passing vehicle path and further strengthens the safety of our campus.
- All students that are being dropped off or picked up must enter and exit through the passenger side of your vehicle. We realize this means that you may have to rearrange car seats, etc. – but this ensures that no students will be in a passing vehicle path and further strengthens the safety of our campus.

### **SCHOOL INTEGRITY**

*[Ephesians 4:29](#) Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

A fundamental expectation of those who are part of the OakTree Academy family is that all students, parents, and staff members will represent Biblical standards at all times, not just during school hours. As representatives of OakTree Academy, it is critical that each person guard the reputation and public perception of the school and refrain from any activity that would cast a negative light on them, OakTree, or anyone associated with the academy.

Examples of such behavior include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about OakTree Academy or anyone affiliated with OakTree Academy in texts, on personal internet blog sites (public or private), such as Facebook, Instagram, Twitter or chat rooms. In addition, participation in any group or organization whose reputation is not above reproach (e.g., gangs, some fraternal organizations, etc.), as well as behaving immorally, such as public intoxication, lewd behavior, or physical altercations with others is not acceptable. School administration has full discretion to determine what appropriate behavior is.

**OakTree Academy will guard the reputation of the school and individual persons affiliated with the school by implementing appropriate discipline for behavior in violation of any of these policies. Administration reserves the right to deem what that appropriate discipline will be.**

### **CAMPUS LIFE**

OakTree students may enter and leave campus at different times during the day because of the unique scheduling format. However, OakTree operates under the following campus policies.

OakTree Academy opens at 8:00 am and closes at 3:00 pm, Monday through Friday at the Lower Campus. At the Upper Campus, the building will be open at 7:45 and close at 3:00. Parents should be conscientious about arriving on time to drop off and pick up students. Students should not be dropped off before opening times as it is unsafe for students to be on-campus unsupervised. If a parent will be late picking a student up, that parent should notify the school office and the student must wait in a supervised study hall or in the office.

The school has 2 main dismissal times (12:45 and 3:00). If your student is in K4 - 6th grades they will be accompanied by an adult during those times as you come to pick them up via the carpool line or in person - under no circumstance will those students be released by themselves. If your K4-6th grade student is being picked up at anytime other than our (2) normal pick-up times then you must notify the office, the office will go get your child from their classroom or from the front office, and you or your child must sign-out at the front desk to record the

early release.. If your student is in 7th-12th grades and that student has finished their classes for the day then that student is allowed to leave campus on their own as they go home at their dismissal time. If your 7th-12th grade child is leaving early and before they are normally dismissed for the day due to sickness, doctors appointments, or for any other reason you must notify the office, the office will go get your child from their classroom or from the front office, and you or your child must sign-out at the front desk to record the early release.

It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the class has been dismissed. Therefore, unless prior arrangements have been made in writing by parents with the school office or the instructor grants special permission, leaving a class early will be considered a breach of good conduct. Please schedule all appointments after school or non-class days when possible.

If a parent must make unexpected arrangements during the school day to have their child picked up by someone else, the parent must notify school office staff who will then notify the student.

Students must be in the class or study hall at all times and may not loiter unattended when on campus. Restroom and locker use is limited to before and after school and between classes only.

The following is the school policy for students in 12th grade who have permission to leave campus during the day for lunch (12:00-1:30):

- Students must have parent's approval. The school will not check with parents but permission is between the parent and the student. Snacks/food and drinks are available for purchase inside the school. OakTree Academy can only be responsible for students if they are on campus. Leaving campus is an at-your-own-risk.
- Once students have permission, they must sign out at the front desk. The students must sign their name, the time they left, and where they are going. Students must then sign in when they re-enter the building.
- Students cannot miss any class time and it is their responsibility to arrive back at school at the appropriate time. If these rules are not followed then the privilege of leaving campus can be revoked and disciplinary actions can be taken.
- 12th grade students who have parent permission will ONLY BE ALLOWED TO LEAVE CAMPUS FROM 12:00 - 1:30. No one will be permitted to leave before or after that time frame unless you are leaving for the day according to your schedule or a parent comes early to pick you up.

### **CAMPUS VISITATION**

OakTree Academy is a closed campus. All visitors and parents need to check in and checkout either at the front counter or in the Main Office.

- Prospective students or out of town guest may be permitted to visit with an OakTree student and to attend classes with him/her but must have pre-approved permission granted for all "shadowing" visits via the Administration office 24 hours prior to the visit.
- Alumni and dual enrolled students are welcomed on campus and may visit with staff and students between classes or at lunch and study hall breaks.
- Student visitors will be expected to abide by the dress code, student code of conduct and class rules.

### **LOCKS AND LOCKERS**

All students in 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades will be issued a locker and must purchase a lock for their locker at the beginning of the school year from the office. Students are expected to abide by the following policies:

- Lockers should be kept neat and treated properly
- Lockers may be decorated on the inside if done appropriately, but the school reserves the right to require students to remove decorations that are inappropriate. Stickers may not be used and all decorations must be easily removable. No markers are allowed at anytime to write on the lockers. Lockers may not be decorated on the outside except when done for birthdays or other special occasions. These decorations must be ones that can be easily removed by the student at the end of the day. Balloons, crepe paper, and streamers are acceptable, but no glitter, confetti stickers or paint are allowed.

- Locker use is limited to before and after school and between classes only.
- Students are encouraged to keep valuables locked in their lockers or in their possession at all times.
- Students are not to share their locker or the combination to their locks with anyone.
- In the interest of safety and to ensure compliance with school policies, OakTree reserves the right to inspect lockers and their contents without prior notice or cause.

Lockers will be assigned, by grade level and will be grouped according to grade level. Locker combinations and master key will be kept in the office and students will be able to contact the office for combinations or to get help with locker problems. Every year, the lockers will be rotated to ensure the optimal safety and privacy for all students. Students whose combination is compromised may request that the combination be changed.

## **LUNCH**

At OakTree Academy, students in 12th grade can leave the campus for lunch with parent approval from 12:00-1:30. Please follow our campus policy regarding leaving the building. They can eat at the various restaurants in the nearby shopping center or bring their lunch back to the school café. Students who choose not to leave and students in K4-11th grades should bring a lunch from home if they are staying for afternoon classes. Microwaves are available for heating lunch items. In addition, there some items for sale at the café, such as soups, Mac & cheese, hot dogs, hot pretzels, drinks and assorted snacks.

## **LOST AND FOUND**

Lost articles may be reclaimed in the front office each morning before classes begin or after school. Articles are kept for 30 days and then distributed to local charitable organizations.

## **ACADEMIC LIFE**

### **CLASSROOM RULES**

Conduct that disrupts teaching or learning will NOT be tolerated.

#### **High School Class Rules**

- Come to class on time.
- Be prepared with all required materials and homework.
- Respect your teacher at all times.
- Respect your classmates. Treat them with kindness in your words and actions.
- Respect personal space, rights and property of others.
- Stay on task the entire class period.
- Do not engage in activities such as social conversations, grooming, sleeping or personal note writing while in class.
- Obey all school regulations (both written and verbal)
- Chewing gum is not allowed.
- Always comply with resulting discipline when found in violation of these rules
- Always Do Your Best – It Honors God.
- Dress code rules are followed- no hats, cleavage, sloppy appearance, etc.

#### **Elementary Class Rules**

- Come to class on time and prepared with all supplies and homework complete
- Respect your teacher at all times
- Respect your classmates. Treat them with kindness in your words and actions.
- Respect personal space, rights and property of others.
- Work quietly. Use inside voices. Do not disturb others who are working
- When the teacher is talking, be quiet and listen.
- Raise your hand and wait to be called on before speaking
- Don't hit, kick, or touch anyone else with your hand, your feet, or any other object.
- Walk quietly in the classroom and hallway

- Always Do Your Best – It Honors God

## **SCHEDULING CLASSES**

Oaktree Academy is accredited by Christian Schools International whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education whose academic program meets the following requirements:

- OTA is organized in 16 - 20 week semesters meeting 5 days a week classes for K4-12th grade. (K4 also has a 3-day a week program option)
- Our core academic classes are offered as single subject courses to best utilize available instructional time. We may, occasionally, due to small class sizes, combine course levels for our elective classes (e.g., art, drama, etc.).
- Students must successfully complete the prerequisites for each course, confirmed by a passing grade in an OTA course or transcripts from another school, or documented proof from a home school. Students may be asked to demonstrate mastery of previous knowledge through placement testing to provide teachers with a starting point for each semester's instruction.
- Continuity of instruction is insured through well-developed and clearly articulated curriculum including course overviews, scope and sequence, assignment sheets, etc. The OTA academic program will maintain high academic standards emphasizing a strong student work ethic and college preparation. Our academic standards will meet or exceed the local and state laws that govern education.
- OTA teachers are responsible for organizing instruction that includes a partnership with parents. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom that extends to the parents, keeping them inform on what is happening in the classroom.
- OTA will strive to maintain a low student/teacher ratio to encourage student success in all classes.

## **HOMEWORK**

There is a great deal of research that challenges the value of homework, especially in the elementary grades and cautions the amount of time spent on homework in high school. This research has indicated that assigning traditional homework had no measurable effect on what students actually remember (learn) and have no positive effect on standardized test scores.

In addition to the research, our homework policy is rooted in our overarching philosophy of education that supports kids having more free time to explore and investigate what interests them and encourages families to spend more time together rather than sending children to their rooms for extended periods of time working alone.

Our guideline for homework in K4-6th grade encourages our teachers to forego assigning work sheets and curriculum book exercises. Instead, there is extensive supporting evidence that children who read each evening do better in all subjects...including spelling, writing, and math! Reading each day has also been shown to increase overall test scores on standardized tests. We ask parents to allow children to choose the books that interest them from the library or from a digital option. Although an approximate time of 30 minutes a day should serve as a guideline, it is best to simply provide a quiet time for children to read without them knowing a time frame to avoid them reading to the clock rather than reading for enjoyment and interest. Younger children could be read to by parents or siblings or listen to books read on tape or tablet. Some review from time to time, especially in Math, may also be helpful. A limited homework policy should also provide opportunities to allow families to explore life and learning together. Our teachers will keep you aware each week of what is currently being covered in the classroom, and our encouragement to you as parents is to supplement their lessons with real life assignments at home. When studying fractions, bake a cake together to practice measuring ingredients or order a pizza and cut it in to different proportions. When studying the solar systems, break out a telescope and look at the stars together or plan an evening trip to our area planetarium. Our area is rich in opportunities to expand what your kids are studying at school and learning is not only reinforced, but family is too! Don't force these events, just relax and think about how you and your children can spend time together. Our teachers will help from time to time by giving you suggestions to partner with us at school, but use your imagination and share your experiences with us!

Our 7th-12th grade students are being groomed for college preparatory readiness and homework at this grade level is effective, if not excessive. As such, students at these grade levels are also encouraged to set aside delight-

directed reading time each day. Homework for these grades will be assigned on a block schedule\* and should be able to be completed in 1.5-2.5 hours. No daily homework will be assigned on Fridays to allow for family time each weekend.

#### Homework Block Schedule for 7th – 12th Grades:

Math: 30 minutes per day Monday – Thursday  
English: 30 minutes per day Monday – Thursday  
History: 30 minutes per day Monday and Wednesday  
Science: 30 minutes per day Tuesday and Thursday  
Communication Arts: 30 minutes per day Tuesday and Thursday  
Spanish I, II, III: 30 minutes per day on Tuesday and Thursday  
Electives: 30 minutes per class per week (See schedule)

#### 7th, 8th Grade:

Mon: Math, English, History, Intro to Animation, Print Journalism, Leadership Skills, Bible Discipleship  
Tues: Math, English, Science, Computer Keyboarding, Art, Praise Band  
Wed: Math, English, History, Intro to Spanish, Choral Group, Intro to Robotics  
Thurs: Math, English, Science, Intro to Video Production, Theater Arts

#### 9th Grade

Mon: Math, English, History, Print Journalism, Leadership Skills  
Tues: Math, English, Science, Spanish, Discipleship, Praise Band  
Wed: Math, English, History, Choral Group, Robotics, Art, Theater Arts  
Thurs: Math, English, Science, Spanish, Personal Finance, PE Foundations, Video Journalism

#### 10th, 11th, 12th Grade

Mon: Math, English, History, Print Journalism, Leadership Skills, Biblical Worldview  
Tues: Math, English, Science, Spanish, Discipleship, Praise Band  
Wed: Math, English, History, Choral Group, Robotics, Art, Theater Arts, Road to College  
Thurs: Math, English, Science, Spanish, Personal Finance, PE Foundations, Video Journalism

\*This does not include quarterly projects for the elective classes.

Please Note: The academy will not be responsible for printing of any homework assignment at the school office from home, personal laptops, or school laptops. Students should come prepared with their printed assignments or ask the teacher if they can send their assignments in a .pdf format via email. This is great training in responsibility and also prepares students for future college experiences.

#### **LATE HOMEWORK POLICY**

*“But the fruit of the Spirit is...self-control; against such thing there is no law.” Gal. 5:22*

At OakTree Academy we require students to stay on task and be responsible for turning in work on the assigned due date. The qualities of self-discipline, diligence and self-control are encouraged in each class. Because we want to promote and support self-discipline and responsibility, all late homework will be given a zero (0) grade.

#### **TESTING INFORMATION**

##### Diagnostic/Placement Tests

These tests are used to identify skill level in Language Arts and Math. OakTree Academic Advisors can administer these tests on an as-needed basis.

#### **ACHIEVEMENT TEST (REQUIRED GRADES K - 11)**

The Commonwealth of Virginia requires yearly standardized testing to validate the academic progress of our students. These tests are used to evaluate a student’s progress as it relates to national norms.

OakTree provides testing for students in March; **ALL** students from grades **K-11th grade** are required to participate in these testing sessions. If the student misses all school provided testing days, there will be a charge of \$150 assessed to each student for make-up testing. This fee is necessary because missed tests need to be hand-scored,

normed and written. Whether the student misses one or both days, the same fee will be assessed. Only IOWA tests are acceptable for individual testing sessions. Report cards and transcripts cannot be released without current standardized testing results on file in the main office.

### **ASVAB (CAREER TESTING)**

All sophomores will be required to participate in the Armed Services Vocational Aptitude Battery (ASVAB). This Battery of aptitude and ability assessments will provide insight to possible career choices and also assist the student to increase their SAT scores.

### **PSAT (PRELIMINARY SCHOLASTIC APTITUDE TEST)**

The PSAT is required for all juniors. Test results provide evaluations of national placement compared to other juniors in the United States, helps prepare students for the SAT, and enrolls juniors in competition for National Merit Scholarship programs.

### **SAT (SCHOLASTIC APTITUDE TEST) or ACT (AMERICAN COLLEGE TEST)**

Either the SAT (Scholastic Aptitude Test) or ACT (American College Test) is recommended for high school juniors and required for high school seniors for graduation. Most colleges use scores from these tests as one factor in determining admission. The SAT or ACT provides an indication of national placement among college bound seniors. This test is given (1) time a year at OakTree Academy. Other dates are available at other local test sites. OakTree's school number is 470471. Use this number on the SAT or ACT application form at [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org/index.html](http://www.actstudent.org/index.html).

### **GRADE DISTRIBUTION FOR CORE CLASSES**

OakTree Academy seeks to accurately assess student learning by:

#### Establishing clear instructional objectives for each class

Objectives and course outline will be clearly communicated to students and parents through the class scope & sequence and pacing guide distributed at the beginning of each course.

#### Communicating clear guidelines and goals in measuring student learning

The assessment of student learning will be measured through a variety of teaching and assessment methods. The instructors will communicate their course objectives and chosen method of assessment per unit/chapter with student and parents.

#### **1st – 6th Grade**

Class work & Participation/Character Development: 50% (9 minimum per quarter graded for accuracy)

Quizzes: 20% (3 Minimum per quarter)

Tests/Projects: 30% (2 Minimum per quarter)

No cumulative testing required. Finishing each quarter with normal test/evaluation. No exemptions.

#### **7th - 8th Grade**

Class work & Participation/Character Development: 35% (9 minimum per quarter graded for accuracy)

Quizzes: 25% (3 Minimum per quarter)

Tests/Projects: 40% (3 Minimum per quarter)

At the semester, on the assigned testing days, students will be given a cumulative exam covering the second and fourth quarters' material. No exemptions. These exams will count as 5% of the semester grade. Note: For the first and third quarters, regular chapter testing is allowed. The goal for "semester" testing is to introduce the students to cumulative studying.

#### **9th – 12th Grade**

Class work & Participation/Character Development: 35% (9 minimum per quarter graded for accuracy)

Quizzes: 25% (3 Minimum per quarter)

Tests/Projects: 40% (3 Minimum per quarter)

Semester cumulative exams required. Students may be exempt if they have a final grade average of 93 or above for the current semester.



\*Semester exams will count as 10% of the semester grade

**\*Exam Exemptions (9th-12th Grades Only):** Students with a 93 for the semester can choose if they take the semester exam. If the grade on the exam hurts them, it will not apply but if the grade on the exam helps their GPA then it will count. If they choose to take the exam, it will only improve their GPA. Please note if a student's semester grade is a 92.5-100, they will be exempt from the semester exam. All 92.5 grades will be rounded up to a 93 by FACTS. Teachers must notify students in writing 72 hours prior to the semester exam that they are exempt and must also submit a list of exempt students to the office one week prior to exams.

### **GRADE DISTRIBUTION POLICY FOR K-6TH GRADE ELECTIVES**

All K-6 electives will be assessed on a Pass/Fail.

### **GRADE DISTRIBUTION POLICY FOR ONE DAY (BLOCKED) 7TH-12TH GRADE ELECTIVES**

The distribution of grades will be determined as follows for any 7th-12th grade elective that meets one day a week.

1 test/project per quarter due at the end of the quarter 25% 1 written quiz/smaller project 30%

3 daily participation/homework grades 45%

### **GRADING SCALE**

The following scale will be applied to all grades earned beginning with the 2014-2015 school year: A = 93.00-100, A- = 90.00-92.99,

B+ = 87.00-89.99, B=83.00-86.99, B- = 80.00-82.99, C+ = 77.00-79.99, C = 73.00-76.99, C- = 70.00-72.99, D+ = 67.00-69.99, D = 64.00-66.99, F = Below 64.00

Withdrawn Passing = WP

Withdrawn Failing = WF, Incomplete = I

The ten-point scale will be applicable for all core classes in grades 1-12. Grading for K4/K will be assessed on a developmental scale. All K-6 electives will be assessed on a Pass/Fail.

### **GRADEBOOK CODES IN FACTS:**

The school has developed the following gradebook codes for FACTS so that there is no longer any confusion for teachers, parents, or students.

**Excused (E):** This specific assignment is excused (E). It will neither count for or against the overall grade in this class. This assignment does not have to be made up.

**Dropped (D):** This specific grade is dropped (D). It will neither count for or against the overall grade in this class.

**Absent (A):** This specific assignment was not complete due to the student being absent from the class when the assignment was due or other extenuating circumstances. This assignment is able to be completed for full credit as long as students follow school policies on Planned Absence & Make-up Work, Late Work Due to Illness, and communicates with the teacher. A FACTS email notification will not be sent home when the student receives an Absent (A) for any assignment but it will be visible on Parents Web (FACTS) and will be on the progress report that is emailed home weekly.

**Incomplete (I):** This assignment is past due. This assignment can still be turned in to the teacher but it will be penalized for being turned in late. This Incomplete (I) will count as a temporary zero against the student's grade. If the student does not make the assignment up the Incomplete (I) will change to a permanent zero for that assignment. A FACTS email notification will be sent home if a student receives an Incomplete (I) for any assignment.

### **HONOR ROLL**

In order to maintain fairness, students must be taking all four core classes on campus to be eligible for honor role. Juniors and seniors who take three on-campus or virtual classes and are dual enrolled will also be included.

Principal's List will be earned by any student receiving straight A's in all subjects (93-100).

High Honor Roll will require students to maintain an A- average of 90 or greater, with no one grade lower than a B (83).

Honor Roll will require students to maintain a B average (83-86.99), with no one grade lower than a B- (80).

Students in 9th – 12th grades will be exempt from semester exams if their semester average at the time of exams is 93 or greater.

### **NATIONAL HONOR SOCIETY**

OakTree Academy is a recognized chapter of the National Honor Society for our high school students. The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service and character. These characteristics have been associated with membership in the organization since its beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service. Four main purposes have guided chapters of NHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in the students to secondary schools.

### **VALEDICTORIAN and SALUTATORIAN**

#### Valedictorian:

- Highest GPA with a minimum of 3.70 or above
- Outstanding character and service

#### Salutarian:

- Second Highest GPA with a minimum of 3.70 or above
- Outstanding character and service

### **DUAL ENROLLMENT**

OakTree Academy has maintained a strong dual enrollment program. We encourage our advanced seniors (this program is for seniors only) to participate in this program to further prepare them for college.

- Student must have completed the junior year before enrolling in college classes.
- Application for the senior year dual enrollment program may begin after first semester of the junior year.
- Students must have a current GPA of 3.0
- SAT minimum requirements:
  - ERW no less than 480
  - Math no less than 530
- Administrative Recommendation

### **GRADE PROMOTION**

#### Kindergarten – 8<sup>th</sup> Grade

Three of the four core classes must be successfully passed. Of the three, math and English must be passed before the student can be promoted to the next grade. The student must make up any failed core classes during the summer. Oaktree Academy does not offer summer school and the make-up of any failed courses is the responsibility of the parent and must be approved by the guidance counselor.

#### High School credits

All failed high school credits must be made up through credit recovery classes either from approved online schools, public school programs or tutored by an OakTree teacher. English credits must be recovered prior to promotion to the next grade. Oaktree Academy does not offer summer school and the make-up of any failed courses is the responsibility of the parent and must be approved by the guidance counselor.

### **GRADUATION REQUIREMENTS**

Per AdvancEd accreditation requirements, in order to graduate from OTA all freshman entering OakTree Academy will be required to earn 18 credits from an accredited source (OTA, college, public school, or an accredited online, private or correspondence school with a reciprocal accreditation agreement with AdvancEd). The Academic Dean will make the final determination as to whether or not transfer credits are acceptable to meet this requirement.

OakTree School offers a choice of four diploma tracks for high school students, General, Academic, College-Preparatory and Scholars tracks. Every high school student must meet with the guidance counselor each year to choose and update his or her 4-year plan. Additionally, every OakTree high school student is required to take a standardized test administered by Oaktree Academy. Eighteen (18) credits must be granted from OTA, a public school, a private school with approved credentials, approved virtual school, or a university or college.

### **DIPLOMA TRACKS GENERAL DIPLOMA**

The General Diploma is for the vocationally minded student who is not interested in attending college but seeks training in a non-degree program. There are no foreign language or public speaking requirements for this track. This diploma requires a minimum of 23 credits in the following subject areas:

Biblical World View course; one additional Bible course (2 credits)  
English (4 credits)  
Math (Business/Algebra) (2-3 credits)  
Science (General Science acceptable for credit) (2-3 credits)  
History (US History, World History, Geography, Government/Econ) (4 credits)  
PE/Health (1 each) (2 credits)  
Intro to Computer Applications (1 credit)  
Personal Finance (1 credit)  
Communication Arts/Public Speaking (1 credits)  
Fine Arts/Practical Arts (1 credits) Road to College class (1 credit)  
Total Credits (23)

### **ACADEMIC DIPLOMA**

The Academic diploma is for the student interested in attending a community college (associates degree) college or a technical/art institute. This diploma requires two years of a foreign language and either 2 years of math (Algebra I and above) and 3 years of lab science or 3 years of math and 2 years of lab science. This diploma requires a minimum of 24 credits in the following subject areas:

Biblical World View course; one additional Bible course (2 credits)  
English (4 credits)  
Math (Algebra I and above) (2-3 credits)  
Science (Physical, Biology, Chemistry, Anatomy, Marine) (2-3 credits)  
History (US History, World History, Geography, Government/Econ) (4 credits)  
PE/Health (1 each) (2 credits)  
Foreign Language (2 credits)  
Intro to Computer Applications (1 credit)  
Personal Finance (1 credit)  
Communication Arts/Public Speaking (1 credit)  
Fine Arts/Practical Arts (1 credit) Road to College class (1 credit)  
Total Credits (24)

### **COLLEGE PREPARATORY DIPLOMA**

The College Preparatory diploma is also for the student interested in attending a four year university or college. This diploma requires three years of foreign language (or 2 years on one foreign language and 2 years of another foreign language), 3 years of math (Algebra I and above), and 3 years of lab science. The minimum credits required for this diploma is 26 credits in the following subject areas:

Biblical World View course; one additional Bible course (2 credits)  
English (4 credits)  
Math (Algebra I and above) (3 credits)  
Science (Physical, Biology, Chemistry, Anatomy, Marine) (3credits)  
History (US History, World History, Geography, Government/Econ) (4 credits)  
PE/Health (1 each) (2 credits)  
Foreign Language (3 credits) (or 2+2) Intro to Computer Applications (1 credit) Personal Finance (1 credit)  
Communication Arts/Public Speaking (1 credit)  
Fine Arts/Practical Arts (1 credit) Road to College class (1 credit)

## Total Credits (26)\*

Because many colleges are requiring more academic preparation, OakTree School strongly suggests that high school students research the colleges that they may be interested in attending and learn their specific requirements. If the high school student does not have an idea of particular colleges he or she may be interested in attending, it is strongly recommended that he or she choose the College Preparatory diploma.

### **SCHOLAR DIPLOMA**

The Scholars diploma is OakTree Academy's honor academic track. The student in this program is interested in applying to a competitive university or enrolling in an academically rigorous major. Four years of mathematics, one of which is a more advanced mathematics course than Algebra II is required.

Four years of science, including chemistry, is also required. The minimum credits required for this diploma is 28 credits in the following subject areas:

Biblical World View course; one additional bible course (2 credits)

English (4 credits)

Math (Algebra I and above) (4 credits)

Science (Physical, Biology, Chemistry, Anatomy, Marine) (4 credits)

History (US History, World History, Geography, Government/Econ) (4 credits)

PE/Health (1 each) (2 credits)

Foreign Language (3 credits) (or 2+2) Intro to Computer Applications (1 credit) Personal Finance (1 credit)

Communication Arts/Public Speaking (1 credit)

Fine Arts/Practical Arts (1 credit) Road to College class (1 credit)

Total Credits (28)

### **INDEPENDENT STUDY**

#### Conflict in schedule

If a student has a conflict in their schedule for a course required for graduation and is not enrolled in the full seven classes offered in full-time tuition, enrollment in SevenStars Academy online equivalent course is an option without additional charge. If the student chooses a tutoring option, there is an additional \$650.00 charge since individual tutoring is not covered with full-time tuition.

#### Personal preference of the student/parent

If a student chooses to study a subject that the Academy does not offer in its schedule, there is a \$650.00 fee since individual independent study preferences are not covered with full-time tuition. For example, if a student wishes to study German instead of Spanish (offered onsite through the Academy), either through SevenStars Academy or tutor, there is a \$650.00 charge since independent study of a foreign language is not covered through full-time tuition.

Oaktree Academy cannot guarantee that an off-site subject study that takes consecutive years to complete (such as a foreign language) can be continued from year to year, since availability of an online program or tutor is not subject to the Academy's control. The parent and student assume all risk of being able to complete a graduation requirement if they choose an off-site option for foreign language study.

#### Audited courses/retakes for GPA enhancement

Courses that are audited or retaken not for credit recovery but for the purpose of replacement of a grade are subject to the \$650.00 fee since this is a preference of the parent and student.

### **DROPPING AND ADDING CLASSES**

An academic course may be dropped by the end of the first quarter without that course showing up on a student's report card or transcript. Any course dropped after the first quarter will have a grade posted to the student's report card and transcript (if applicable). At semester, credit will be posted to a student's transcript for any credit bearing class whether passing or failing.

### **CREDIT RECOVERY**

If a student fails a credit bearing course, the tuition for credit recovery courses, either online by SevenStar Academy or tutored, is \$650.00. The fee for a SevenStar Academy online credit recovery course may also incur

additional fees. The credit recovery fee is due at the first week of instruction and is non-refundable and non-transferrable.

### **ACADEMIC INCOMPLETE**

Due to attendance requirements, students will be given a grade of "Incomplete" when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the quarter in which it was offered. All academic incompletes must be approved by both the course instructor and the Dean of Academics, and must be filed with the administration according to current guidelines and procedures governing such situations.

### **PROBATION**

OakTree Academy has developed an Academic and Behavioral Review Committee to review student's progress each quarter in academics, attendance, and behavior. Students are considered in good academic standing unless the student earns a failing grade or a combination of two grades of "D". In such cases, a student may be placed on academic probation for the subsequent quarter of study. Academic probation is considered to be a "watch" status designed to encourage the student to improve his/her current grade standing. Continual low academic progress may result in dismissal from OakTree Academy.

### **TRANSCRIPTS**

#### **PE HALF CREDIT**

Physical Education half-credit earned through participation in an approved OTA sports team Because OTA sports coaches are hired and supervised by the Academy, students participating in the OakTree Academy sports program will earn one-half credit /season towards the health credit requirement for graduation. The following policies will apply in regards to participation in an approved OTA sports activity:

- The half credit will be posted as a Pass/Fail and will be listed on the OTA transcript.
- Credits earned through participation in an OakTree Academy sports team will be used in determining the minimum number of accredited courses required for graduation (18)

#### **OCPE (OFF CAMPUS PHYSICAL EDUCATION) PROGRAM**

Because some off-site vendors offer programs which qualify as accredited, students participating in these receive credits that meet the requirements for graduation. Examples include approved Driver's Education vendors, approved First Aid/CPR providers, or approved supervises physical education related activities. The Academic Dean will approve all off-site vendors and the credit worthiness of their programs.

Credits earned by students in approved off-site courses will:

- be entered into the OTA transcript as a letter grade or a Pass/Fail grade
- be used in the calculation of the student's final cumulative GPA
- be used in determining the minimum number of accredited courses required for graduation (18)

#### **APPRENTICESHIP HALF CREDIT**

Only pass-fail credit will be assigned for the apprenticeship half-credit. Guidelines governing this half-credit

- Pass-Fail grades will be recorded on the student's official transcript. This pass-fail half credit will not be used in the calculation of the student's cumulative GPA
  - A minimum of 20 hours of participation in the apprenticeship program is required each semester.
  - OTA requires three documents for one half-credit in the apprenticeship program. These forms must be returned every quarter.
1. The Apprenticeship Evaluation Form - to be filled out by the supervisor of the student's work assignment. For example, if the student is attempting childcare apprentice credit, the parent of the children he or she is watching or the day care facility supervisor fills out this form each nine weeks. If the student is working at a place of business, the supervisor who normally evaluates his or her performance completes the evaluation form with a signature.
  2. The Apprentice Journal Form - the apprentice student will describe two work experiences that helped further his/ her understanding of the work environment. This form is completed by the student IN DETAIL. Journaling Forms that are incomplete or lack detail are unacceptable for credit.

3. A time log to verify that the minimum twenty hours of participation are being met by the apprentice.

### **TRANSCRIPTS**

A transcript is a record of grades for the entire period of attendance at OakTree Academy plus cumulative grades from previous school(s). Students may need such records for transfer to another school, for college admission, or scholarship applications. Normally, for transcripts to be considered “official”, they are mailed directly to the institution. Students should request records (transcript/report cards, etc.) at least two weeks in advance of the date needed by contacting the OakTree Office. Transcripts/report cards, etc. will not be released unless tuition and/or fees are up to date. Unless the student is receiving an accredited diploma from OakTree Academy, families are prohibited from using the OTA name or logo on any other diploma or transcript. Credit requirements must be met for a diploma and/or an official transcript. Eighteen of those credits must be taken at OakTree or another accredited source. If 18 accredited courses are not completed, only an unofficial transcript will be given.

### **TRANSFERRING CREDITS**

While OakTree Academy may allow transfer credit, the school will only accept credit earned at nationally accredited institutions recognized by Advanced. In general, one credit is equivalent to a full year's instruction in a given course of study, or one half credits per semester. No credit less than one-half credit will be accepted by OakTree Academy.

#### Accredited schools

OakTree Academy will accept transfer high school credits from any public, private, post-secondary or virtual school based on meeting the following requirements:

- The transfer school has earned accreditation accepted by Advanced, the Department of Education from the transfer state, or the Commonwealth of Virginia. Only credits earned from a transfer school with acceptable credentials will be entered on OakTree Academy's transcript
- Approval of transfer credit is contingent upon receipt of an official high school transcript from the transfer school prior to acceptance. The course must be equivalent in content and academic level as those offered by OTA, and all grades must be passing.
- OakTree Academy administrators reserve the right to require grade placement assessment prior to enrollment in some classes with pre-requisites.
- The letter grade for a transfer accredited course will be entered on an OakTree Academy transcript and the transfer school's cumulative GPA will be noted on the OTA transcript. However, the student's final cumulative GPA will be based on credits earned through OakTree Academy alone.

#### Home school schools

While OTA may recognize informal (home school) coursework, these requirements must be met:

- For self-instruction or home-school co-op or umbrella school credits, parents must complete and submit a Home School Credit Transfer Form prior to acceptance. Submission of this documentation does not guarantee acceptance of the credits.
- The curriculum used in the home school or co-op courses must be listed on the Home School Credit Transfer Form.
- The Academic Dean will review and approve the submitted Home School Credit Transfer Form. The course must be equivalent in content and academic level as those offered by OTA, and all grades must be passing. Parents may be required to submit additional documentation as needed.
- The grading scale for the home school courses must be listed on the Home School Credit Transfer Form.
- A completed time log must be submitted for parent directed music and physical education credits. 120 to 150 hours of instruction, practice and performance is equivalent to one half-credit of music or physical education.
- Home study credits will not be used in determining if the student meets the minimum amount of accredited coursework required for graduation (18 credits).
- Students may be required to complete a placement test for acceptance into courses requiring prerequisites. OakTree Academy reserves the right to assess student mastery by either administering the final exam of the OTA course or a curriculum publisher diagnostic placement test.

### Non-Accredited traditional schools

Credits from a traditional school whose accreditation is not recognized by AdvancEd will appear on the OakTree transcript as a Pass/Fail. Only credits earned through OakTree Academy's program will be calculated in the cumulative GPA.

### **WITHDRAWALS**

Full-time students who withdraw after June 1st but prior to the first day of classes will be charged a \$600 per student withdrawal fee. After the first day of each semester, tuition and class fees will be charged for the entire semester and will not be refunded. Tuition still due by installment must be paid through the semester in which the withdrawal occurs. Book rental fees are not refundable. If there is any outstanding tuition or unpaid fees, the student will not receive grades, report card or transcripts until account is paid in full (this includes your unpaid monthly tuition). Students will also not be accepted for re-enrollment until all prior accounts are paid in full.

### **TEXTBOOKS**

- All textbooks are reviewed each year by the Curriculum Coordinator and the Administrator.
- The process begins with distribution of an evaluation form to the faculty in February.
- If, after answering the evaluation form, it is determined that it is in the best interest of the students to select a new publisher, the formal process begins.
- The Curriculum Coordinator researches various publishers and requests two samples of each student book for review.
- Curriculum Coordinator reviews faculty evaluation forms and if a change is deemed necessary, samples of new curriculum are given to faculty to review and evaluate.
- A parent representative is selected to review and compare both current and new curriculum options.
- Enrichment teachers also provide input, as many publishers now include supplemental art projects songs, body movements, etc.
- Using feedback from the faculty and information gained from the parents, the committee makes the final selection.
- It is our goal to replace curriculum on a five year cycle, taking into account the condition of the textbook and updated editions by the publisher. We also have a goal of curriculum/publisher consistency through grade levels to insure master learning.

The philosophy of textbook adoption is to change when we need to change, but not to switch publishers for the sake of switching publishers. If what we are using is supporting student learning, is user friendly, and is in good condition, etc., the decision is made to remain with the current publisher. We feel this is being good stewards of the resources we have been entrusted with. Students are not considered officially enrolled and cannot start school if fees are not paid. Books will be given to students on the first day of classes. In the case of voluntary or involuntary withdrawal, all books must be returned to the school immediately. Please note: At the end of the school year, parents will be charged the full replacement price of any book that is damaged, lost or deemed unacceptable for re-use.

### **ATTENDANCE REQUIREMENTS**

Students are expected to be in school, in class, and ready for instruction. Daily and punctual school attendance is essential to each student's academic development. Absence from school is detrimental to student achievement. As required under the provisions of law, each parent/guardian is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Parents are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, or administrators.

### Absence Defined

- K4-3rd grade, if a student does not attend school for at least a portion of the day, he/she is counted absent.
- 4th-12th grade, absences are computed for each class.

## Excessive Absences

### Definition

OakTree Academy does not have excused or unexcused absences, the school counts all absences. All absences will be included in computing excessive absences.

Students having more than twelve (12) absences from a class within a given semester will be considered as having excessive absences. If there is a class that only meets once a week no more than three (3) absences from a class within a given semester will be considered as having excessive absences.

### Resulting Actions

Students having excessive class absences within a given semester will receive a failing grade (63/F) for that semester. If students exceed the number of missed days it may result in their removal from OakTree Academy.

### Absentee Policy

Parents are required to email or call the office by 8:15 AM when their child will be absent.

### Tardy Policy

Every three tardies will be counted as an absence. Remember that all attendance information is available to students and parents through FACTS. Students will be marked as absent if they miss a significant portion of the instructional session. Teachers may, at their discretion, refuse to allow students to “make-up” work missed because of a tardy. Students who are tardy must check in with the front desk or main office before going to class.

### Planned Absence & Make-up Work

Parents are required to notify the office the reason for a student’s absence. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence. Students will not be allowed to make-up tests or quizzes during the lunch periods (12:00-1:35 PM). Teachers are instructed to send students to study hall at an appropriate time or give students a quiet time in the classroom to complete make-up tests and quizzes.

### Attendance at School Sponsored Academic Events

Attendance is mandatory at school sponsored academic events (Science Fair, Literacy Fair, Wax Museum, live performances, etc.) outside normal school hours. If student does not attend the grade for that project is reduced 50%.

### Late Work Due to Illness

The student will have two consecutive school days to turn in work missed while absent due to illness without incurring a penalty. This is in addition to the “new” work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parents should notify the teacher to obtain permission to turn in the assignment at a later date.

Students who are absent for reasons other than illness are still required to turn in assignments on the due date (the student knew about it prior to the absence) or make special arrangements with the teacher prior to the absence.

### Homework Policy for Extended Time Missed

In extreme circumstances when a student is absent for more than one week because of illness, surgery, death in the family, etc., they will still be responsible to study and know the material that had been taught in class as well as in the missed homework, but daily written homework for that week will not be collected or evaluated by the teacher. This excused homework will not be counted against the student's grade. However, all tests, quizzes, and projects will have to be completed. The tests, quizzes, and projects will be due when the student returns to school. If more than a combination of two tests, quizzes, and projects are due at one time then the student can ask administration for an extension. Please note that the request for an extension may or may not be granted.

### No Homework on Non-Holiday Days Off

The school does not give homework on holidays and school field trip days. The school also does not allow



homework to be given to students on non-holiday “days-off” from school unless otherwise directed by administration. Examples: P/T conferences, teacher training days, inclement weather etc. Let our days off be our days off. Celebrate Life and Celebrate Family time.

## STUDENT LIFE

### CODE OF CONDUCT

*Philippians 4:8 Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.*

*Philippians 2:14-16 Do everything without grumbling or arguing, so that you may become blameless and pure, “children of God without fault in a warped and crooked generation.” Then you will shine among them like stars in the sky, as you hold firmly to the word of life.*

The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff; however, we fully expect the students of OakTree Academy to follow these guidelines on and off campus, striving to represent a positive image at school, at home, at church, in sports, and in the community. Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at OakTree Academy and at home to develop and strengthen these qualities.

### CELL PHONES

All student communications with parties outside the school should go through the OakTree office while a student is on campus. Students may use cell phones from 7:45-8:00 for 7<sup>th</sup>-12<sup>th</sup>, 8:00-8:15 for 4<sup>th</sup>-6<sup>th</sup>, 12:45 - 1:30, and after 3:00. If students choose to carry cell phones, cameras, and other communication devices, they must be turned off while on campus. No pictures taken on-campus may be posted on any social network or blogging site (including Facebook, Twitter, Instagram, SnapChat, etc.). These items will be confiscated if student is caught using them on school property and returned according to the below enforcement.

#### Enforcement

1st offense – student gets phone back at the end of the day

2nd offense – parent must pick up phone from the OTA office

3rd offense & each offense thereafter– parent must pick up phone from the OTA office and a \$25 fee must be paid to get it back.

### BYOD (BRING YOUR OWN DEVICE) PROGRAM

All students must register their personal laptop or tablet devices to use OTA's WiFi Internet access. Remember, you will be held responsible for any and all Internet usage or activity that originates within or occurs using your device.

- Permission to use a computer device is granted only to the registered student.
- Personal laptops and other WiFi devices may be used ONLY for instructional purposes; any disruption of instruction, classroom routine, or classroom expectations will result in the loss of computer device privileges.
- Devices with their own data plans access must be connected to the school’s network ONLY. Personal connections to outside networks is not allowed on campus.
- OakTree Academy is not responsible for loss or damage to personal laptop computers, tablets, or other electronic devices. Students are responsible for devices left in unattended areas, book bags, lockers, cars, etc.
- Any laptop or device MUST have an anti-virus software installed as to protect our network
- OakTree Academy is not responsible for the maintenance or repair of personal laptop computers or devices.
- Audio/video recording of ANY KIND is not permitted without prior approval from administration or teachers. (including photos)
- Faculty members may take away the privilege to use this computer device at their discretion within

individual classrooms or common areas.

- Students should make every effort to avoid even the appearance of academic dishonesty when using this device. Disciplinary action will result if cheating occurs.

### **SCHOOL LAPTOP/TECHNOLOGY PROCEDURES AND POLICIES**

- There is no food or drink while using the computers, including any food or drink at the table while using a laptop.
- Computer content should reflect what we expect per student code of conduct.
- Computers may be blocked for classes, reserved by teachers. Students may check out any laptops that aren't reserved by teachers or needed for a class for study hall ONLY. Students may also bring their own laptops, but they must be registered in the main office.
- No video chats are permitted at any time. No You Tube videos at any time. Any video games must be approved by administration before playing.
- Classes with a computer requirement have blocked laptops in the Computer Check Out Log Book. Those classes should restrict themselves to the laptops blocked for that class.
- Teachers may reserve laptops on a week by week basis by writing his or her name in the Computer Check Out Log Book. If a teacher needs computers from a class that has blocked the computers, contact that teacher for special permission. Teachers can only reserve computers up to 2 weeks in advance (a teacher cannot block a time every week for the whole quarter/semester/year unless their class is a computer based class).
- When the laptop is returned, teachers MUST place the laptop in its designated cart AND plug the laptop in. Failure to comply with this rule will result in loss of check out privileges.
- Wearable technology is not permitted in the classroom, hallways, study hall or on campus. This includes smart watches and blue tooth earbuds.
- No drones are permitted on campus or at school events unless prior approval is given by administration.

### **UNACCEPTABLE ITEMS**

The below-mentioned items may not be brought onto school/church property at any time. If a student is found to have such items in his/her possession, the items will be confiscated and suspension or expulsion may result. Administration has the right at any time to search a student's person, backpack, locker, or car.

- Cigarettes, vaping, tobacco of any kind, alcohol or any illegal substances
- Weapons, including but not limited to knives of any kind, guns, swords (plastic or otherwise), etc.

### **STUDENT CODE OF CONDUCT**

#### Courtesy

1 Peter 3:15 *But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.*

Students have the responsibility to respect the rights and property of fellow students, teachers, coaches, administrators, and visitors. Students should treat each other with respect, kindness, and compassion.

Harassment, bullying and rude behavior by a student will not be tolerated. OTA desires to encourage students to learn to edify one another.

#### Fighting

Luke 6:31 *Do to others as you would have them do to you.*

Students are not allowed to fight physically or verbally. There should be no horseplay, running, or rough play during or between classes or in study hall.

### Stealing

Ephesians 4:28 *Anyone who has been stealing must steal no longer, but must work, doing something useful with their own hands, that they may have something to share with those in need.*

Stealing will not be tolerated. Committing or attempting to commit a theft is a serious offense and could be treated as grounds for expulsion from OTA.

### Language

Ephesians 4:29 *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

Improper or disrespectful speech (e.g. profanity, lying, back-talking, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As OTA representatives, students should strive to speak in a Godly manner on and off campus, and on any social media site.

### Public Affection

Students are expected to exercise good judgment when interacting. Public displays of affection (e.g., handholding, kissing, etc.) will not be permitted on campus or at school functions.

### Immoral Behavior

I Corinthians 6:18 *Flee from sexual immorality. All other sins a person commits are outside the body, but whoever sins sexually, sins against their own body.*

OakTree Academy believes in a traditional biblical worldview of relationships and teaches sexual purity. We expect our students to practice sexual integrity and sexual purity by abstaining from any sexual acts outside of marriage as directed by the Word of God. If a student wrongly chooses to engage in immoral activity while enrolled at OakTree Academy including, but not limited to, sexual immorality, or any homosexual behavior, such relationships or activities can result in disciplinary action or expulsion from the Academy. Conversations by students with other students talking about immoral sexual activity or soliciting sexual activity can also result in disciplinary action or expulsion from the Academy.

### Same Sex Policy

Genesis 1:27 *So God created mankind in his own image, in the image of God he created them; male and female he created them.*

OakTree Academy is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to train students to be Christ-like and follow the teachings of the Bible. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise refusing to support the moral principles of the school (Genesis 1:27; Leviticus 20:13a, Romans 1:27, Matthew 19:4-6, I Corinthians 6:9-10).

Standing on God's Word in these situations, and carrying out predetermined responses is not in conflict with our treatment of those involved with compassion, love, kindness and respect.

OakTree Academy does not, in any form, support or promote so-called "alternative lifestyles". Although a reality in our worldly culture, the practice of homosexuality is not acceptable to God, therefore, its practice is unacceptable on our campuses or as a member of our athletic teams. Students who support, are involved in, or give the appearance of being involved in same sex relationships or attempt to change their sexuality as defined by their birth certificate, are subject to being suspended or expelled.

### Harassment

OakTree Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate harassment or bullying of any kind whether it is of a general or specific nature. It is the policy of OakTree that all employees, volunteers, parents and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Harassment and/or bullying includes, but is not limited to, easily identified acts of verbal, written, or physical abuse; and more subtle, but equally damaging forms of harassment and/or bullying such as graffiti, epithets, and that which is targeted at an individual or group. The school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites (Instagram, Facebook, Twitter, SnapChat etc.) or using other forms of technology to engage in harassment or bullying. Sexual harassment includes unwanted sexual advances. Examples of this harassment include but are not limited to: visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects of pictures, cartoons, posters, verbal conduct; making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations, and physical conduct: touching, assault, impeding or blocking movement. Members of the OakTree community are encouraged to report any incident to a person of authority, student advisor, or an administrator. All persons in the OakTree community are obliged to take each instance seriously and inform the Principal or the Administrator. All students share in the responsibility for keeping the OakTree environment free from harassment and bullying. Students must report incidents of harassment or bullying to their teachers or administrators. When the OakTree administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the OakTree community who falsely accuses (not done in "good faith" but as a joke) another member of harassment is subject to disciplinary action.

#### **DRESS CODE**

*"Man looks at the outward appearance, but God looks on the heart" (1 Samuel 16:7)*

*"to adorn themselves with proper clothing, modestly and discreetly...as befits a woman making a claim to godliness." (1 Timothy 2:9-10)*

OakTree Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God. Our goal is to provide a learning environment where all students can concentrate and focus easily without being distracted by dress. Our dress code is designed to encourage modesty, decency and propriety. The dress code discourages the use of clothing as a significant means of establishing self-identity, gaining attention or social status. Our responsibility is to reflect Christ and draw attention to Him rather than to ourselves. Whether we are male or female, our moderation and humility in dress as part of our behavior is intended to bring glory to God. Because of this, we must take great care that we do not take glory in the way that we dress. Specifically, we must make sure that our dress is not chosen with the intention of drawing attention to ourselves. Such foolishness directs attention away from God. This directive is usually aimed at teaching our young women to dress modestly, but our young men need to also consider modesty and humility in clothing.

The dress code has been streamlined with input from students, parents, faculty and other Christian schools in order to maximize efficiency and minimize confusion. Please remember that we are an academic institution and many of our requirements are not directly connected with godliness, but are simply our guidelines for good marketplace standards. The following standards have been developed through experience and through the need to "parent" more than a hundred students at once. We appreciate your support as parents and students in obeying God by submitting to our dress code. Your obedience and faithfulness allow our teachers and administration to spend less time on "policing" student dress and more time on positive relational interaction and more focus on educational and extracurricular activities.

Students and parents are encouraged to comply cheerfully with guidelines so that we all may move on together, not majoring on the minor things, but working together to explore all that God has planned for each of us.

**Appropriate student dress is the responsibility of the parents.** The dress code will be followed at all times while on campus or at any OakTree Academy function.

According to the discretion of our school administration, if a student is deemed inappropriately dressed, parents

will be notified and asked to remedy this immediately either by picking them up, bringing them appropriate clothing, or in some cases staff may be able help by providing appropriate spirit wear clothing to rectify the dress code issue.

## Female Students

### Pants and Shorts

- Dress pants and jeans are acceptable, but may not be low fitting, torn, frayed, have holes, ripped or cut seams, be excessively tight or loose, have patches, or drag the floor. All pants must be hemmed.
- The current style of skinny jeans is allowed if fitted properly and must have a waistband that fastens with a button or snaps and must have a zipper.
- If leggings or spandex are worn, they must be a heavier weight, opaque and worn with a top, dress or skirt that covers the butt.
- Tailored shorts and capris are permitted, but shorts should come no shorter than fingertip length. No cut-offs or rolled up pants/jeans.
- Athletic wear is permitted, but sweatpants are not permitted at any time.
- Sleepwear is not permitted.
- No undergarments may be showing at anytime.

### Skirts and Dresses

- Skirts and dresses are not to be tight, form fitting, or revealing and be no shorter than 3 inches above the knee. Any skirt or dress shorter than that must be worn with leggings.
- Sleeveless or low cut dresses are not permitted

### Shirts

- Shirts must not be tight, form fitting, revealing, or midriff bearing. Absolutely no cleavage or midriffs showing, notably when arms are raised. Bras (including sports bras) should not be shown.
- Tops must be sleeved garments with no shoulders or backs exposed. (No “cold shoulder” style allowed)
- Tailored t-shirts and collared shirts are recommended.
- No spaghetti-strap tanks or camisoles worn alone. Camisoles are considered an undergarment and cannot be exposed under open shirts or sweaters. We have had too many issues of camisoles being too low and needing to be constantly pulled up. (They can be worn under a shirt or sweater.)
- No t-shirts with inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.

### Outerwear

- Sweaters, jackets, hoodies and sweatshirts are permitted, but must not have inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.
- Jackets, sweaters, and shirts cannot be tied around the waist in lieu of a top of appropriate length.

### Accessories

- No hats, sunglasses, hoods, or head coverings of any kind are allowed to be worn in the building.
- Shoes must be worn at all times; sandals are permitted
- No Heelies or bedroom slippers permitted.
- No outlandish jewelry, specifically any excessive body piercing, dog collars or chains, no jewelry bearing inappropriate images

### Hair

Hair must be clean and neat in appearance. All unique styles, unusual colors, or extreme cuts are subject to administrative approval. Some unnatural hair color accents will most likely be allowed. The best policy is to get pre-approval from school administration before dyeing your hair, otherwise you run the risk of being asked to dye your hair back before being allowed to attend classes. Administration reserves the right to deem what is acceptable and what is not acceptable.

### Tattoos

Tattoos are often a controversial topic for Christians and we want to be sensitive to all students and faculty that

attend Oaktree Academy. Some students and teachers come into the academy with pre-existing tattoos so we want to establish some guidelines. Certain tattoos are allowed to be visible depending on what the tattoo is. Any tattoo that goes against the philosophy of the school or what the school stands for must be covered up. If students do not follow school directives to cover up certain tattoos they will be dealt with on an individual basis and suspension or expulsion may occur. Administration reserves the right to deem what is acceptable and what is not acceptable.

## MALE STUDENTS

### Pants

- Pants must be worn at the waistline and be appropriately sized.
- Dress pants and jeans are acceptable, but may not be torn, frayed, have holes, ripped or cut seams, drag the floor, be excessively tight or too loose, and they must be hemmed with no patches.
- Athletic wear is acceptable, but sweatpants or spandex are not permitted at any time.
- Proper fitting shorts are permitted, but must be no shorter than 3 inches above the knee or below. No cut-offs or rolled up pants/jeans.
- Sleepwear is not permitted.
- No undergarments may be showing at anytime.

### Shirts

- Tailored t-shirts and collared shirts are recommended.
- White undershirts and tank tops are not permitted.
- No shirts or t-shirts with inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.

### Outerwear

- Sweaters, jackets, hoodies and sweatshirts are permitted, but must not have inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems. When in school no hoods should be covering your head.
- Jackets, sweaters, and shirts cannot be tied around the waist in lieu of a top of appropriate length.

### Accessories

- No hats, sunglasses, hoods, or head covering of any kind are allowed to be worn in the building.
- Shoes must be worn at all times. Sandals are permitted.
- No Heelies or bedroom slippers permitted.
- No outlandish jewelry, specifically any excessive body piercing, dog collars or chains, or any jewelry bearing inappropriate images.

### Hair

Hair must be clean and neat in appearance. All unique styles, unusual colors, or extreme cuts are subject to administrative approval. Some unnatural hair color accents will most likely be allowed. The best policy is to get pre-approval from school administration before dyeing your hair, otherwise you run the risk of being asked to dye your hair back before being allowed to attend classes. Administration reserves the right to deem what is acceptable and what is not acceptable.

### Tattoos

Tattoos are often a controversial topic for Christians and we want to be sensitive to all students and faculty that attend Oaktree Academy. Some teachers and students come into the academy with pre-existing tattoos so we want to establish some guidelines. Certain tattoos are allowed to be visible depending on what the tattoo is. Any tattoo that goes against the philosophy of the school or what the school stands for must be covered up. If students do not follow school directives to cover up certain tattoos they will be dealt with on an individual basis and suspension or expulsion may occur. Administration reserves the rights to deem what is acceptable and what is not acceptable.

Note: OakTree Academy reserves the right to make decisions on what is appropriate and what isn't. When in

doubt, choose not to wear articles of clothing that are questionable. If dress code violations continue to be a problem with a student despite attempts to correct behavior, further action will be taken by Administration that may result in suspension or expulsion from the Academy.

## **COMMUNITY SERVICE**

It is our hope that our wonderful students will rise to the occasion and demonstrate the love of Christ in practical service to others who will, in turn, see Christ in them. Truly, students who are lights in a dark and dying world are the end products of a Christian education!

As educational leaders who are sensitive to the ever changing requirements needed to make students more viable and attractive to top-level universities and colleges, it has been noticed that more and more admissions committees are asking about community service hours from graduates. To this end, the administrative team has made the decision to require a minimum of 24 hours of community service per high school year, beginning in the ninth grade. Community service is a requirement for graduation.

The administration team has endeavored to make the requirement as easy to fulfill as possible. Here are the guidelines:

- The student cannot be paid or receive academic credit (i.e. work apprenticeship, teaching apprenticeship, or museum apprenticeship) for the activity.
- An immediate family member cannot receive the benefit of the community service activity (i.e., babysitting a sibling, doing chores around the house). Service rendered to disabled or elderly extended family members (i.e. uncles, aunts, grandparents) can qualify.
- Community service hours are good only for the school year they were performed in - they do not "roll over".
- Opportunities will be presented to the students throughout the year to fulfill this requirement

Examples of community service include but are not limited to activities such as:

- Visits to nursing homes, hospital volunteer service
- Teaching or assisting in teaching a Sunday School or cell groups, singing in the church choir (not as part of an academic credit), participating in a praise band, dance team or drama team
- Assisting an adult as a volunteer coach or teaching assistant
- Community events that raise money for non-profit organizations (Examples: Clean the Bay Day, marathon runs that raise money, Walk for Life)
  
- Assistance around our school campus as needs arise
  
- [www.volunteerhr.org/youth](http://www.volunteerhr.org/youth)

## **FIELD TRIPS**

- Teachers will follow these guidelines when scheduling field trips:
- Schedule the field trip and submit the completed "Field Trip Information Form" (available in the administrative office) at least two weeks before the trip. It will be signed and returned to the teacher.
- Permission slips (available in administrative office) must be sent home to parents at least two weeks prior to the trip and should be accompanied by an information sheet with all the field trip particulars.
- Students MUST have a signed permission slip to attend the field trip. Please be sure to take the permission slips on the field trip in case emergency information is needed for a particular student.
- Make arrangements for lunch and communicate those arrangements to parents on the information sheet that is sent home.
- Teachers should remember they represent OakTree Academy and should dress in appropriate attire.
- Be aware of any medications or special needs of the students. Make copies of the medical forms in office prior to leaving for the trip.
- Make sure to take any confirmation notices (especially if payment is involved) from the field trip destination along on the trip. Take Epipens or inhalers if appropriate.
- Make sure to have an itinerary/schedule for the day and distribute copies to the chaperones. If applicable,

have maps available as well.

- Make sure to take a cell phone in case of emergency. In the event of an emergency, call the school or the principal.
- Assign students to chaperones, no more than 5 students to one adult per elementary and 10 to 1 for high school students. Make certain that chaperones know to stay with students at all times.
- The teacher is responsible for the students throughout the duration of the field trip. Once the group has returned to the OakTree Campus, please remain with students until every student has been picked up.

### **OFF-CAMPUS CLASS OUTING GUIDELINES**

Teachers should follow these guidelines when taking their students off campus and into the shopping center area:

- First, ask Mr. Turley or Mrs. Turley for permission.
- Teachers need to let parents know 48 hours in advance.
- Be aware of any medications or special needs of the students. Make copies of the medical forms in the office prior to leaving for your trip.
- Make sure to take a cell phone in case of emergency.
- Be smart about teacher to student ratio. Ask for parent chaperones if needed.
- The teacher is responsible for the students throughout the duration of the trip. Once the group has returned to the Oaktree Campus, please remain with students until every student has been picked up or dismissed at the end of the class period (7th-12th).

### **TRANSPORTATION FOR SCHOOL TRIPS AND ATHLETIC EVENTS**

Parent volunteer drivers must complete a liability waiver and driver's license and insurance verification to be held on file each year. This form also states that if student transportation is by a private vehicle, the vehicle owner's liability coverage is applicable to any vehicular accident.

### **CLASSROOM EXPECTATIONS FOR STUDENTS**

The OTA classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students.

Conduct that disrupts teaching or learning will not be tolerated. Students should ALWAYS:

- Come to class on time and be prepared with all required materials.
- Conduct themselves in an orderly, respectful manner.
- Make an effort to learn by participating in class activities and following the teacher's instructions.
- Strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note writing.
- Obey all school regulations (both written and verbal).
- Always comply with resulting discipline when found in violation of these guideline

### **ACADEMIC DISHONESTY**

*"Righteousness guards the man of integrity, but wickedness overthrows the sinner." Prov. 13:6 | Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with integrity."*

OakTree Academy will not tolerate academic dishonesty (i.e. cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the home. We want to encourage and equip our students to become disciples of Christ, committed to serving and pleasing God in all he or she may do. Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor;
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the instructor;
- Having a cell phone out during any assessment;



- Obtaining any quizzes, tests, or academic materials created by or belonging to the school or the instructor;
- Engaging in plagiarism – “to take ideas or writings from another and offer them as one’s own”;
- \*Please teach your children that cutting and pasting information from the Internet to their papers is plagiarism and will result in a 0 on any assignment.
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Talking with another student during any quiz, test, or academic assignment without direct authorization from the instructor (e.g., giving or receiving information during an examination or on assignments will not be permitted). SEE BELOW FOR CONSEQUENCES.

The instructor will follow these steps if classroom rules were not followed or academic dishonesty has taken place:

First Offense

- Written warning and a grade zero (0) for the affected assignment
- Copy sent to the parents, the administrator’s office, and student’s file

Second Offense:

- Same as above
- The administrator will conference with the student and parents to resolve or correct the offense

Third Offense:

- Student will receive a grade zero (0) for the affected assignment
- The administrator will take disciplinary action appropriate for a serious offense.

**STUDY HALL/CAFÉ**

Study Hall is treated just like a regular school class and a fee is charged for each study hall period. An official roster is kept and a monitor takes attendance and watches over the students. Students should be on time to study hall and focus on their homework during this time. A student should either be enrolled in a class, in a study hall, or they must leave for the day at the appropriate time.

There will be a \$450 fee assessed to cover expenses. Study hall rules are posted and must be followed at all times. Once a student has completed his/her classes for the day, parents should make every effort to pick their child up as promptly as possible. Students who do not have a class or study hall scheduled on campus on a particular time should not be on campus at that time. Snack items and drinks are available for students to purchase.

Students:

- Respect and obey the study hall monitors.
- For everyone's safety, please refrain from playing ball, running & horseplay in the study hall area.
- All laptop/technology rules apply during study hall.
- Board games/card games are allowed.
- Respect the personal space, rights and property of others.
- Put all trash in the garbage cans.
- Classes are going on so keep your voices low and your conversations Christ-like.
- This is your school! Take care of it!

**DISCIPLINE PROCEDURES**

Hebrews 12:11 *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”*

Every student is expected to maintain self-discipline successfully so the school can provide a safe and secure learning environment. Disciplinary procedures are used to correct misbehavior, and instill self-discipline and accountability. To be effective, discipline is dependent on school and home communication and cooperation. There are certain conduct violations, including but not limited to tardies and plagiarism, that carry their own academic consequences as well as disciplinary consequences.

Teachers are expected to communicate and maintain rules for behavior in the classroom. Students are expected to

be respectful and abide by the classroom rules. The teacher handles problems that are minor in nature, such as: excessive/repeated talking, class disturbance, improper apparel, littering, failure to follow instructions, no supplies for class, mischief, annoying others in class, consistently showing no interest in class, etc. If a minor problem occurs, teachers should give the student a warning. If problems persist, the teacher should notify the parent immediately of the issue via email or phone call or in a notification form. If parental involvement does not resolve the problem, then teachers will issue a behavior notification via FACTS and will also notify parents and administration.

The teacher or staff refers more serious problems to the principal. Some examples are continuous classroom disruption, cheating or aiding in cheating, destruction of property, violence and threats, leaving school without permission, fighting, immoral behavior, the use, sale, possession, or supplying of tobacco, alcohol, or drugs, showing improper affection (such as hand holding, romantic hugging, kissing, etc.), sexual harassment, emotional abuse, and bringing sexually-oriented items on campus.

Each teacher has the responsibility to enforce classroom and school rules. The administration will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense. Any discipline matter deemed to be of an urgent or potentially dangerous nature would be brought immediately to the attention of the principal or administrator, and the parents will be notified.

#### Behavior Notification Entry

All infractions, regardless of severity, will be documented in the student's disciplinary record through FACTS. A behavior notification is a written communication to outline the nature of the offense and serve as official documentation of misconduct. Parents have access to student behavior and attendance records through Parent Web. If student behavior doesn't improve and there are multiple incidents administration has the right to determine appropriate discipline and consequences.

#### Out of School Suspension

If a student displays continuous disruptive behavior, the teacher, Principal or the Administrator will contact the parents. Such behavior can result in a student being suspended from school. During this out of school suspension the student may not attend classes or special events, but their place in the class will be reserved and full payment will be due for that time period. For students who are suspended, "0" will be given for homework due that day and for class participation.

#### Expulsion

A student may be expelled from Oaktree Academy at any time that the Administration deems necessary. Students expelled will not be considered for re-enrollment for a period of at least one semester from the date of expulsion. Expelled students are not allowed on school property and may not attend Oaktree Academy sponsored extracurricular events.

Specific reasons for expulsion enforced by a zero tolerance include but are not limited to:

- Possession of cigarettes, tobacco, vaping, alcohol, or any illegal substance.
- Immoral behavior.
- Possession of any weapon, including but not limited to knives of any kind, guns, swords (plastic or otherwise), etc.
- Discussion of gun, bombs, or any other threat to school property, teachers, or students.
- Violation of any state or federal law.

### **PARENT REQUIREMENTS AND GUIDELINES**

- Parents are expected to conduct themselves in a Christ-like manner at all times. OTA will not tolerate disrespect in conduct or conversation toward office staff, teachers, other parents or students.

- Parents are expected to attend all required parent meetings.
- Parents are strongly encouraged to participate in all fundraising events so that we may keep our tuition rates reasonable.

#### **FAMILY MINISTRY TEAM: PARENT VOLUNTEERS**

At OakTree Academy, we value the partnership we have with our parents and have established a regular cycle of meetings throughout the school year for our parents to meet together and with administration.

The purpose of this ministry is to have within the school, parent representatives who help to improve student services and nurture relationships. Our parent volunteers have regular prayer times for the school, they help provide mentoring and ministry to families in need and assist administration in planning, promoting and executing field trips and events for our students. Together, we keep each other focused on building unity, building hope, and keeping our school thriving!

### **FINANCIAL**

#### **RE-ENROLLMENT POLICY**

Students presently enrolled in OakTree Academy are not automatically re-enrolled for the following school year. Re-enrollment forms and fees must be submitted each year. All tuition and grades must be current in order for a family to re-enroll. Re-enrollment for the next school year will begin shortly after the Christmas Break. Families who do not meet the re-enrollment deadline will be considered a new enrollee.

#### **FAMILY DISCOUNTS**

Discounts are provided to families enrolling more than two children. The Multiple Child Discount: 2nd child 5%, 3rd child 10%, 4th child 15%, and 5th 20%. After all discounts are applied, however, OakTree Academy has a cap of \$15,000.00, which is the maximum any family will pay in tuition. (Enrollment fees, books and other fees are separate and are not subject to this discount)

#### **FINANCIAL AID**

At OakTree Academy, we believe that a Christ-centered education is one of the best investments parents can make for their children. Intentionally building a child's spiritual life as well as providing an opportunity for academic success is an eternal investment. We are also fully aware of the financial commitment required by families to provide a Biblically-sound, faith based education. We work hard to offer Christian education at a cost that is attainable to the majority of families that enroll. In order to help families that feel they cannot afford what is best spiritually and academically for their children, we do accept applications for tuition grants so that your child can attend OakTree Academy. This program consists of financial aid that is need-based and requires tax returns and other income documentation. With goals of excellence and affordability in mind, the OTA Board has agreed to utilize the services of FACTS Tuition Aid to confidentially evaluate the financial status of a family that may need help in paying tuition. FACTS has found that a family's income is the best indicator of need.

Families must first complete an application to attend OakTree Academy and register with FACTS before applying for aid.

#### **CHECK RETURNS**

Each returned check to OakTree Academy will result in a fee of \$35.00. If a check is returned for non-sufficient funds this fee must be paid in the office with cash plus the balance owed for said transaction. The use of a check for payment is acknowledgement and acceptance of this policy and its terms and conditions.

#### **CREDIT CARDS**

We will accept credit cards; however, due to the high cost of credit card fees, we will charge a 3% fee for every credit card payment.

**Thank you for reading our handbook and we are so glad that you are a part of our Oaktree Academy Family!**