



# The Oaks

## ACADEMY

### FAMILY HANDBOOK

*"They will be called oaks of righteousness,  
a planting of the LORD for the display of His splendor."  
Isaiah 61:3 NIV*



Welcome to The Oaks Academy!

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

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

Sincerely,

Andrew N. Hart  
*Chief Executive Officer*

# TABLE OF CONTENTS

## **4 LOCATIONS**

## **5 MISSION & VALUES**

## **7 THE OAKS CORE VALUES**

## **8 THE OAKS HABITS**

## **9 ATTENDANCE**

- School Hours
- Excused & Unexcused Absences
- Tardiness
- Appointments
- Illness, Permission to Leave School
- School Closures

## **12 TRANSPORTATION**

- General Arrival Procedures
- Student Release Authorization
- Walkers

## **13 DAILY SCHOOL LIFE**

- Lauds & Chapel
- Recess
- Special Curriculum Periods

## **14 UNIFORM POLICY**

## **17 TUITION**

- Payment, Reimbursement
- Student Work After Absence
- Re-enrollment

## **19 WITHDRAWALS & TRANSFERS**

- Notification of Withdrawal
- Request to Transfer Schools

## **21 LUNCH**

## **22 FIELD TRIPS**

- Parent Notice
- Field Trip Transportation
- Conduct
- Official Chaperones, Guests

## **24 STUDENT HEALTH CARE**

- Injuries & Illness
- Emergency Contact Information
- Medical Release & Medications
- Childhood Illnesses
- Food Allergies
- Herbicides & Pesticides (Use of)

## **27 STANDARDS OF CONDUCT**

- Student Discipline
- Misconduct Requiring Immediate Response
- Student Anti-Harassment Policy
- Anti-Discriminatory Policy
- Student Property Inspection

## **30 GRIEVANCE POLICY & GUIDELINES**

- Students/Parents to Teachers
- Parents to Administration
- Parent Non-Compliance

## **31 COMMUNICATION**

- Telephone Calls
- Cell Phone and Electronic Device Usage
- Student Folder
- Contacting Faculty Members
- Parent Portal
- Media Usage
- Internet Usage

## **33 HOMEWORK**

## **34 ACADEMIC EVALUATION**

- Grading Scales
- Promotion Requirements
- Report Cards
- Academic Probation
- Response to Intervention Program (RTI)
- Parent/Teacher Conferences
- Standardized Tests
- Student Records Policy

## **37 PARENT INVOLVEMENT**

- Saturday School
- The Family Tree Organization
- Parent Representatives

## **38 EXTENDED CARE**

- The Oaks Academy PLUS
- Before & After Care
- Co-Curricular Program
- Camp Oaks

## **39 ADDITIONAL POLICIES**

- Celebrations
- Clean Air Policy
- Communication of Custodial Rights
- Fundraising Policy
- Weapons Policy

# LOCATIONS, CONTACT INFO, AND HOURS

## Website

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

## General Email

[info@theoaksacademy.org](mailto:info@theoaksacademy.org)

## Office Hours

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

## Summer Office Hours

Monday - Friday 9:00 am – 3:00 pm

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### BROOKSIDE LOWER SCHOOL (K - 5)

3092 Brookside Pkwy. N. Dr.  
Indianapolis, IN 46218

Main Office	317.822.4900
Fax	317.822.4910

#### Head of School, Kelly Altman

[kaltman@theoaksacademy.org](mailto:kaltman@theoaksacademy.org)

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### FALL CREEK LOWER SCHOOL (K - 5)

2301 N. Park Ave.  
Indianapolis, IN 46205

Main Office	317.931.3043
Fax	317.931.3050

#### Head of School, Bruce Crawford

[brcrawford@theoaksacademy.org](mailto:brcrawford@theoaksacademy.org)

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### THE OAKS ACADEMY, MIDDLE SCHOOL (6 - 8)

*at Martindale-Brightwood Campus*  
1301 E. 16<sup>th</sup> Street  
Indianapolis, IN 46202

Main Office	317.969.8500
Fax	317.936.8355

#### Head of School, Laura Grammer

[lgrammer@theoaksacademy.org](mailto:lgrammer@theoaksacademy.org)

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### THE OAKS ACADEMY, PRE-KINDERGARTEN EDUCATION CENTER

*at Martindale-Brightwood Campus*  
1301 E. 16<sup>th</sup> Street  
Indianapolis, IN 46202

Office	317.931.3952
Fax	317.936.8355

#### Head of School, Robin Shaw

[rshaw@theoaksacademy.org](mailto:rshaw@theoaksacademy.org)

# MISSION & VALUES

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

## The Oaks' Motto

***Sum, Possum, Debeo, Ero - "I am, I can, I ought, I will."***

The Oaks Academy has adopted this motto because we believe in the philosophy of Charlotte Mason in educating children. The values expressed in this motto can be summarized as:

**Sum (I am):** recognize the God-given, unique self-worth of every child.

**Possum (I can):** reaffirm the great potential in each child to achieve high, realistic goals.

**Debeo (I ought):** recognize the Truth, which guides and instructs.

**Ero (I will):** realize that each child must choose to do what is right amidst challenges.

*Translated from Latin into English, our motto affirms: "I am, I can, I ought, I will." The Parents' National Education Union (PNEU), spearheaded by the British educator Charlotte Mason (1842-1923), coined the English version*

## The Oaks' Name

The Oaks Academy finds the origin of its name in Isaiah 61:3:

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

## Christ-Centered Education

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

## Essential Values

All who teach or who are in a position of authority at The Oaks will demonstrate firstly a life-transforming Christian faith and, secondly a commitment to a local Christian church.

The Oaks will serve the community at large. Its student body will be racially, economically, and socially diverse. The Oaks welcomes students from non-Christian families. The Oaks will promote reconciliation across societal boundaries.

Education at The Oaks must train students to participate in and transform the society in which they live, while recognizing the firm foundation and boundary of God's Truth as expressed in the Scriptures, through nature, and through the person of Jesus Christ.

The foremost responsibility of the education of children lies with the parents or persons acting in the place of parents. As such, faculty and staff of The Oaks enter into a deliberative partnership with caregivers, parents or guardians. Those accepting this important role in a child's life are also expected to accept an integral role in the life of the school.

To accomplish its mission, The Oaks must have an atmosphere of love, kindness, orderliness and joy. A school

culture will be promoted in which meanness is not acceptable, students recognize and respect authority, and an excited love of learning is fostered.

### **Important Values**

As a pedagogical approach, The Oaks Academy has adopted a classical method, a teaching model that seeks to tailor the curriculum subject matter to a child's cognitive development and is characterized by a rich exposure to the great works of Western Civilization including art, history, language, philosophy and literature. This approach emphasizes the thinking and habits necessary for a lifetime journey of growth and learning.

The Oaks seeks to accommodate a variety of learning rates. Decisions about school entry age and retention, readiness for enrichment, testing and evaluation are made in recognition that each student is unique.

### **The Oaks' Doctrinal Commitments**

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

#### **The Apostle's Creed**

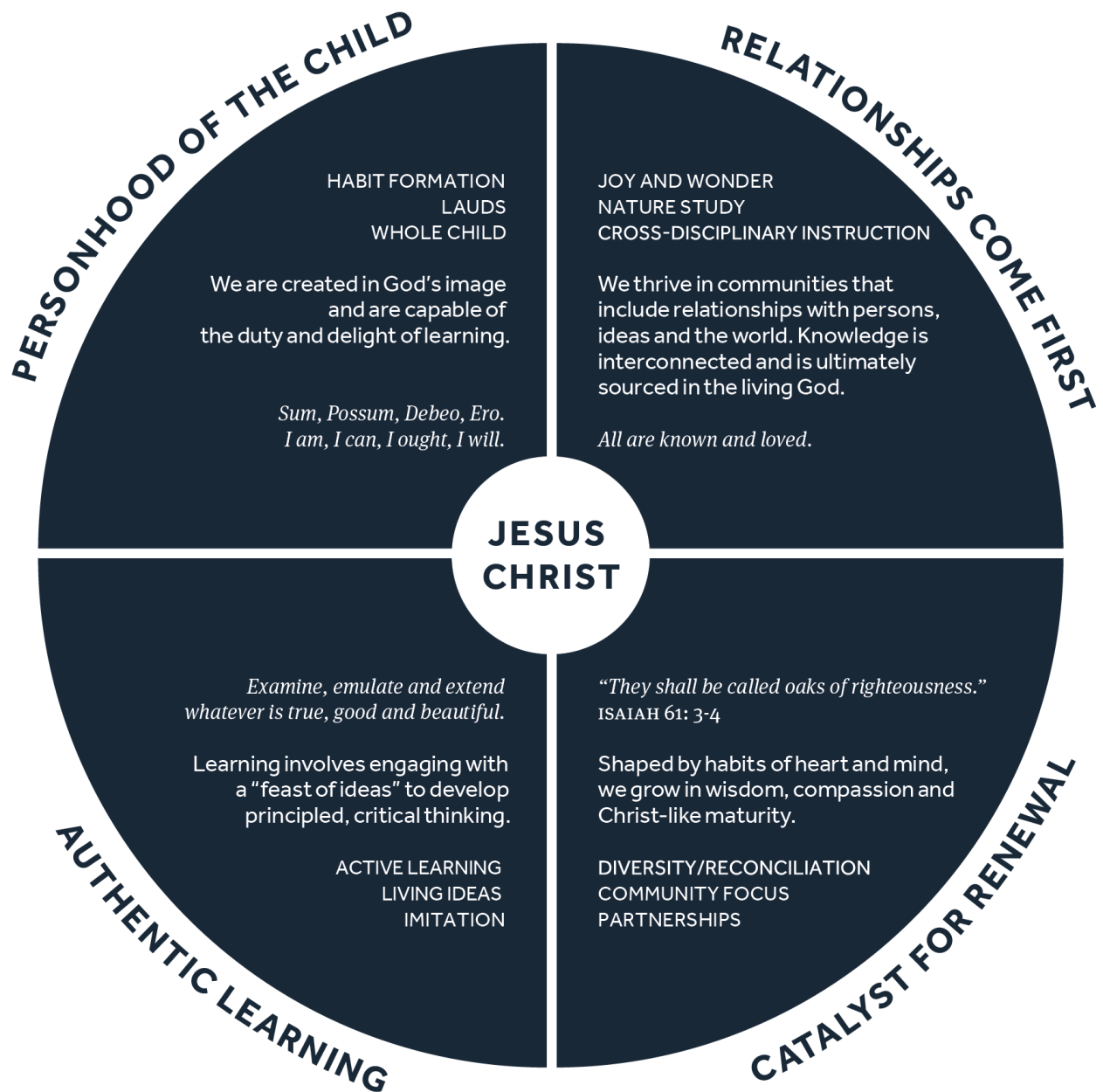
*"I believe in God, the Father almighty creator of heaven and earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting."*

and/or to,

#### **The Nicene Creed**

*"I believe in one God the Father Almighty, Maker of heaven and earth, and of all things visible and invisible. And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds, God of God, Light of Light, Very God of Very God, begotten, not made, being of one substance with the Father by whom all things were made; who for us men (and women), and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man, and was crucified also for us under Pontius Pilate. He suffered and was buried, and the third day he rose again according to the Scriptures, and ascended into heaven, and sits on the right hand of the Father. And he shall come again with glory to judge both the quick and the dead, whose kingdom shall have no end. And I believe in the Holy Spirit, the Lord and Giver of Life, who proceeds from the Father (and the Son), who with the Father and the Son together is worshiped and glorified, who spoke by the prophets. And I believe in one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins. And I look for the resurrection of the dead, and the life of the world to come."*

# THE OAKS CORE VALUES



# THE OAKS' HABITS

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

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

All the listed habits are promoted throughout the school at all grade levels, but certain habits are a focus at each grade level. The habits are cumulative, and middle school students are responsible for all the habits on the list.

## Introduced in Pre-Kindergarten

- **ATTENTION:** The habit of attention requires that one fix mind and body steadily on the matter at hand.
- **OBEDIENCE:** Obedience is demonstrated by responding immediately and completely to authority, as well as accepting consequences willingly.
- **RESPECT:** Showing respect involves using good manners and self-control in words and actions.
- **RESPONSIBILITY:** Responsibility is shown when care is given to personal belongings and school property, and tasks are completed.

## Introduced in 2nd Grade

- **PERSEVERANCE:** Perseverance requires steadfastness in overcoming obstacles and is necessary for the formation of all good habits.
- **PUNCTUALITY:** To be punctual, one’s obligations must be met in a timely manner.
- **REVERENCE:** Reverence is demonstrated by one’s awe and respect for things of God.
- **THOROUGHNESS:** Thoroughness involves completing whatever task is at hand to the very best of one’s ability, leaving nothing undone.

## Introduced in Sixth Grade

- **HABIT OF INTEGRITY:** Integrity involves always being honest and allowing one’s words and actions to be above reproach, so that one is seen as trustworthy.
- **HABIT OF REFLECTION:** The habit of reflection requires purposeful thinking and contemplation about the matter at hand.
- **HABIT OF SELF-CONTROL:** To be self-controlled is to have mastery over one’s actions and have the ability to delay gratification.
- **HABIT OF SERVICE:** In serving, one must think of helping others and meeting their needs in a cheerful manner.



# ATTENDANCE

Regular, punctual attendance is vital to successful learning and is in the best interest of the developing child.

## School Hours

Middle School	8:00 a.m. to 3:40 p.m. (arrival 7:45 - 8:15; dismissal 3:40 - 4:00)
Lower Schools	8:10 a.m. to 3:00 p.m. (arrival 8:10 - 8:30; dismissal 3:00 - 3:30)
Pre-Kindergarten Education Center	8:15 a.m. to 2:55 p.m. (arrival 8:00 - 8:45; dismissal 3:00 - 3:30)

*(Before Care is not available for PK students; After Care is from 3:31 to 5:00pm for PK students)*

If a student has unexcused absences in excess of ten per school year, The Oaks will consider failing the student for certain classes, the entire grade level, or applying other academic consequences. The Head of School makes the decision based on reason for absences and ability of the family and student to make up the work. Absences fall into one of the following categories:

## Excused Absences

The Oaks follows state laws regarding attendance and excuses absences for:

1. Personal illness/injury;
2. Death in the family;
3. Reasons authorized by law;
4. Educationally significant family trip for students in good standing (These absences may not occur during weeks scheduled for standardized testing.); and,
5. Religious reasons.

## Unexcused Absences

All absences other than those listed above are considered unexcused. The Oaks encourages educationally significant family trips which have been pre-approved. *(When it is in the best interest of the student's education, and the student is in good academic standing, the family should present such written requests for a pre-approved excused absence to the teacher at least two weeks prior to the absence.)*

## Tardiness

Unforeseen problems may occur in getting to school on time, such as inclement weather or traffic tie-ups. Every effort should be made to be in the classroom before school starts. A middle school student is considered tardy to school if he/she is not in the building by 8:15 a.m. and has reported to class for Lauds. A lower school student is considered tardy to school if he/she is not in the building by 8:30 a.m. The parent must escort their lower school student to the office when arriving after 8:45 a.m. Pre-K students are considered tardy at 8:45 a.m. The parent must escort the child to the office to check in. If a student is tardy five times in a grading period, an automatic email notice is sent to the parent.

As determined by the Head of School, tardiness is not counted when severe weather is an issue.

## Excessive Student Tardiness, Extended Absences and Truancy

The Oaks Academy may review the academic standing of any student who is recorded as having 10 unexcused absences, or 20 total absences, excused or unexcused combined at any time during a school year. Such a student may not be able to complete the school year and be promoted, graduated, or re-enrolled. By Indiana State Law, a student is considered truant after 10 unexcused absences. The Oaks Academy follows state reporting procedures for truancy.

## Appointments

Appointments with doctors and dentists should be arranged after school hours whenever possible. When absolutely necessary, the parent should notify the teacher the day before the absence, requesting permission for the student to be excused from class. Students arriving or leaving the campus during the school day must be signed in and out of the office by a parent or guardian. Any student arriving late due to an appointment must be brought into the office by their parent or guardian to sign in.

## Illness, Permission to Leave School

When a student is unable to attend school because of illness, a parent should call or email the school office by 3:00 p.m. of the day for which the student needs to be excused. When emailing, parents should email the appropriate attendance office and copy the student's teacher(s).

**Brookside**

[bk.attendance@theoaksacademy.org](mailto:bk.attendance@theoaksacademy.org)

**Fall Creek**

[fc.attendance@theoaksacademy.org](mailto:fc.attendance@theoaksacademy.org)

**Middle School**

[ms.attendance@theoaksacademy.org](mailto:ms.attendance@theoaksacademy.org)

**Pre-Kindergarten Education Center**

[pk.attendance@theoaksacademy.org](mailto:pk.attendance@theoaksacademy.org)

This email should include the student's name and grade level, and the teacher's name. Parents requesting homework for a sick child should send a separate email to the classroom teacher(s) and allow 24 hours for materials to be gathered and either sent home with siblings or left in the front office to be picked up by the parent.

A child who has been home because of illness should be fever-free and no longer contagious (no vomiting, diarrhea) for at least 24 hours without fever-reducing medication before returning to school. If a child returns to school showing symptoms, he or she will not be admitted to class and parents will be requested to pick up the child immediately. An administrator will contact the parent if their child needs to leave school due to illness.

The school has the right to request a doctor's note of clearance for a child returning to school after diagnosis of a highly contagious disease, or a mental or physical illness lasting longer than five school days, especially if some latent symptoms are still present.

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

If a student arrives between 8:31 a.m. at the Lower School (8:16 a.m. for Middle School, and 8:46 for PK) and 12:00 p.m., the student will be marked tardy, but present for the school day. If a student arrives after 12:00 p.m., the attendance will be recorded as a half-day. If a student leaves school by 12:00 p.m., attendance will be marked as a half-day. There is no Early Release after 2:45 p.m. at the Pre-Kindergarten Ed. Center or Lower Schools, or after 3:15 p.m. at the Middle School.

All paper copies of attendance-related notes are to be submitted at the front office; they are placed in the attendance officer's mailbox. The attendance officer will verify that past dates of attendance are appropriately recorded in the Parent Portal. Parents can monitor their child's attendance record in Parent Portal. A file is maintained of all attendance-related documentation.

## School Closures

The decision to close school when inclement weather threatens is made after consulting multiple weather forecasts and closely monitoring large school districts' closing or delay announcements.

Families have individual circumstances, not all of which can be factored into the decision of weather-related closings.

If any family feels that driving to school will be hazardous, The Oaks fully supports the decision to stay home. Tardiness is not counted when severe weather is an issue. Teachers communicate regarding missed assignments and work closely with students to ensure make-up work is provided.

When it is determined that school will be closed, or the starting time delayed, announcements will be made on major media outlets and parents will be notified via email and a text message, providing they have identified a correct email address and cell phone number in My Family Profile in Parent Portal. Teachers may contact their class representative to activate the class phone tree.

Occasionally, the school may close early due to a severe weather warning. In such cases, reasonable attempts will be made to notify parents or guardians of the early closing. It is important that emergency phone numbers always be current in Parent Portal; parents are required to maintain accurate contact information in Parent Portal. Parents will be expected to arrange safe transportation for their children.

# TRANSPORTATION

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

***Drivers are reminded to exercise additional caution when driving around the school. Many students and their parents are on foot.***

## General Arrival Procedures

Middle School students arrive between 7:45 and 8:15 a.m.; lower school students arrive between 8:10 and 8:25 a.m. Pre-Kindergarten students arrive between 8:15 and 8:35 a.m.

Students not participating in the Oaks Plus Before Care program are not permitted to enter the building until the designated time. Students may never be left unattended. If the parent's work schedule requires early morning care, they are asked to contact the Director of Oaks Plus Before/After Care to register for the before school care program.

See your child's Oaks location's Family Information for specific instructions on arrival and dismissal procedures.

## Student Release Authorization (*Dismissal*)

Oaks families are provided with ***Student Release Authorization*** cards which are used at dismissal to pick up their child. Additional cards are to be given to any person the parent authorizes to pick up their child. For safety and efficiency, parents or guardians must add all adults eligible to pick up their children in the Parent Portal, under update my Family Profile. If the parent or guardian must make an emergency exception, this authorization must be delivered directly to an office staff member.

Messages received from a non-parent or a non-guardian will not be acknowledged. If a student is leaving with anyone other than the persons authorized in advance, the parent must submit a dated and signed written note. Students are not permitted to leave the school until authorization is provided.

## Walkers

Parents must complete an Unaccompanied Student Dismissal Release (available at the front office, or in the Parent Portal Resource Center) for each student they allow to be dismissed unescorted to walk home on their own, or with siblings. Students being picked up in a car will not be dismissed as a walker; they are dismissed to the usual pick-up destination. Middle School students may walk to their parent's car. Pre-Kindergarten students are not walkers.

***Parents must understand that The Oaks Academy is not responsible for the safety of these children once they have checked out with the staff member on duty in the main hall.***

## Other Guidelines

If a student is going home with anyone other than the individuals authorized in advance, the parent must submit a dated and signed written note to the office. Students are not permitted to leave the school until authorization is provided.

Messages concerning a change of carpool plans should be called into the office by 2:00 p.m. Whenever possible, parents are asked to communicate with their child and the other carpool drivers before the school day to avoid the need to call the office with these plans.

# DAILY SCHOOL LIFE

## **Lauds & Chapel**

Each morning (except Wednesday), The Oaks begins the school day with Lauds, a time of greeting the morning with praise. The observance of Lauds, a tradition borrowed from the Canonical Hours of the ancient Church, is a preparation for the day with prayer, singing, and reading from Scripture. On Wednesday mornings there is a 20-minute all-school chapel at 8:20 a.m. at the Middle School, 8:40 a.m. at the Lower Schools, and 8:45 at the Pre-K Ed. Center. These meetings are intended to be opportunities for the school family to gather for worshipful commitment to the Lord. Parents are welcome and encouraged to attend.

## **Recess**

The Oaks believes that recess provides an important social and physical experience. Recess is held outside if weather permits. It is an important aspect of the Pre-K and Lower School curriculum. Parents need to ensure that students have appropriate clothing for outside recess each day.

## **Specials Curriculum Periods**

Class time is set aside throughout the week for music, art, physical education, library and Latin or Spanish instruction, depending upon grade level.

### **Music**

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

### **Art**

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

### **Physical Education**

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

Middle school students participate in daily physical activities and a weekly Health and Physical Education (PE) class.

# UNIFORM POLICY

The Oaks Academy maintains an official standard of dress with a school uniform. This policy strengthens the spirit of the school community, and all students are required to be in uniform whenever they are at school or at most school related functions. Students are encouraged to think of their attire as an aspect of their work. This helps eliminate social competition and fosters a sense of identity with the school and the student body as a whole.

The Head of School and the Dean of Students, with active support of teachers, assume responsibility for enforcing the Uniform Policy. Teachers check uniforms daily, and use the Uniform Infraction Notice to inform parents of unsuitable clothing. Teachers follow up with a parent if there are repeated violations. Dress uniforms are worn on Wednesdays for Chapel, and for special occasions and field trips throughout the school year.

All plaid and monogrammed uniform items (vest, cardigan, sweatshirt, black jacket) and plaid (jumper, skirt, tie) may be purchased through [Schoolbelles](#) on their website using school code S1667 or at their storefront located at 6315 N Keystone Ave, Indianapolis, IN 46220. All other items, unless noted below, can be purchased through other retailers. Our Family Tree Organization (FTO) offers a used uniform shop several times throughout the year.

## BASIC UNIFORM

*worn every day except Wednesdays*

GIRLS	BOYS
<p><b>White, Forest Green, Burgundy, or Navy <u>Shirt</u></b> Short or long-sleeved polo, turtleneck or peter pan-collared blouse (white only)</p> <p><b>Khaki Dress <u>Pants</u> with belt</b> SB Styles #3244, 8364, or any khaki dress pants with a belt are acceptable. For Pre-K through Grade 1 elastic-waist, no belt, also acceptable.</p> <p><b>Khaki Walking <u>Shorts</u> with Belt</b> SB Style #8277, Shorts <b>must</b> be purchased from Schoolbelles</p> <p><b>Black, Dark Brown or Navy <u>Belt</u></b> Required beginning in Grade 1 when not wearing elastic-waist pants</p> <p><b>Khaki <u>Jumper</u>, (PK - 5th Grade only)</b> SB Style #1421 or any khaki jumper</p> <p><b>Khaki <u>Skirt</u></b> SB Style # 1521 or Any pleated khaki skirt without embellishment; a skirt is optional for Pre-K/KG</p> <p><b>White, Forest Green, Khaki, Burgundy, or Navy <u>Socks/Tights</u></b> Solid color ankle or knee-high socks (must cover ankle bone) or tights.</p> <p><b>Hair accessories</b> Headband/Bow/Clip in khaki, burgundy, forest green, navy, white, or The Oaks' plaid</p>	<p><b>White, Forest Green, Burgundy, or Navy <u>Shirt</u></b> Short or long-sleeved polo, turtleneck or oxford (white only)</p> <p><b>Khaki Dress <u>Pants</u> or Walking <u>Shorts</u></b> SB #5208, 8332, shorts 3288, or any khaki dress pants or shorts with a belt are acceptable. For Pre-K through Grade 1 elastic-waist, no belt, also acceptable.</p> <p><b>White, Khaki, Forest Green, Navy, Black <u>Socks</u></b> Solid color only</p> <p><b>Black, Dark Brown or Navy <u>Belt</u></b> Required beginning in Grade 1 when not wearing elastic-waist pants</p>

**Shoes for All**

Solid color (black, white, brown, navy, or gray) or two-color combinations of black, white, brown, navy, gray (no additional accent colors). Athletic shoes with white soles are acceptable. Sandals, clogs, moccasins, mules, or boots are not acceptable; no more than a 2" heel. Shoes must have a closed toe and heel, without embellishment. Small buckles are acceptable. Socks must be visible above the shoe. Velcro closures are recommended for Pre-K/KG. Boots may not be worn indoors.

**Optional for All**

Monogrammed Burgundy sweatshirt, SB Style #2056  
Monogrammed Black Zippered Jacket, SB Style #2106

**DRESS UNIFORM**

*worn Wednesdays, and as requested*

GIRLS	BOYS
<p><b>Green Monogrammed <u>Cardigan or Vest</u></b> SB Style #1994, 5912</p> <p><b>Oaks' Plaid <u>Jumper</u></b> (<i>Pre-K – 5th grade only</i>) SB Style #1421</p> <p><b>Oak's Plaid <u>Skirt</u></b> SB Style #1521 or 1525</p> <p><b>White <u>Blouse</u></b> Short- or long-sleeved peter pan collar, oxford shirt, or ¾-sleeve poplin blouse (SB Style #1765)</p> <p><b>Criss Cross Oak's Plaid <u>Tie</u></b> SB Style #2825</p> <p><b>White <u>Socks/Tights</u></b> Ankle/knee-high socks or tights, no leggings</p> <p><b><u>Shoes</u></b> Solid color black, dark brown, or navy; no athletic shoes</p> <p><b>Optional for Middle School Only</b> Khaki dress pants with belt</p>	<p><b>Green Monogrammed <u>Cardigan or Vest</u></b> SB Style #1994, 5912</p> <p><b>Khaki Dress <u>Pants</u> or Walking <u>Shorts</u></b> SB Style #5208, 8332, shorts 3288 Any khaki dress pants with a belt are acceptable. For Pre-K through Grade 1 elastic-waist, no belt, also acceptable.</p> <p><b>White <u>Shirt</u></b> Short or long-sleeved oxford</p> <p><b>Pre-tied Oaks' Plaid <u>Tie</u></b> SB Style #4890 or #4891</p> <p><b><u>Socks</u></b> Solid color only, khaki, forest green, navy, or black</p> <p><b>Black, Dark Brown or Navy <u>Belt</u></b> Required beginning in Grade 1 when not wearing elastic-waist pants</p> <p><b><u>Shoes</u></b> Solid color black, dark brown, or navy; no athletic shoes</p>

**ADDITIONAL INFORMATION****Hair Accessories**

Head band, bow, simple clip must be a solid color only, including white, khaki, forest/dark green, navy, burgundy, or The Oaks' school plaid; no embellishments such as flowers, glitter, jewels, feathers, long ribbons

**Jewelry and Make-up**

No excessive make-up, jewelry, or hair accessories. Jewelry must be both modest and safe; small stud earrings only; for safety reasons, no hoops or dangles are permitted.

**Pants, Shorts, Skirts, Jumpers**

No cargo/patch pockets, visible stitching, rivets, studs, buckles, or exposed zippers. No denim or corduroy fabric. Sweat pants may be worn under skirts/jumpers to school and removed before school begins, and worn during outdoor recess. Girls may wear bike shorts under skirts/jumpers. Jumpers and skirts may not be shorter than 2" above the knee.

**Undershirts**

All undershirts worn by both boys and girls must be white.

**Physical Education**

**Pre-K and Lower School** – Basic Uniform and any rubber-soled athletic shoe, any color

**Middle School** – Basic Uniform; girls may wear shorts or a skort

Parents are strongly encouraged to write their child's name on all clothing items. Lost and Found items are held until the end of each month. Unclaimed items are donated to charity; unclaimed uniform items become the property of The Oaks Family Tree Organization (FTO) and are sold at The Oaks' Uniform Shops. Used uniform sales take place at various times throughout the school year. Questions regarding the Uniform Policy should be directed to the Head of School or the Director of Administration.

**Spirit Wear**

The Oaks Academy spirit wear items are available through the Schoolbelles website at [www.schoolbelles.com](http://www.schoolbelles.com) using school code **S8838**. This spirit wear code is different from the uniform code. A few practical and reasonably-priced quality items with The Oaks Academy logo are available. You can also order spirit wear through <https://shop.theoaksacademy.org/>.



# TUITION

## Payment

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

1. Full tuition payment by June 30. This payment will be made directly to the school; or,
2. Ten automatic monthly payments (July to April) through the Veracross payment plan. Payments start in July.

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

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

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

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

## Tuition Reimbursement

A family is held responsible for the entire school year tuition for their student(s) if their notification of departure is not received in writing by April 1<sup>st</sup> of the preceding academic year.

### Exceptions to this policy are:

1. A family moves out of the area\* (null if parent/guardian has signed the enrollment agreement while presently living outside the area); if a family informs the school after the school year begins that they are moving, they are obligated to pay tuition for the entire calendar month in which their child's last day at school is included. For example, the family will pay for the entire month of October if the student's last day is October 3<sup>rd</sup> or October 29<sup>th</sup>;
2. A student is expelled from school;
3. The school requires that the student be retained at the current grade level (null if parent or guardian has agreed to the retention by way of an updated and signed agreement); or,
4. The withdrawing student is replaced with another applicant.

*\*The Indianapolis Metropolitan area is defined as being inclusive of Marion County, and the contiguous seven (7) counties.*

## Student Work after an Absence (Due to unpaid tuition)

Grades are calculated as if the student was not enrolled in school at the time. For example, if a student left with an 87% in one class, missing assignments are exempt, and the grade is still 87%. If a school quarter is completed while the student is absent, the grade remains as it was when the student left. The following quarter grades are calculated without the missing assignments factored in.

Students are only entitled to whatever make-up work is reasonable for the teacher to prepare, that help the student and their family see what material has been covered in their absence (*e.g. Teachers indicate that certain lessons were completed and then send home any quizzes or tests that were taken, or teachers indicate which chapters were*

*covered*). Books for reading class should be included. Teachers do not spend an excessive amount of time preparing make-up work. Teachers do not need to collect or grade make-up work.

The students should be invited to any regular study support that is provided to the other students, such as tutoring and study hall. Teachers do not provide tutoring or make-up sessions for the student.

### **Re-enrollment**

Student enrollment renews automatically for each successive academic year until graduation from The Oaks Academy. This agreement remains in effect unless, or until, it is terminated by The Oaks for academic, behavioral, or attendance reasons (in accordance with this handbook), or the official Notification of Withdrawal is completed by the parent/guardian and is received in The Oaks Admissions Office. Re-enrollment includes the parental agreement to abide by all policies in the current Family Handbook and any updates made throughout that school year.

# WITHDRAWAL & TRANSFERS

## Notification of Withdrawal

Parents who wish to withdraw their student for the succeeding school year must notify The Oaks Academy Admissions Office of their intent to withdraw by completing the Notification of Withdrawal form on or before April 1<sup>st</sup> of the current school year.

1. All withdrawals require a Notification of Withdrawal be completed and returned to the Admissions Office, and to be acknowledged and deemed official; and,
2. For official withdrawal on or before April 1<sup>st</sup> of the current school year, parents/guardians will owe nothing toward the next school year's tuition; or,
3. For official withdrawal after April 1<sup>st</sup>, parents/guardians are responsible for the tuition for the upcoming school year as stated in the Tuition Reimbursement section of The Oaks Academy Family Handbook, unless one of the stated exemptions is met.

## Request to Transfer Schools – End of Year

A family may have extenuating circumstances that cause them to request a change in campus locations. This typically occurs during the re-enrollment season as families are signing the “Tuition Agreement” for the upcoming school year. Campus transfers are not guaranteed as many factors must be taken into consideration. Available classroom openings are not guaranteed. If an opening is available, the process for requesting a school transfer for the next school year is as follows:

1. Contact the Admissions Office during re-enrollment season as you prepare to submit the Tuition Agreement for the new school year, or as soon as possible before April 1<sup>st</sup>.
2. The Admissions Office will make both Heads of School aware of the Request to Transfer.
3. Transfer requests will be discussed and decided upon by school leaders and the Admissions Office. A comprehensive understanding of the transferring student as well as the composition of the students in the new classroom will be considered before a final decision is rendered.
4. If the transfer is approved, the Admissions Office will reissue the Tuition Agreement with the new campus designated on the agreement.
5. If the transfer is not approved, the Admissions Office will contact the family to discuss the reason for denial.
6. Only one campus transfer is allowed, per student, during the entirety of their enrollment at The Oaks Academy.

## Request to Transfer Schools – During the School Year

Once the school year begins families are expected to fulfill the full contractual agreement up to and including the campus location, as agreed to in the Continuous Enrollment Contract and/or the Tuition Agreement contract.

A family may have extenuating circumstances that cause them to need to change campus locations during the school year. This is not standard practice and would only be considered on a case-by-case basis by Committee decision and if approved by both the “sending” and “receiving” Heads of School. Available classroom openings are not guaranteed. If an opening is available, the process for requesting an immediate school transfer during the school year is as follows:

1. Contact the Admissions Office to discuss the immediate transfer.
2. The Admissions Office will inform both the “Sending” and “Receiving” Heads of School of the Request to Transfer During the School Year.
3. Depending on the complexity of the situation, both Heads of School may need to meet with the parents to discuss the transfer.
4. The final decision regarding the transfer will be discussed and decided upon in a committee comprised of school leadership and the Admissions Office.

5. If the transfer is approved, the Admissions Office will work with system administrators to reissue an updated Tuition Agreement, update the data system, and reassign classroom(s).
6. If the transfer is not approved, the Admissions Office will contact the family to discuss the reason for denial.
7. Only one campus transfer is allowed, per student, during the entirety of their enrollment at The Oaks Academy.

# LUNCH

A school lunch, milk, and small sides are available for purchase by any student on full school days (*when there is no noon dismissal*). The Oaks participates in the federal government sponsored free and reduced-price lunch program. Inquire at the Business Office regarding eligibility. Lunch includes milk but milk can be purchased separately.

School lunch fees are billed monthly and are to be paid within 30 days.

Students are welcome to bring their own sack lunch. The Oaks does not provide equipment to refrigerate or heat any food brought from home. (*Middle school students have access to a microwave.*) Please consider this when packing their lunch. Parents are encouraged to pack a nutritious lunch for their children. Do not send carbonated beverages and limit sweets. Teachers and assistants are always present to provide supervision during the lunch period but are not able to prepare individual foods (e.g. peeling an orange).

Family members and visitors are encouraged to join their child for lunch. A school lunch is available to visitors. Payment is made by charging it to the student's lunch balance. All visitors must check in at the office before joining their child.

# FIELD TRIPS

Field trips at The Oaks are curriculum-driven and beneficial to the accomplishment of The Oak's educational objectives for a particular grade. These trips can serve to deepen and enhance material already studied and can also serve to introduce a unit and inspire students to study. Field trips help build community among students and teachers, provide for interaction across age divisions, and create lasting memories.

## Parent Notice

A Field Trip Release form is signed when a parent enrolls or registers their child at The Oaks Academy. This allows the school to transport a child and have them participate in all scheduled field trips, including overnight field trips for 4<sup>th</sup> and 5<sup>th</sup> Grades, and for the Middle School.

If a parent opts for their child to not participate in a field trip, the student will not be penalized academically for non-participation, but he or she is not exempt from school. The teacher and/or the administration will provide an alternative assignment and/or supervised study time.

## Field Trip Transportation

Transportation for students, teachers and official chaperones for all school-sponsored field trips is provided by professional transportation companies contracted with The Oaks Academy. Any additional adults attending who are not official chaperones must provide their own transportation.

## Conduct

Before departing, teachers summarize for students the field trip rules of conduct. These expectations are also communicated to adult supervisors. In the event of misbehavior, normal procedures for discipline are followed. A student may not be permitted to go on a field trip if the student exhibits behavior that places him or her at risk, e.g., failure to listen to or follow instructions of teachers or chaperones. If a student exhibits behavior that places himself or herself at risk, e.g., failure to listen to or follow instructions of teachers or chaperones, a parent or guardian may be required to attend at their own expense to supervise his or her child during the field trip. If a parent is unable to attend, the student may be asked to not participate.

Any serious discipline issue during the field trip that places a student or others at risk will be addressed by the teacher. In certain cases, a parent may be required to pick up their child immediately from the field trip. Consequences for certain behaviors as defined in The Family Handbook (*see Standards of Conduct, p. 20*) which lead to suspension or expulsion will be applied the school day or days immediately following the field trip.

## Official Chaperones

Classroom teachers are the principal authority on the field trip. Parents serving as official chaperones are expected to execute the teacher's instructions regarding supervision. It is the teacher's responsibility to delegate supervision in a way that ensures the safety of the children at all times. Teachers assign chaperones to oversee various group activities and float between the groups lending aid and offering direction as needed. Chaperones are directed by the teacher and are answerable to the teacher.

All field trips must maintain a chaperone ratio of 1:5 (*Pre-K, KG & 1st Grade*), 1:8 (*2<sup>nd</sup> – 5<sup>th</sup>*), or 1:10 (*6<sup>th</sup> – 8<sup>th</sup> Grades*). Exceptions are considered on a case-by-case basis.

Parents of students attending field trips have opportunities to serve as chaperones. Only parents or those adults acting as guardians are eligible to serve as chaperones. It is strongly recommended that chaperones attend one of the regularly offered Volunteer Training sessions. Chaperones are expected to be on hand for the entire field trip and are responsible for assigned students for the duration of a field trip and are transported with the students. Chaperones'

responsibility begins when the class leaves the classroom and ends when the class returns to the school. Chaperones are not to use cell phones or other electronic devices while supervising students. It is important for adult supervisors to not lose sight of their charges especially during outdoor trips and in public places.

Field trip costs are covered for adults acting as chaperones on field trips. ***Chaperones are selected by the sponsor on a first-come, first-served rotating basis, and must have a completed and clear background check on file with the school.***

Chaperones are not permitted to bring guests or siblings on field trips as this can cause distractions for teachers and students.

Chaperones are treated with the respect and obedience that is required of Oaks Academy students towards faculty and staff members.

Chaperones are reminded to be considerate of the privacy of other families by not posting photos of any child other than their own on social media sites without permission from that child's parent.

### **Guests & Non-related Volunteers**

If a parent or non-related adult attends the field trip in a non-supervisory role, they are not counted towards the required student-to-chaperone ratio. They are required to provide their own transportation and are responsible for all of their costs associated with the field trip. They have no supervisory responsibility over students for the duration of the field trip.

Field Trip chaperones must either be an employee of The Oaks Academy, a custodial parent or guardian of an Oaks Academy student, or another individual to whom a custodial parent or guardian has granted permission to participate in a field trip on their behalf (requires advance completion of Non-Guardian Chaperone Permission, available in the Parent Portal). Field trip chaperones must be at least the age of 21.

Teachers organize field trip activities to ensure that:

- There are at least two non-employee chaperones with each group of children or one school employee with each group of children;
- A chaperone and one child are never alone in a room or on a field trip bus;
- A chaperone may escort a child or children to a restroom, but never into the restroom; and,
- A chaperone will always use a restroom on their own, never with an Oaks Academy child or group of children.

# STUDENT HEALTH CARE

Students needing medical attention are sent to the office for assistance. All medical care is handled there by office staff; there is no trained nurse. Office staff assesses the need, checks the student's medical record and status of permission to treat, and contacts the parent if there are any questions about medications or permissions. If the parent cannot be reached The Oaks Academy will make a decision based on the child's condition to treat or not to treat. A child will not be given any medication or topical treatment if the parent has indicated "Medication Prohibited," with the exception of a serious situation that requires the attention of an EMT, paramedic, trained nurse or doctor (see ***Injuries and Illness***). Parents agree to release the School, its agents, employees, directors, and volunteers from any liability or claims for injuries or for damages resulting from this care.

## **Injuries & Illness**

Every effort will be made to contact a parent or guardian if a child is injured or becomes seriously ill at school or at a school-sponsored event. If the parent/guardian cannot be reached, The Oaks Academy will sign for medical procedures/treatments that are deemed medically necessary by medical professionals for the health and well-being of the child. Parents will accept the decision being made by the representatives of The Oaks Academy in concert with medical guidance. Parents agree to take full financial responsibility for all medical, dental, hospital, emergency transportation, or health-care services, treatments and procedures provided for their child, and release the School, its agents, employees, directors, and volunteers from any liability or claims for injuries or for damages resulting from participation in any school-sponsored activity by their student.

## **Emergency Contact Information**

Emergency contact information must be completed in the Parent Portal, under Update by Family Profile, indicating who is to be contacted in the event a child needs medical attention. An injured child will not be moved if the injury is of a serious nature. Only a bona fide EMT will be allowed to move an injured child. Certain injuries may require the school to call an ambulance without acquiring a parent's permission.

If a child is sick and unable to be in class, parents or guardians will be contacted to make immediate arrangements to pick up their child. If a child has vomited or had diarrhea at school, he or she must be picked up immediately.

## **Medical Release & Medications**

The school health offices stock dye-free liquid acetaminophen, ibuprofen, diphenhydramine (Benadryl), eye wash, and topical ointments, or the generic substitutes. If permission to treat is provided in Veracross, these may be administered in the dosages listed on the product's package. Parents are required to complete the Student Medical Information in the Parent Portal by clicking "Update Family Profile" and then "Medical Profile". The health office personnel typically will contact the parent to discuss the particular situation. An email notice is sent to the on-file parent's email address with details about the health office visit.

The ***OTC/Prescribed Medication Administration*** permission form (Parent Portal, Resource Center) allowing The Oaks to dispense over-the-counter or prescription medications, is completed as treatment is required. Medication sent to school must be in its original container, with clear printed instructions accompanied by this completed form (also available in office).

The school must be notified of any OTC (over-the-counter) medications, special routines, or prescribed medications that a child takes regularly. Children are not allowed to bring any medication to school or have any in their possession. All medication and the accompanying OTC/Prescribed Medication Administration permission form (available in Parent Portal, Resource Center) must be brought to school in the original prescription container, with clear printed instructions, by a parent or guardian and will be stored in the school office until needed. The Oaks Academy will not administer any family-provided medication that is not in its original container and when clear



printed instructions are not provided. Children are not permitted to medicate themselves (except for inhalers). If a physician authorizes and requires that a child take medication on a regular basis, the doctor must sign the OTC/Medication Administration Permission form (available in Parent Portal, and at the office). This information and authorization form must be updated annually prior to the start of the academic year.

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

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

All medications must be picked up by the parent or guardian at the end of the school year (by Report Card pick-up date) and will not be held over for the following school year. Unclaimed medications and the accompanying permission forms will be destroyed.

## **Childhood Illnesses**

The School works to inform families when a disease or condition, other than the common cold or flu, has presented itself in a student in a particular class or grade level.

When any of the following occur in the school a notice with information about symptoms of the condition and attendance limitations is sent to the class or grade level of the affected students –

- Chickenpox (Varicella)
- COVID-19
- Fifth disease (Parvovirus B19)
- HFMD (Hand-foot-mouth disease)
- Lice
- Pink eye
- RSV (Respiratory Syncytial Virus)
- Scabies
- Scarlet Fever

*(This list is not comprehensive and should be considered as typical.)*

Families are asked to notify the school immediately if any of these or other highly communicable diseases are diagnosed in their child and they are expected to follow the health guidelines for their child's attendance at school.

When a fever is present, a child must remain at home for at least 24 hours after the fever has ended without the use of fever-reducing medication. When a child is vomiting, the child must remain at home for 24 hours after the last time they vomited.

## **Food Allergies**

It is the responsibility of the parent or guardian to include food allergy and sensitivity information for their child in the Parent Portal by clicking "Update Family Profile" and then "Medical Profile". Occasionally home-prepared foods are brought to school for a class to share. Parents release The Oaks Academy, its agents, employees, directors, and volunteers from any liability or claims for injuries or for damage resulting from such participation by their student. Parents are strongly advised to also personally notify their child's teacher of any serious allergy.

## **Use of Herbicides and Pesticides**

Indiana State Law requires The Oaks Academy to provide a 48-hour advance notification of any pesticide or herbicide application to any parent who requests this notification within the first 30 calendar days of school each

year. If a child has any health issues which are irritated by herbicides or pesticides, it is the parent's responsibility to notify the school of this within the first month of school. The Oaks Academy is then responsible to notify any such parent when these applications are planned to occur less than 48 hours before children are on site.

# STANDARDS OF CONDUCT

Students at The Oaks Academy are expected to conduct themselves in a manner that shows respect for faculty and staff, classmates, and the school. Members of the faculty have full responsibility and authority in the classrooms and at all school functions; however, parents are asked to assume responsibility for their children at school social gatherings.

## **Student Discipline**

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

The classroom teacher will conduct the majority of the day-to-day discipline. Parents will be notified of any concerns regarding their child's behavior by a telephone call, text, or email, or a note in the student folder. The Oaks Academy does not practice corporal punishment in the school as a means of discipline.

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

## **Suspension**

Suspension is a serious step in school discipline. A suspension may result in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made up with the guidance of the teacher.

When a student has been suspended from their campus, they are suspended from all campuses during regular school hours. They may attend after-school events for a sibling under parental supervision.

## **Probation**

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

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

Problems for which probation may be incurred:

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

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

## **Expulsion**

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

Some examples of activities that would cause expulsion are:

- Insufficient improvement during probation;
- Repeated suspension;
- Habitual discipline problems;
- Possession or use of a weapon or illegal drugs;
- Vandalism or theft of school property;
- Behavior that endangers the lives or well-being of other students or staff members, including bullying, cyber-bullying, discriminatory behavior, fighting, physical attack, improper touching, sexual harassment;
- Profane, abusive, obscene, or immoral language or behavior; or,
- Utilizing technology in an inappropriate manner.

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

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

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

## **Misconduct Requiring Immediate Response**

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

- Bullying and cyberbullying harassment of other students in any form
- Cheating
- Stealing
- Lying
- Deliberately defacing school property
- Fighting
- Showing disrespect to other students
- Discriminatory behavior
- Use of profane or obscene language
- Habitual problems with school-related policies
- Continuous disruption of school activities
- Continued defiance of and disrespect toward school authorities (including substitute teachers, teacher's assistants, and any other person acting on behalf of the school)
- Possession of a weapon or any item that can be easily construed as a weapon
- Possession of illegal drugs
- Violations of civil law

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

### **Student Anti-Harassment Policy**

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

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

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

### **Anti-Discriminatory Policy**

The Oaks Academy is committed to equal opportunity for all students and their families, and does not discriminate against anyone on the basis of race, color, religion, national origin, age, marital status, sex, sexual orientation, gender identity, or disability as required by the Indiana Civil Rights Act (IC 22-9-1), (IC 20-33-1), Titles VI and VIII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 educational amendment), and Section 504 of the Rehabilitation Act of 1973.

Incidents must be reported immediately to the CEO or the Head of School in writing. The CEO or the Head of School will ensure that a formal investigation is initiated immediately to ensure that any act of discrimination is dealt with and safeguards are implemented to prevent it in the future.

The desired outcome for any act of discrimination shall be to end it, treat the individual with equity, and, as much as possible, eradicate any effects of discrimination.

### **Student Property Inspection**

The Oaks Academy reserves the right to search student lockers, desks, and personal property (e.g. backpack, purse, etc.), with or without notifying the student, in the event that there is reasonable cause to suspect that the student in question has in their possession items (e.g. weapons, drugs) that could bring harm to themselves or to school constituents, or has in their possession articles (e.g. notes) which could indicate that there is a threat in the school or in the possession of another student. Upon completion of a search, the parent or guardian of the student will be notified of the search and its results.

# GRIEVANCE POLICY & GUIDELINES

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

## **Students/Parents to Teachers**

All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself.

If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so. If the problem is still not resolved, the parents should appeal the decision to the Head of School.

## **Parents to Administration**

If parents have a grievance or dispute about general school operations (apart from the operation of the classrooms), they should bring concerns to the Head of School. If anything remains unresolved, they may request a meeting in writing from The Oaks' Chief Executive Officer (CEO). It is the prerogative of the CEO to determine if an issue is taken to the board of trustees.

## **Parent Non-Compliance**

Parents or legal guardians are required to sign the Parent Compliance form when they enroll or register their Child at The Oaks Academy for the following school year. When a parent is not complying with school policies, apart from financial matters, and is causing disruption that prevents the school from fulfilling its mission, at the discretion of the school administration, and with input from The Oaks Board of Trustees Executive Committee, their child may be removed from school for a certain number of days.

The days that the student is not in attendance count as unexcused absences. Student work is treated as if the student had withdrawn from the school. Make-up work is not given, and no extra time is spent meeting with the student to get him or her caught up.

In the event that a student is reinstated within the same school year, make-up work will be provided. Depending upon the length of absence, student make-up work may or may not be graded for credit. Some of the work may be required to be completed before a child may be considered to have passed the school year.

A student may be absent for 20 consecutive school days before their place becomes available to the Admissions department for a new student.

# COMMUNICATION

## Telephone Calls

Student use of the office telephones is discouraged unless the child's teacher or other staff member determines the need. Parents may call and leave messages for students to be delivered at an appropriate break in the school day. Parents are urged to keep these calls to a minimum. Messages are not delivered to students during class time except in an emergency. Messages concerning carpool plans or TOA PLUS should be called into the office before 2:00 p.m.

## Cell Phone and Electronic Device Usage

Student use of cell phones and electronic devices such as smart watches and Fitbits which connect to the internet (personal or borrowed) during the school day or on school grounds during school activities is not permitted. This policy also applies to camera and text messaging functions. Students may use the office phone with permission from their teacher or an administrator for emergencies. Students are not permitted to carry a cell phone, but middle school students may store it in their locker.

Limited cell phone usage during after-school activities or overnight field trips may be permitted only with upon expressed permission of a supervising teacher.

In the event a student violates this policy, the electronic device will be confiscated and held in the office until a parent collects it. Subsequent violations will require the student be banned from carrying a cell phone or other electronic device on school property. This applies for any school-sponsored activities that take place on the school grounds.

## Student Folder

Each day, Pre-K and lower school students carry home a burgundy Student Folder, containing the following:

- Class Calendar
- Weekly assignment sheet
- Reading log
- Teacher notes, permission slips
- Office referrals or medical notices

Student Folders are a communication tool between parent/guardian and the school. Their contents are considered confidential and are not to be used to send messages between families or students, or for flyers for non-school events.

Parents are expected to check their child's Student Folder daily, respond to teacher communications, and provide the required signatures when requested. Middle school students carry a daily planner used to record assignments and other information.

## Contacting Faculty Members

The Oaks Academy encourages frequent and direct communication between parents and teachers. Parents wishing to contact faculty are asked to leave a message at the office or email the teacher to schedule an appointment. Teachers attempt to return calls and emails within 24 hours. In order to respect employees' privacy, parents are asked to refrain from calling teachers after school hours, unless specific permission has been granted to do so.

## Parent Portal (*supported by Veracross*)

Parents use the Parent Portal to enroll and register their child, update contact information, view their child's schedule, grades, attendance, and account balance, and stay in touch with their child's teacher. They can also access pertinent school documents to either complete online, or print.

It is the parent's responsibility to verify their personal information in the Parent Portal and to update it throughout the school year. Keep addresses and phone numbers current as well as pertinent medical information and change permissions for who can pick up your child or be contacted in case of an emergency when you are not available.

Access the Parent Portal on The Oaks Academy home page or by using [https://portals.veracross.com/the\\_oaks\\_academy/parent/](https://portals.veracross.com/the_oaks_academy/parent/). If you need help accessing your Parent Portal please contact Brooke Reeves at [breeves@theoaksacademy.org](mailto:breeves@theoaksacademy.org).

## **Media Usage**

Parents are reminded to consider the privacy of other families by not publishing the photo of any child other than their own on any social media site without permission from that child's parent.

The Oaks Academy occasionally uses likenesses, names, writing, quotes, and art work of current and former students in various mediums - printed material, regular electronic newsletters, school's website and social media, and in general promotional materials. While respecting each family's preference for privacy and protection, The Oaks Academy does everything in its power to protect the identity of each child while tastefully using this data to share the mission and vision of the school.

All students' photographs are included in the annual school yearbook, The Branches, and may appear in the monthly electronic newsletter, The Nutshell.

## **Internet Usage**

The Oaks Academy community teaches the Habits of Respect, Reflection, and Self-Control, and disdains gossip as corrosive. In order to foster the fruits of the Spirit and maturity in our young people, The Oaks requires that any webpage, website, weblog, bulletin board or similar Internet-based public media created, managed, or controlled by an Oaks Academy student, parent, or faculty or staff member, must respect the honor, dignity, and privacy of others, the right of others not to be slandered or libeled, and the intellectual property of others.

The Oaks Academy utilizes blocking software to prevent access to inappropriate content, however, it is the responsibility of each member of the school community to report to their teacher or supervisor any access issues. The Oaks Academy bans the sending, receiving, viewing, or downloading of any inappropriate material. Penalties for violators include suspension and expulsion.

No individual or group associated with the school may publish on any public media any statements about other students, teachers, administrators, or other community members that are hurtful, offensive, intimidating or threatening, or statements that are reasonably perceived as threats to the school or its community. Such use of technology may result in suspension or expulsion from the school. In addition, all persons subject to this policy are reminded that civil and criminal laws of our state and nation prohibit libel, slander, invasion of privacy, harassment, and intimidation of other persons, by any means, including through Internet publication.



# **HOMework**

Homework serves an important purpose in your child's life and is considered an extension of the school day. Homework reinforces skills and knowledge that require practice, communicates curriculum content to families, and encourages reading.

The necessity for homework varies from grade to grade and from pupil to pupil. It is the desire of The Oaks Academy that homework not unnecessarily detract from a student's time with his or her family. Pre-K students have only a reading assignment. Lower School teachers only assign homework for Monday through Thursday evenings. With the exception of projects, homework is not assigned on holidays or vacations. Parents are encouraged to speak to their child's teacher if there are concerns about any homework assignments or the amount of homework assigned.

# ACADEMIC EVALUATION

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

## Grading Scales

The Oaks Academy employs different academic grading scales to document student achievement in the academic disciplines.

### Pre-Kindergarten Education

<b>M</b>	Meets expectation
<b>P</b>	Progressing in the skill
<b>I</b>	Improvement needed in the skill (KG)
<b>E</b>	Emerging (Pre-K)

### Lower and Middle School

<b>99% - 100%</b>	A+	<b>83%</b>	B-
<b>94% - 98%</b>	A (Excellent)	<b>81% - 82%</b>	C+
<b>93%</b>	A-	<b>71% - 80%</b>	C (Satisfactory)
<b>91% - 92%</b>	B+	<b>70%</b>	C-
<b>84% - 90%</b>	B (Surpassing)	<b>69% &amp; below</b>	F (Failing)

The scale provides a clear and measurable picture of student performance. The quarterly Report Card clearly delineates the skills and habits required and expected at each grade level.

***Progress in habit formation for all students is documented using the following scale:***

<b>Cst</b>	Consistently exhibits required skills or meets expectations
<b>Oft</b>	Often exhibits required skills or meets expectations
<b>Smt</b>	Sometimes exhibits required skill or meets expectations
<b>Rly</b>	Rarely exhibits required skills or meets expectations

This scale is also used in Art, Music and PE, and for some academics in 1st and 2nd Grades.

## Promotion Requirements

## **Pre-Kindergarten – 2<sup>nd</sup> Grade**

Students in Pre-Kindergarten through second grade (*Pre-K – 2<sup>nd</sup>*) are promoted to the next grade level based on the academic skills they develop and the habits that they exhibit. These skills and habits are documented on the Report Card and communicated to parents during conferences. In order to be considered for promotion, a child should receive a majority of “Consistently” or “Often” in these areas.

## **Lower School (3<sup>rd</sup> – 5<sup>th</sup> Grades)**

In third through fifth grade the average of the student’s final grades should be at least 70% in the major subjects in order to be promoted to the next grade. Major subject areas for elementary school (*3<sup>rd</sup> – 5<sup>th</sup> Grades*) include:

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

## **Middle School (6<sup>th</sup> – 8<sup>th</sup> Grades)**

Middle School students must receive a 70% or above in Humanities, Language Arts, Math, and Science, and the weighted average of all core classes must be above 70% to be considered for promotion. Major subject areas for Middle School (*6<sup>th</sup> – 8<sup>th</sup> grades*) include:

- Humanities
- Language Arts
- Spanish
- Mathematics
- Science

All issues of promotion and retention will be made in consultation with the child’s parents, teachers, and the school administration.

## **Report Cards**

Report cards are issued quarterly. After the first and third quarters, report cards are provided for parents or guardians during the Parent/Teacher Conference. The final report cards may be accessed on Veracross after all accounts are settled at the end of the school year. For students in grades 1 through 8, progress reports are available on Veracross in the middle of each quarter to report student progress. See the school calendar for the report card and progress report schedule.

## **Academic Probation**

A student may be placed on academic probation if it is determined that s/he is on a failing trajectory for the quarter or school year. Academic probation may be imposed if it is determined that a student is failing due to a lack of effort, including not completing assignments, not completing assignments in a timely manner, or not completing assignments in a satisfactory manner according to grade level standards.

A student is placed on academic probation for a specific time period determined by the school and communicated to the parent and student in person. During this time, the student’s progress is closely monitored, supports are provided, and periodic updates are given to the parent. At the end of the predetermined time, the student’s status is reevaluated. If the student is still in danger of failing, The Oaks Academy has the option to extend the probation period.

## **Response to Intervention Program (RTI)**

To meet the diverse learning needs of students, The Oaks Academy provides a robust Response to Intervention (*RTI*) program. Using data from in-class assessments, benchmark assessments, and statewide assessments, teachers identify students who would benefit from academic interventions, behavioral interventions, and/or educational testing. A team of faculty and staff partner with teachers and parents to develop and implement RTI plans

specifically designed to meet identified academic and/or behavioral needs. The RTI Team and classroom teachers then monitor student progress and provide parents with updates on their student's response to implemented interventions.

### **Parent/Teacher Conferences**

In addition to encouraging frequent informal communication, there will be two regularly scheduled parent/teacher conferences during the year to discuss each student's progress. All parents are required to attend these conferences as scheduled. Additional conferences can be scheduled at any other time during the school year if the teacher or parent considers it desirable. Teachers are not able to confer with parents during dismissal or any time they are supervising students.

### **Standardized Tests**

The Oaks Academy administers the NWEA MAP Growth Tests for Reading and Math (*K – 8*), the IREAD-3 (*3<sup>rd</sup> grade only*), and the ILEARN (*Grades 3 – 8*) each school year. Parents and students are notified in advance of the testing dates. Each parent will have access to state administered assessment results for their child according to the state's reporting schedule.

### **Student Records Policy**

The Family Educational Rights and Privacy Act (*FERPA*) (*20 U.S.C. § 1232g; 34 CFR Part 99*) is a Federal law which The Oaks Academy follows that protects the privacy of student records relating to their education. To review the policy in full, go to [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html). The Oaks Academy has made the following addition: ***If a parent does not want to allow The Oaks Academy to release directory information, parents must select Update My Family Profile and then select Directory preferences. You can change this information at any time throughout the year.***

The Oaks Academy treats all student medical information as confidential and does not disclose it to any party unless there is a government-determined "exception," or the parent has provided permission for their child's records to be transferred to another school or entity.

## **PARENT INVOLVEMENT**

Parents have a critical role to ensure that The Oaks Academy is operating consistently with the mission and philosophy. Beyond working with their children at home, multiple opportunities are available for parents to be involved at The Oaks. These include assisting teachers with field trips, helping with administrative tasks, involvement with the Family Tree Organization (FTO), etc.

### **Saturday School**

In order to encourage family interaction as well as to continue to build community within the school, The Oaks Academy holds Saturday School twice during the year, typically early October and early March. All students and parents and/or guardians attend school together, becoming involved in classroom activities as well as school-wide activities. Please check the school calendar for the current year's schedule.

### **Family Tree Organization (FTO)**

The Family Tree Organization is an active parent organization designed to help families connect in the life of the school for the purpose of advancing the school's mission by bringing together parents and teachers for classroom assistance and building relationships with other families. The mission of FTO is to advance an uncompromising quality education for all students through event planning, fundraising through activities for future FTO events, and direct classroom support.

FTO helps parents fulfill service obligations and facilitates communication between the classroom and the home. Parent representatives attend regular meetings and, in turn, relay information to other parents about upcoming events, the teacher's needs, and volunteer opportunities. They also serve as a liaison between parents and teachers, facilitating communication.

### **Parent Representatives**

The FTO supports teachers by providing parent representatives who act as liaisons between the teacher and the parent body. Parent reps assist the classroom teacher with communication among families, identifying parent volunteers as outlined by the teacher, and addressing the needs of families within their classroom with the help of the teacher. Their tasks could include recruiting chaperones for field trips and parents for classroom activities, assisting the teacher with parent communication for field trips, class events, teacher appreciation events, teacher requested social events, and assisting at all-school events throughout the school year. The classroom teacher calls on these parents to start the class phone tree in case there is information that parents need immediately. Class reps may work with other parents to communicate their child's teacher's needs to the families. The goal of all these services is to build teacher morale by showing support in a tangible way.

The FTO sponsors various events throughout the school year, such as Field Day (a day of fun events where parents volunteer to direct various fun physical activities), Prayer Team (regular meetings to pray for the students, teachers, staff, and the needs of the school and other parents), Muffins with Mom, Donuts with Dad, skating parties, and occasional coffee and conversation opportunities.

Middle School parents do a variety of tasks that are similar to those of the Lower Schools.

All parents are encouraged to participate in some aspect of FTO. Information about specific events is emailed to parents and may appear in the Parent Portal.

## **EXTENDED CARE**

## **Oaks Plus**

Families needing extended care for children can access OAKS PLUS where children are in the care of Oaks Academy staff in a safe, loving environment. Enriching activities, nutritious snacks and homework help are all part of the program. The Oaks Plus program includes Before & After Care, Oaks After 3 (*Co-Curricular Program*), and Camp Oaks, and may include field trips and transportation associated with these activities. After Care is available to all students, PK - 8th grade.

## **Before & After Care**

This optional service is provided by Oaks PLUS and requires an additional fee. For more information, contact the program director at 317.931.3697. Before Care is available for students in Kindergarten through 8th grade.

## **Co-Curricular Program**

Opportunities and activities for all grade levels, including sports, art, music, drama, chess, photography and more are available through TOA PLUS. Middle school athletic activities may run later than 6:00pm.

## **Camp Oaks**

Camp Oaks provides a place for students to enjoy fall, spring, and summer breaks. Breaks provide opportunities for students to explore a range of activities that will inspire and challenge.

Any use of Before & After Care, even a few moments due to late dismissal pick-up, or half-day or whole-day childcare, will result in a charge to the parent or guardian's account for that child. If a child is not picked up by the close of daily dismissal from school or by the designated time for each activity, that child will be sent to the After Care program, and parents/guardians are responsible for any resulting fees.

Information is available by contacting Oaks PLUS at 317.931.3697 or at [clynn@theoaksacademy.org](mailto:clynn@theoaksacademy.org).

# **ADDITIONAL POLICIES**

The Oaks seeks to keep families informed of school policies. Any new policies (*in addition to these*) affecting families will be communicated directly to parents (*typically via email*) or will be available in Parent Portal.

### **Celebrations**

While discouraged, if balloons, flowers, or gifts are sent to school for a child's birthday or other notable event, they will be held in the office until the end of the day to avoid distraction in the classroom.

### **Clean Air Policy**

The Oaks Academy has an Indoor Air Quality coordinator who will investigate any concerns presented by parents or employees. Concerns should be submitted to the local Facility Director.

### **Communication of Custodial Rights**

Parents or legal guardians need to provide guidance to the school on changes in custodial rights of their enrolled child when the legal status of one or both of the parents or legal guardians changes.

Without written instructions and the necessary supporting documents delivered to the school office, the school will continue to use the information in the enrollment documents as the basis for custodial rights.

### **Fundraising Policy**

Fundraising for The Oaks Academy is accomplished through the Advancement Department or through the Family Tree Organization (*FTO*). To protect families and employees from continuing to be asked to support various groups, fundraising for organizations or events that are not Oaks-related is not permitted, either by the employees, parents, or by the students. The Oaks' policy is to not have individuals be asked to purchase something or to give money for an unrelated group. Advertisements for services that Oaks' families offer off-site are permitted if the printed advertisement is submitted to the school office and receives approval. Once approved, printed ads are placed on the Community Bulletin Board by the front entrance.

### **Weapons Policy**

Students are not permitted to have items at school that pose a risk to oneself or others or could disrupt some aspect of the school day (*e.g., matches, lighters, slingshots, water pistols, lasers, drones*). If in doubt about whether something is allowed, students need to ask a teacher, the Head of School, or the Dean of Students; students are expected to exercise good judgment about such matters.

Unless authorized or permitted by applicable law, The Oaks Academy prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser, or other dangerous weapon, ammunition or fireworks, or the setting of fires on campus, or at any School-sponsored off-campus trip or excursion, or in any school-hired or -used vehicle.

This policy applies to students, faculty, staff, applicants, alumnae, parents and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.