

THE OAKWOOD SCHOOL

4000 MacGregor Downs Road
Greenville, North Carolina 27834

252-931-0760 (phone)

252-931-0964 (fax)



STUDENT/PARENT HANDBOOK
Pre-Kindergarten -12th Grade

2009 -2010



August 2009

Dear Oakwood Parents and Students,

This *Student/Parent Handbook* will be a useful guide to the policies, procedures and activities of The Oakwood School. Many of your questions have been anticipated and are discussed in some detail within this book. Please read the material carefully and do not hesitate to call us if you have any questions.

The elementary and secondary school years are full of excitement, challenge, and exploration. Children undergo tremendous mental, physical and social growth. Our goal at Oakwood is to meet the academic, social, emotional, and physical needs of our students. We want to challenge them to develop their talents and abilities and to learn to be responsible, kind and understanding. We seek to provide a learning environment that offers active participation and the opportunity to be successful in a range of experiences.

Cooperation between home and school is essential to help us achieve our goals and so we ask you to visit school, to take part in parent/teacher meetings, and to volunteer your time in some aspect of our enterprise. Meaningful exchanges of information and a visible demonstration of your commitment to and trust in our school play a crucial role in the development of a positive bond between your child and Oakwood. We consider the family-school interaction to be the most significant factor in children's success at school.

It is my hope that this *Student/Parent Handbook* will be helpful to you and that it will promote positive communication and cooperation.

Sincerely,

Robert R. Peterson
Head of School

Table of Contents

I.	LETTER FROM THE HEAD OF SCHOOL	2
II.	SCHOOL CALENDAR	6
III.	MISSION, PHILOSOPHY, BELIEF & VISION STATEMENT	7
IV.	HISTORY OF THE OAKWOOD SCHOOL	7
V.	SCHOOL GOVERNANCE	8
VI.	ACCREDITATION STATEMENT	8
VII.	SCHOOL MEMBERSHIPS	8
VIII.	PSA	9
IX.	SCHOOL ADMINISTRATION	9
X.	ADMISSION & ENROLLMENT	9
	A. Admission	9
	B. Financial Aid	10
	C. Merit Scholarships.....	10
	D. Enrollment and Re-enrollment.....	10
	E. Withdrawal	10
XI.	CALENDAR, SCHEDULE, ATTENDANCE	10
	A. Calendar	10
	B. Building Hours	11
	C. Daily Schedule, Arrivals and Dismissals	11
	D. Noon Dismissal	11
	E. Early Dismissal for Illness and Appointments	12
	F. Emergency School Closing.....	12
	G. Fire and Tornado.....	12
XII.	DROP OFF / PICK UP EXPECTATIONS	12
	A. Lower School	12
	1. Arrival / Drop-Off.....	12
	2. After School / Pick-Up.....	12
	B. Middle School	12
	1. Arrival / Drop-Off.....	12
	2. After School / Pick-UP	13
	C. Upper School.....	13
	1. Arrival / Drop-Off.....	13
	2. After School / Pick-Up.....	13
	D. Parking Lot Safety and Etiquette	13
	E. Extended Day Program, Morning & Afternoon	14
	1. Early Morning Extended Day	14
	2. Afternoon Extended Day	14
	3. Parents Late for Dismissal	14
	4. Car-Pool Pick-Up Group.....	15
XIII.	LATENESS TO & ABSENCE FROM SCHOOL	15
	A. Tardiness	15
	B. Absences.....	15
	1. Excused Absence due to illness	15
	2. Excused Absence other than illness	15
	3. Unexcused Absence	15
	4. Absences Accrued During a School Year	16
XIV.	BEHAVIORAL EXPECTATIONS OF OAKWOOD	17
	A. Code of Conduct	17
	B. Major Disciplinary Offenses	17
	C. Response to Major Offenses.....	18
XV.	EXPECTATIONS OF OAKWOOD PARENTS	18

A. Communicating with Faculty	18
B. Channels of Communication at Oakwood.....	18
C. Grievances.....	18
D. Policy Regarding the Oakwood Directory	19
E. Policy Regarding Student Parties	19
XVI. STUDENT HEALTH & SAFETY POLICIES	19
A. Philosophy.....	19
B. Communicable Diseases.....	20
C. Required Health Forms	20
1. Physical Activity Release.....	20
2. Immunization	20
3. Exemptions.....	20
D. Suspicion of Child Abuse or Neglect.....	20
E. Safe Environment for Children.....	21
1. Bullying.....	21
2. Harassment.....	21
F. Sexual Harassment Policies	21
1. Protection Against Retaliation	22
2. Complaints and Investigation.....	22
G. Additional Health Protocol	23
1. First Aid	23
2. Medications	23
3. Illness	23
XVII. ACADEMIC PROGRAM	23
A. Lower School	23
1. Core Subjects and Specials	23
2. Communication with Parents	23
3. Homework.....	24
4. Grades, Report Cards, and Narrative Comments	24
B. Middle School	24
1. Core Subjects and Specials	24
2. Communication with Parents	24
3. Homework Expectations	25
4. Homework Policy	25
5. Report Cards and Grading.....	25
a. Grade Scale	25
6. Extra Help Sessions	25
7. Academic Work Missed Due to Excused Absence.....	26
8. Tests	26
9. Examinations.....	26
10. Promotion.....	26
11. Summer Reading Lists	26
C. Upper School.....	26
1. Homework Expectations	26
2. Homework Policies	26
3. Test Policies	27
4. Exams.....	27
5. Extra Help	27
6. Grade Scale	27
7. Upper School Academic Policies.....	27
a. Probation	27
b. Integrity and Honor Code.....	28
c. Responses to Academic Dishonesty.....	28
D. Student Evaluations / Report Cards Philosophy	28
XVIII. ATHLETICS - MIDDLE & UPPER SCHOOL	29
A. Philosophy.....	29
B. Sportsmanship & Citizenship.....	30

	C. Playing Time	30
	D. Medical Approval.....	30
	E. Athletic and School Requirements	30
	F. Athletic Eligibility Policy	30
XIX.	STUDENT SERVICES	30
	A. Counseling Grades K-8	30
	B. Counseling Grades 9 - 12	31
	C. Student Support Services.....	31
XX.	STUDENT LIFE - ALL GRADES	31
	A. Books and Materials.....	31
	B. Cell Phones.....	31
	C. Dress Codes.....	31
	1. Guidelines	32
	2. Dress for Fitness and Athletics	32
	D. End of Day Clean-up.....	32
	E. Field Trips	32
	F. Items to be Left at Home	33
	G. Laptop Program.....	33
	H. Lost & Found	33
	I. Lunch & Snacks.....	33
	J. Media Center / Libraries.....	33
	K. Student Messages / Telephone Usage	33
	L. Student Pictures	33
XXI.	STUDENT LIFE MIDDLE SCHOOL & UPPER SCHOOL	33
	A. Mission.....	33
	B. Student Government.....	33
	C. Displays of Affection	34
	D. Lockers.....	34
	E. Leaving Campus	34
	F. Student Drivers	34
	G. Senior Off-Campus Lunch Privilege	34
	H. Upper School Advisory Program	34
XXII.	TECHNOLOGY	35
	A. Acceptable Use Policy	35
	B. Computer and Network Guidelines	35
XXIII.	FORMS.....	36
	A. Senior Off-Campus Lunch Form.....	36
	B. Student Driver Form.....	37
	C. Drop / Add Form	38

The Oakwood School
 Calendar for the 2009-2010 School Year

MON-TUES, August 17 - 18	Teacher Work Days, Meetings
Wednesday, August 19	First Day of School
Friday, September 4	Early Dismissal, No Extended Day
Monday, September 7	Labor Day Holiday
Friday, October 9	Grandparents Day, Early Dismissal, No Extended Day
Mon-Tues, October 12 - 13	Columbus Day Long Weekend
Thur - Fri, November 5 - 6	Parent/Teacher Conferences, All Grades
Wed - Fri, November 25-27	Thanksgiving Break
Mon-Fri, December 14 - 18	Mid-Year Exams
Friday, December 18	Early Dismissal, No Extended Day
Mon, Dec. 21 - Fri, Jan. 1	Winter Break
Monday, January 4	Classes Resume
Mon-Fri, January 11 - 15	ERB Testing Grades 3 - 9
Friday, January 15	Early Dismissal, No Extended Day
Monday, January 18	Martin Luther King, Jr. Holiday
Fri - Mon, February 12 - 15	Mid-Winter Break
Friday, March 5	Early Dismissal, No Extended Day
Mon, Mar. 8 - Fri, Mar. 12	Spring Break
Monday, March 15	Classes Resume
Fri, April 2 - Mon, April 5	Easter Holiday
Monday, May 3	Faculty Professional Development
Mon - Fri, May 24-28	End-of-Year Exams
Thursday, May 27	Class of 2010 Graduation
Friday, May 28	Last Day of School for PK - 11
Monday, May 31	Memorial Day
Tues - Thur, June 1 - 3	Teacher Work Days, Meetings

MISSION, PHILOSOPHY, BELIEF, AND VISION STATEMENTS

The Oakwood School Mission Statement

The Oakwood School seeks to instill in its students the strength of character, the creativity, and the wisdom to make a difference in the world.

The Oakwood School Statement of Philosophy

The Oakwood School exists to help our students to learn and to love learning, to value others, and to become contributing members of the ever-larger communities. These basic principles are the foundation of all that The Oakwood School is and does:

- We believe students become enthusiastic lifelong learners and develop a sense of community in small classes where they are valued and supported by others and where their talents and energy are recognized and enhance the common life.
- We believe the need to develop relationships with others and the need to be of service to others are as basic to human nature as is the need to learn.
- We believe that students come to understand that their growth occurs in the context of others' needs and views; that their own gifts can enrich the lives of others; and that other human beings, however different, have inherent dignity and value.
- We believe that within and beyond the school walls, students learn that service to others is one of the deepest satisfactions the human spirit can know.
- We believe in respect, responsibility, and honesty to self and others.

The Oakwood School Vision Statement

We seek to become the premier independent school in Eastern North Carolina

THE HISTORY OF THE OAKWOOD SCHOOL

In early 1996 forty-two founding families committed to creating a new school in Pitt County. On April 2, 1996, the first Board of Trustees was elected and The Oakwood School officially came into existence. Dr. Barbara Packer was hired to serve as the first Head of School. Oakwood opened its doors on a site graciously leased to the School by the Ironwood Golf and Country Club on September 5, 1996, with an enrollment of forty-two students.

In 1998, anonymous donors contributed twenty-five acres of land at the School's current MacGregor Downs Road location to serve as Oakwood's permanent home. The first phase of an anticipated four phase building plan was completed on June 1, 2001, and under the leadership of Stuart McCathie, Oakwood's second Head of School, grades K-8 moved to the MacGregor Downs campus that fall. During the next five years the School's enrollment and programs expanded, culminating in October of 2004 with the completion of a multipurpose building housing office space, a media center, art studio, science lab, music room and gymnasium/stage. Oakwood launched its Upper School with its first ninth grade in the fall of 2005. In April of 2006, the first Upper School building was completed, located across from the Lower and Middle School buildings, beyond the new baseball and softball fields. Raymond Bailey assumed the headship of the school in the summer of 2005, and Rob Peterson became the school's fourth Head in July 2008.

Through the continued efforts of Oakwood's unparalleled faculty and staff, as well as its many dedicated parents, volunteers, and the Greenville community, The Oakwood School continues to pursue its vision of becoming the premier independent school in eastern North Carolina.

INDEPENDENT SCHOOL GOVERNANCE

“To be successful, every independent school needs and expects the cooperation of parents, who must understand and embrace the school’s mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community. Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based on civility, honesty and respect. In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes. Who makes decisions in independent schools? How are those decisions made? Independent schools communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community. In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not interfere in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty or staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school.” (Source: *NAIS, Principles of Good Practice for Parents and Independent Schools*)

The Oakwood School is accredited through the Southern Association of Independent Schools and The Southern Association of Colleges and Schools. It is governed by a self-perpetuating Board of Trustees composed of twelve members, most of whom are present parents of the school community. Board members serve two three-year terms and the Head of School and the President of the Parent Service Association serve on the Board as ex-officio non-voting members. The Board meets on the third Tuesday of each month. Each year the Board presents its work to the school community at a Town Hall meeting during which members answer questions and the Head of School presents a “state of school” address.

ACCREDITATION STATEMENT

The Oakwood School has dual accreditation through SAIS (the Southern Association of Independent Schools) and SACS (Southern Association of Colleges and Schools). Both associations are non-governmental, nationally recognized organizations whose affiliated institutions include independent schools throughout the South.

Accreditation of an institution by SAIS and SACS indicates that the School meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by SAIS and SACS is not partial; it applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation should be directed to the administrative staff of the school. Individuals may also contact: **The Southern Association of Independent Schools, 1866 Southern Lane, Suite 107, Decatur, Georgia 30033 (404) 633-2203.**

SCHOOL MEMBERSHIPS

The Oakwood School is a member of the National Association of Independent Schools (*NAIS*), the Southern Association of Independent Schools (*SAIS*), the Council for the Advancement and Support of Education (*CASE*), and the Educational Records Bureau (*ERB*).

PARENT SERVICE ASSOCIATION

Each Oakwood School parent is a member of the Parent Service Association (PSA) and is welcomed and encouraged to attend and participate in meetings and events. The Association supports and enhances the School by coordinating a variety of informational, educational, and social events for the school community. Participation in these activities provides an opportunity for parents to develop a closer relationship with the school community, to be aware of volunteer opportunities, to become more knowledgeable about school programs, and to become better acquainted with the faculty and administration.

The PSA exists to further the school's mission through volunteer work within the school through fundraising, education, and special events. The purpose of the Parent Service Association is to enrich and enhance the educational opportunities of the students at The Oakwood School. There are many different opportunities for parents to become involved in the life of the school through volunteering. Please find a position or committee that interests you and volunteer! Research indicates that student success is directly related to a parent's involvement in the school.

Information about PSA activities and meetings is readily available on the school's web site (www.theoakwoodschooll.org) or by calling the main office of the school.

SCHOOL ADMINISTRATION

The Board of Trustees hires the Head of School and evaluates his/her performance annually. The Head of School's responsibilities include:

- Reporting to the Board with respect to all significant matters concerning the school;
- Leading the school's planning team;
- Hiring and evaluating all school administrators, faculty and staff;
- Developing and overseeing the educational and extracurricular programs of the school;
- Having responsibility for all disciplinary matters, including dismissal of a student;
- Acting as spokesperson for the school;
- Supervising the general maintenance of the physical plant;
- Serving as an *ex officio* member of the Board of Trustees.

While families are encouraged to first contact the appropriate teacher or division coordinator, the Head of School is always available to meet with any parent to discuss school-related issues or concerns about a child. To make an appointment with the Head of School, please call the main office at 252-931-0760.

The Head of School appoints three division coordinators to oversee the three different divisions: Lower School (grades PK-3); Middle School (grades 4-7); and Upper School (grades 8-12). The Division Coordinators are responsible for leading the divisions' faculty in its program planning; evaluating the divisions' faculty; and supporting and overseeing academic and co-curricular programs among other responsibilities. In addition to appointing division coordinators, the head of school appoints department chairs who are responsible for programs of study.

The School administration additionally includes a Business Manager, a Director of Communication/Registrar, a Director of Technology, an Athletic Director, a Director of Admission, a Director of Development, and a Front Office Manager.

ADMISSION AND ENROLLMENT

Admission

The Oakwood School is a coeducational day school that does not discriminate on the basis of race, creed, color, and national or ethnic origin in any of its policies or operations and admits qualified students to all the rights, privileges, responsibilities, programs, and activities generally accorded or made available to students at the school.

The Oakwood School desires to offer admission to all applicants who are seriously committed to an independent school education and who meet the school's admissions standards. Oakwood seeks average and above average students from all backgrounds to create a diverse, talented community of learners. The school considers applications on a rolling basis. Families contact the Admission Office to schedule appointments for a tour of the campus, a classroom visit and academic

readiness screening or testing. Interested families complete an application, which includes school records, testing information (when available) and teacher recommendations.

The birthday cut-off for all applicants to the Lower School is August 31. Applications for qualified siblings of Oakwood students, qualified children of faculty and staff, and qualified children of alumni/alumnae receive priority consideration if an application is submitted before a class is full.

Financial Aid

The Oakwood School offers financial aid to qualified applicants whose families would not otherwise be able to afford such an opportunity. The purpose of financial aid is to ensure that students from a range of socioeconomic backgrounds will contribute their talents and perspectives to a diverse school community. All financial aid awards are based on demonstrated need using a format and methodology acknowledged by independent schools nationwide. The financial aid application process mirrors that found at the college and university level. All awards are made as grants rather than as loans that must be repaid. For more information, please contact the Business Office. Financial aid is available to students from the 6th grade through the 12th grade.

Merit Scholarships

A limited number of Academic Merit Scholarships are offered to 8th graders planning to attend The Oakwood Upper School. The scholarships are awarded to winners of the “Oakwood Scholars Competition,” which is held during the school year. This scholarship is **not** based on need. Additionally, students from outside Oakwood may compete for Oakwood Scholar recognition at any upper school grade.

Enrollment and Re-enrollment

Enrollment is for one year at a time. The school reserves the right to place each student in the grade level it judges most appropriate for his or her school experience. Enrollment is considered an opportunity and carries with it specific responsibilities in terms of the student’s attitude and behavior and the relationship between the school and the student’s parents (see parent expectations and parent communication with faculty and administration). The school reserves the right to suspend or expel a student at any time during the school year based on the expectations and conditions detailed in this handbook. In such an event, the parent or guardian will continue to be financially responsible for tuition for the year.

Following a mid-year faculty review, students fulfilling the School’s academic and behavioral expectations are invited to re-enroll for the following year. Enrollment contracts for the upcoming year are typically issued in February. Students who are not meeting academic and/or behavioral standards at mid-year are supported and monitored throughout the second semester and will be invited to re-enroll only if specific expectations are met.

Withdrawals

If it is necessary for a student to withdraw from the School during the year, a written request by his or her parents should be submitted to the Head of School. In such an event, the parent or guardian will continue to be responsible financially for tuition for the remainder of the year. Clearance from teachers and the business office must be received before student records can be forwarded to another school. A family’s financial obligations to the school must be current before a student’s record can be forwarded to another school.

CALENDAR, SCHEDULE, AND ATTENDANCE

Calendars

The most up-to-date calendar information can be found on the Oakwood web site: www.theoakwoodschool.org. Using the web site ensures that everyone has access to the latest information and prevents confusion that accompanies revised editions of printed calendars. On the web site, the “School Calendar” lists major dates such as vacations and holidays. The “Calendar of Events” is a more detailed listing of events including meetings, field trips, athletic games, and performances.

Building Hours

The Multi-Purpose Building opens at 7:30 each morning for the Before School program. Other buildings open at 8:00. At day’s end, the Multi-Purpose Building remains open until the last activities of the day are complete. Extended Day is in the Multi-Purpose Building and ends at 6:00 pm. The other Oakwood buildings are not available to students after 4:00 pm.

Daily Schedule

Homeroom	8:20 - 8:30
1st Period	8:35 - 9:20
2nd Period	9:25 - 10:10
Recess Break	10:10 - 10:20
3rd Period	10:25 - 11:10
4 th Period	11:15 - 12:00
Lunch	12:00 - 12:45
5th Period	12:50 - 1:35
6th Period	1:40 - 2:25
7 th Period	2:30 - 3:15
Extra Help	3:20 - 4:00
Sports Practices	3:20 - 5:00

Daily Schedule—Arrivals and Dismissals

Homeroom and organizational time begins at 8:20 am. The academic day begins at 8:30 am and ends at 2:30 pm for Pre-Kindergarten, Kindergarten and First Grades, 2:45 pm for Second and Third Grades, and 3:15 pm for Fourth through Twelfth Grades. Students should arrive between 8:00 and 8:10 am to allow time for checking in, organizing books, and greeting friends. Students arriving after 8:20 will be marked “tardy.” Our dismissal times at the end of day are staggered to alleviate carpool congestion. Families with children in different dismissal groupings are accommodated by having the younger child supervised until the oldest child’s pick-up time.

The administrative offices are open between 8:00 am and 4:00 pm when school is in session. Summer office hours are 9:00 am-3:00 pm Monday–Friday.

7:30 am	Before-School Program opens
8:00-8:10 am	Normal drop-off
8:20-8:30 am	Homeroom
8:35 am	Classes begin
2:30 pm	PK, K, 1st grade dismissal
2:45 pm	2 nd -3 rd grade dismissal
3:15 pm	4 th -12 th grade dismissal
6:00 pm	Extended Day Program ends

Early Dismissals

On certain days (marked on the school calendar) we will have early dismissals. The dismissal times are staggered to alleviate carpool congestion. Families with children in different dismissal groupings are accommodated by having the younger child supervised until the oldest child’s pick-up time. The staggered schedule for early dismissal is as follows:

PK, K, 1	11:30 am
2-3	11:45 am
4-12	12:00 pm

Early Dismissal for Illness and Appointments

Early dismissals are granted if a student is ill or if there is a note from the parents making a valid request for such a dismissal. PreK-7 students must be signed out of school in the Founders’ Hall Office; Upper School students must sign out with the Division Coordinator of the Upper School.

Emergency School Closings or Delayed Openings

School closings and delayed openings will be broadcast over area radio and TV stations as early as 6:00 am and sometimes the evening preceding the school day. The Oakwood website also announces the school closings and delays.

There may be days in winter when the morning conditions make travel hazardous but by 10:00 am the roads have improved. If the weather sources suggest that this will happen, Oakwood will use a 10:00 am opening. This will allow parents and students to travel in daylight and, hopefully, in improving conditions.

Decisions to open, close or delay opening are based on weather conditions in the immediate Greenville area, not outlying areas. Each individual must evaluate the situation and act accordingly.

If the number of cancelled days decreases the number of instructional days below the limits recommended by our accrediting associations, additional days will be added by canceling scheduled vacation days or by extending the school year.

Fire/Tornado Drills

Students are informed about fire/tornado procedures at the beginning of the school year. Fire drills are conducted monthly.

DROP-OFF AND PICK-UP EXPECTATIONS

LOWER SCHOOL

Arrival/Drop-off

All PK-3 students arriving at School before 8:00am **must** report to the Before-School program room in the Multipurpose Building. All Pre-Kindergarten students dropped off at 8:00 or after go directly to their PK classroom. All other LS students arriving between 8:00 and 8:10 am should proceed to the playground (or to the rotunda in Founders' Hall in case of rain) where they will be supervised until class begins.

After School/Pick-Up

At 2:30 PK, K and 1st graders will proceed outside for dismissal and should remain under the breezeway under the supervision of their teachers until their rides arrive. 2nd and 3rd graders are dismissed at 2:45.

Children with siblings in the older divisions will be supervised in Carpool Pick-Up Group until their parent arrives to pick up the older sibling.

Children whose parents are late by **ten minutes** after the appointed 2:30 or 2:45 dismissal time will be escorted to Extended Day in the Multipurpose Building and will be charged for this extended supervision.

MIDDLE SCHOOL

Arrival/Drop-off

Middle School students arriving between 8:00 and 8:10am should proceed to the Rotunda in Joyner Hall. Before 8:10, students and parents should not be in classrooms, even to drop off items, unless meeting with a teacher by appointment. Teachers need this time each morning to prepare for the class day.

After School/Pick-Up

- At 3:15 pm, fourth through seventh graders proceed outside for dismissal.
- Children whose parents are late by **ten minutes** after the 3:15 dismissal time will be escorted to Extended Day in the Multipurpose Building and will be charged for this extended supervision.
- By 3:20 pm, all students must be actively participating in extra help with a teacher in a classroom, in a club or activity, in athletics, or in the Homework Club in the Multipurpose Building.
- Due to safety concerns, students may not loiter on the breezeway or in the buildings, even if waiting for rides that "should be here in a minute."

- Parents (or other drivers) must come into the Homework Club or Extended Day to pick up their children.
- Homework Club is intended to be a quiet atmosphere in which students are actively doing homework or reading. Personal music players may be used at minimal volumes. Computers may only be used for active academic-related work.
- Homework Club goes from 3:20-4:00 pm. After 4:00 pm, the teacher in charge will escort all remaining students to the Extended Day room in the Multipurpose Building where students will wait for their ride. (Charges of \$7/hour will begin at 4:00 pm.)

UPPER SCHOOL

Arrival/Drop-off

The Upper School building will be unlocked at 8:00 am. Upper School students arriving before 8:00 may be dropped off at the Multipurpose building and wait with the extended day group or have the privilege of waiting outside the front entrance of the Upper School (this privilege may be revoked if it is abused). Students arriving between 8:00 and 8:10 should proceed to their homerooms. Only students who have scheduled appointments with teachers may enter the building before 8:00 am. The reason the building is not open before 8:00 to students is that our teachers need this time each morning to prepare for the class day.

After School/Pick-Up

- At 3:15 pm all students should proceed to a specific activity (e.g. extra help, athletics, a club) or outside to get their ride.
- By 3:20 pm, all students must be actively participating in extra help with a teacher in a classroom, in a club or activity, in athletics, or in the Homework Club in the Upper School Library.
- Students may not loiter on the breezeway or in the building, even if waiting for rides that "should be here in a minute."
- Students may leave Homework Club when their ride arrives.
- Homework Club is intended to be a quiet atmosphere in which students are actively doing homework or reading. Personal music players may be used at minimal volumes. Computers may only be used for active academic-related work (not for watching videos, instant messaging, web surfing, etc.).
- Homework Club goes from 3:20 - 4:00 pm. At 4:00 pm the US building will be locked. US students must leave campus at this time or proceed to Extended Day in the Multipurpose Building if they are not directly involved in athletics or other activities.

PARKING LOT SAFETY AND ETIQUETTE

It is the responsibility of each driver to drive slowly and safely while in school parking lots. Teaching assistants and teachers will oversee the drop-off and pick-up line in order to promote the safety of our students.

Please read and follow these guidelines carefully.

- For everyone's safety, please drive slowly, watching for students and other cars.
- Do not use cell phones while driving.
- **Please pull as far forward** as possible at all times. This allows a maximum number of students to be dropped off and/or picked up from the breezeway.
- Please pull in close to the breezeway to allow traffic to pass in the drive-through lane. Students should enter and exit vehicles from the curbside only.
- Please drop off and pick up students from the breezeway only. An adult must accompany all students walking across the driving lanes and parking lot.
- Please do not hold up other cars by talking with students, parents, or teachers while in the drop-off/pick-up line. If necessary, please park in a designated spot prior to conversation.
- Please do not park in the drop-off/pick-up lane. If your child has not been dismissed, park in a designated space while waiting.
- Please do not get out of your car when in the drop-off/pick-up lane.

Please Read Carefully: Students may only be picked-up by those adults specified on their "Authorization to Pick Up the Child" form. Adults may be required to show a driver's license for identification when they pick up a child. If for any

reason you must have a person who is not listed on your “Authorization to Pick Up the Child” form pick up your child, you should deliver or fax a note to the School on that day authorizing the specific person to pick up your child. This policy is for your child’s protection.

Because walking to class alone is an important developmental step for students, parents are discouraged from walking their children into the school buildings in the mornings. (PK and K parents are the exception to this guideline.)

Prompt pick-up is appreciated. After ten minutes, students will go to an area where supervision is available (see Extended Day info). If a driver arrives after the scheduled pick-up time, it is the driver's responsibility to park the car and pick up the student from Extended Day or the Homework Club.

EXTENDED DAY PROGRAMS – Morning and Afternoon

Early-Morning Program

The Early-Morning program begins at 7:30 am. Families arriving before this time must stay with their children until the Extended Day starts at 7:30. Students arriving on campus between 7:30- 8:00 am must attend the Early Morning Program. The charge for the Early Morning Program is \$3.50 per day.

During the morning drop-off period between 8:00 am - 8:10 am, Lower School students will go to the Lower School playground, supervised by a teacher. During inclement weather, Lower School students will proceed to the rotunda in Founders’ Hall. Middle School students gather in the rotunda in Joyner Hall. Upper School students go to their homerooms as usual.

Afternoon Extended Day Program

The Oakwood School offers an afternoon extended day program as a service to its families. The program runs from 2:30-6:00 pm Monday through Friday except on noon dismissal days before long weekends and holidays. The charge for Extended Day service is \$3.50 per half hour with a maximum charge of \$70 a week. The Extended Day Program is designed to provide students across grade levels a nurturing after-school block of time that includes snack, outdoor time, indoor activities such as art projects and games, and studying time for older children. Parents can register for Extended Day with Christine Barker for any day, a week, or for the full year. This program is also provided for all students whose parents are late to dismissal and for students whose parents have an after-school meeting with a teacher.

On parent/teacher conference days, if the student does not attend the conference or get a ride home, students need to attend Extended Day because the school cannot be responsible for unsupervised children.

If a child does not normally attend the Extended Day Program and the need arises, please call the Office and/or complete a Change in Dismissal Form for the Extended Day staff.

Parents Late for Dismissal -- Protocol

If a parent is more than ten minutes late for dismissal, her/his child will be escorted by the teacher on carpool duty to the Extended Day room located in the Multipurpose building and parents will be charged for this extended supervision. Students waiting for older siblings and/or carpool riders attend Carpool Pick-Up Group (free of charge). At 3:25 pm, all students waiting in carpool or Carpool Pick-Up Group will be escorted to the Extended Day Program.

Carpool Pick-up Group

This service, for which there is no charge, is provided each day from 2:30 pm - 3:20 pm and is to be used by students who have siblings or car-pool riders who dismiss at a later time. (An example would be a First Grader, dismissed at 2:30 pm, who has an older sibling in Eighth Grade who is dismissed at 3:15 pm.) These students will go to Carpool Pick-Up Group on the Lower School playground in good weather and inside the buildings during inclement weather. At each dismissal time, students will be brought to the breezeway. Ten minutes after student dismissal time, any students not picked up will be escorted to Extended Day or Carpool Pick-Up Group.

LATENESS TO AND ABSENCES FROM SCHOOL

TARDINESS

All Oakwood students and parents, regardless of grade level, are expected to assume responsibility for being punctual. We encourage students and parents to be on time (**8:20 am**), as tardiness creates a distraction for all students within a classroom and develops a bad habit for those who are consistently late. PK-7 students arriving at Oakwood after 8:20 am must report to the office to receive a late pass. Upper School students must report to the Upper School Division Coordinator when they arrive. **Repeated tardiness may result in the student not receiving credit for a subject.**

ABSENCES

Excused Absence Due to Illness

If a student is ill, this is considered an excused absence. The School requests that the parent or guardian send a note to the homeroom teacher explaining the absence when the child returns to school after being absent or calls the School by 9:00 am on the day of the absence to report an illness. In the Upper School, the school must be notified of a child's absence by 9:00 am. (a note the next day is not sufficient). The rationale for this is that students start driving to school in Upper School and we need to be sure they are safe.

Excused Absence Other Than Illness

Oakwood discourages student absences from scheduled class days. The School has scheduled generous vacation periods staggered throughout the academic calendar. Oakwood also allows for religious celebrations. Because of this, the School asks for parent cooperation in keeping their child's vacation within the dates prescribed. Whenever a student misses classes, the classroom routine is affected and an additional burden for make-up work is unfairly placed on the student and the teacher.

The School recognizes, however, that there are instances during the school year that may require a student's absence other than illness. These EXCUSED absences include family or personal milestones (i.e. sibling's graduation, a family wedding or funeral, a grandparents' 50th anniversary), religious holidays, visiting schools, medical appointments, and an unusual educational experience. Any plans for such an excused absence must be made in advance and in writing and given to the Head of School. Students who have an excused absence are responsible for securing their assignments and teachers' signatures on a Planned Absence Form (available in the Office) at least a week in advance of the absence. This timely advance notice will allow the student and teachers to discuss work that will be missed. Each student is responsible for all work assigned during the absence. Teachers will do their best to provide assignments in advance of an absence, yet students and families must respect the fact that this may not be possible since some teachers' disciplines and methodologies do not allow them to predict ahead of time what material they will be covering on a certain date.

A student remains responsible for all work assigned during his/her absence from a class.

Students with excused absences may make up their work using the following guidelines:

- Long term projects due the day student returns
- Regular classwork /homework is due within the number of days absent (i.e. if a student misses two days he/she must hand in work two days after returning to school)

Unexcused Absence

- Unexcused absences are all absences not defined above as illness or excused absences.
- Unexcused absences from school are treated differently between divisions.

Lower School: The teachers in this division discourage unexcused absences (i.e. extended vacations) because students miss valuable learning experiences, which handicaps their learning. It is also extremely difficult for students to transition back to school and settle into the routines of school life. Teachers should not be expected to provide work for children during unexcused absences.

Middle School: The teachers in this division strongly advise parents against a student missing classes due to an unexcused absence. Any long-term project must be turned in the day the student returns to school after the absence to receive some credit. A student will be expected to make up all other work missed due to an unexcused absence within the time period

equal to the number of days missed to receive some credit. It is the student's and family's responsibility to secure all assignments from fellow classmates. A family should not ask a teacher(s) to assist in this effort. Tests and quizzes must also be made up within the time period equal to the number of days missed to receive some credit. If extra work is required to catch the student up to the rest of the class, the school will assist the family in finding a tutor, and the family will be responsible to pay the tutoring fee.

Upper School: The Upper School considers an unexcused absence a serious offense. Any long-term project must be turned in the day the student returns to school after the absence to receive some credit. A student will be required to make up all other work assigned during the absence within the time period equal to the time missed. It is the student's responsibility to determine the scope of all assignments by consulting with a classmate. If extra work is required to catch the student up to the rest of the class, the school will assist the family in finding a tutor, and the family will be responsible to pay the tutoring fee. Work submitted upon the return of an unexcused absence will be subject to grade reduction determined by the teacher or department. It is possible that a student will not be allowed to take a quiz or test for credit when it is missed due to an unexcused absence.

Absences Accrued During a School Year

Research states that the two most important factors in a student's academic achievement are the quality of the teacher and the time spent in school. Students who have more than 20 absences during a school year may not be eligible to move up to the next grade.

BEHAVIORAL EXPECTATIONS OF OAKWOOD STUDENTS

The Oakwood School strives to help students grow into mature, responsible adults. Student behavior should reflect positively on self, family, school and community. Oakwood students are expected to be courteous, polite and to treat others with dignity and respect. The School expects parents' full support in all aspects of their children's educational life at Oakwood. All school rules apply during school hours as well as during transportation to and from school and on school trips.

CODE OF CONDUCT

Oakwood strives to create an environment in which students can grow academically, physically, and socially. In order for Oakwood to fulfill its mission, it must be able to provide a community in which all students can feel emotionally and physically secure. It is within such a safe and supportive environment that children can take risks in the learning process and then meet with success. To make sure that Oakwood provides a safe haven for each and every student, a Code of Conduct exists to articulate clearly the school's expectations regarding the behavior of each student.

A basic goal of the Oakwood community is to foster and to develop in its students respect for the educational process and respect for themselves and others. The School emphasizes the importance of students taking responsibility for themselves and their actions. The manner in which students choose to conduct themselves affects them directly and affects those around them and the entire school community. The School expects all students to conduct themselves in a manner harmonious with this goal.

Students are expected to follow and support the school rules. They should be polite, kind, considerate, and supportive of others in the school community, and they must respect the school's property and the property of others. Children are expected to treat each other with respect and tolerance. In keeping with The Oakwood School's mission, bullying, teasing, unnecessary exclusion and other acts of unkindness are not acceptable. Students are required to adhere to the dress code. The Oakwood School is a Drug Free Zone. It is illegal for students, parents, faculty or staff to be in possession of, to distribute or use any illegal drugs or substances on the Oakwood School campus. Use of tobacco, alcohol, or any other illegal substance in school or during any school-sponsored activity by a student will not be tolerated. It is important to also note that alcohol will not be served to parents or their friends at any school-sponsored event in which students are in attendance.

In order for Oakwood to meet its academic goals, the School must maintain an atmosphere supportive of the learning process. As a result, students are expected to be attentive and cooperative in the classroom. Each child is expected to participate in the learning process and not interfere with the learning of others. In addition, students must be on time for school and class and must be prepared for each day's lessons. Students must take ownership of their work.

A system of discipline is in place to assist teachers in upholding these goals. This system is designed to encourage and support positive behaviors, as well as to monitor and correct inappropriate behaviors. In this way, Oakwood is able to maintain an environment in which children learn in a spirit of inquiry and discovery, respect the rights and talents of others, and become informed citizens of the world.

MAJOR DISCIPLINARY OFFENSES

- Illegal or major acts that reflect negatively on the school while on off-campus trips or events that are conducted under the sanction of the School.
- Interference with the rights of others, including physical, sexual and verbal abuse, bullying, teasing, exclusion, lying, cheating, and stealing.
- Conduct that subverts the order and discipline of the school and compromises the integrity of others.
- Damage or abuse to any school property or personal property of others.
- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act.
- Possession or use of alcohol, any tobacco substance, or inhalants.
- Unexcused absence from school, class, or school activity.
- Possession or use of firearms, explosive materials, fireworks, knives, or matches.
- Use of obscene, profane, threatening, or intimidating written or verbal language.
- Repeated disruptive or uncooperative behavior.

- Violation of the school-wide Acceptable Computer Use Policy. (See page 34 for Acceptable Use Policy)
- Repeated situations involving academic dishonesty.

RESPONSE TO MAJOR DISCIPLINARY OFFENSES

The Head of School will consult with the advisor / homeroom teacher and Division Coordinator of the student's division to determine an appropriate response. The disciplinary procedure will depend on three factors: the severity of the offense, the past record of the individual, and the student's ability to work in good faith with the School. It is the Head of School who solely determines whether to accept or reject the recommendation.

EXPECTATIONS OF OAKWOOD PARENTS

Parents are expected to support School policies and procedures and to treat all School personnel in a respectful and courteous way. A family failing to adhere to these basic principles may be asked to leave Oakwood.

COMMUNICATING WITH FACULTY MEMBERS AND ADMINISTRATORS

Oakwood prides itself on being a close-knit school that maintains open and comfortable communication between the School and each student's family. We encourage families to communicate openly and frequently with teachers in a respectful, courteous manner. In the extreme case that a parent is disrespectful to a faculty member or advisor, the Head of School may require the parent talk only with the administration of the school. Teachers and advisors are not expected to defend the school, fellow colleagues, themselves, or their curricula with angry, argumentative or challenging parents. Outlined here is the Oakwood procedure for communicating with faculty.

Parents may call during the school day to inform the School of any important concerns about their children. To discuss a student's performance, problems and/or progress, please telephone the Main Office at (252) 931-0760 or email the teacher to request a call or email response from a teacher. Usually a teacher can schedule a phone call to you during the school day and quickly clear up any questions before they become problems. A conference, however, is better for longer discussions.

CHANNELS OF COMMUNICATION AT OAKWOOD

Family/school trust and mutually understood expectations are best maintained through an effective system of communication. The School welcomes comments and encourages parents to seek answers to their questions. Such questions or concerns should first be directed to the child's homeroom teacher (for Lower School) or homeroom teacher/advisor or subject teacher (in Middle and Upper School divisions). If parents feel the concern is not addressed adequately, they should then communicate with the appropriate division coordinator, and finally to the Head of School if necessary. Please contact us with your questions and concerns; Oakwood works hard with families to work through and resolve any concerns families have in order to help our students grow and perform to their full potentials.

GRIEVANCES

The Oakwood School recognizes that students and parents have a fundamental right to discuss grievances that they may have with the School. However, we also recognize that there must be an orderly procedure for the consideration and hearing of such grievances.

If a grievance involves a teacher, classroom situation, academic content or materials, the parent should make an appointment to discuss the matter with the teacher. If the grievance is not settled through discussion with the teacher, the parent should make an appointment to discuss the matter with the Division Coordinator. If the grievance remains unresolved, the parent should make an appointment to discuss the matter with the Head of School. Any grievances other than those outlined above should be brought to the attention of the Head of School (by appointment).

The Head of School (as the individual responsible for day-to-day operations, interpretation and implementation of the School's policies and procedures) will be the final arbiter of any grievances brought by students or parents. Parents may notify the President of the Board of Trustees if they are dissatisfied, but trustees do not serve as a board of appeals.

POLICY REGARDING THE OAKWOOD DIRECTORY

The alphabetical address list of all students with family contact information is sent home as close to the opening of school as possible. ***This Directory is for the use of our families only and must not be given to any outside organization or institution, or used to communicate with the Oakwood community about anything not related to school matters and events.*** The Main Office should be kept informed of any change of address, telephone number, email address, or marital status affecting a Parent/Student listing. In this way we will keep the Parent List current and also notify parents, faculty and staff of changes through updated Directories periodically sent home.

POLICY REGARDING STUDENT PARTIES

Parties are important ways to celebrate milestones. Parties that are not inclusive, however, become divisive factors for the class dynamics as well as painful experiences for those who are left out. Please adhere to the following guidelines to ensure a positive experience for your child and his/her class.

- Any party given outside the school should not involve the school in any way.
- Parents may wish to bring to school enough fruit, cupcakes, or cookies to share with all classmates and teachers to celebrate a child's birthday or special occasion. Please notify the teachers of any planned refreshments well in advance, and please do not send in party favors.
- Invitations should be mailed from the home, groups should not leave from the school's carpool line, and presents should not be brought into school.
- If you choose to have a large party, the school requests that you either invite the whole class or the entire girl or boy population of the group.
- Exclusion of a small number of children in the class leads to hurt feelings and breaks down the class unity that the teachers work so hard to create. Oakwood encourages families to invite all students in a class or at least all boys or girls to a party or to have a party with just a very few children from the class.
- Parents of children attending parties are encouraged to call the host family to inquire about supervision. It is important that parents who are giving parties articulate to all guests the behavioral expectations for the event.
- Oakwood students should remember that they always represent their school when they attend a party in a public facility and that conduct off campus and outside of school hours which is illegal or reflects negatively on the school is considered a major disciplinary offense.

STUDENT HEALTH AND SAFETY PHILOSOPHY AND POLICIES

PHILOSOPHY

The Oakwood School believes that people must have optimal physical and mental health in order to learn, to grow, and to develop to their full potential. The effectiveness of Oakwood as an educational institution depends, in part, on the health of its individuals (including staff, students, and their families).

The Oakwood School also believes that it is necessary to promote and support healthy attitudes and behaviors. It is also important to discourage and, to the best of the school's ability, prevent behaviors that have a detrimental effect on health and development.

The School believes that it is important to perform the following functions:

- Work in a partnership in which staff members, students, and their family members share in promoting and maintaining good health;
- Establish a climate of trust and honesty where wellness is a priority;
- Nurture positive self-regard;
- Develop and follow policies that reflect the school's philosophy regarding health issues.

Oakwood acknowledges that staff members, students, and their families may at times have health-related problems. The School will strive to provide support and access to appropriate resources in order to assist its members at these times to the best of its ability.

Oakwood respects the need for confidentiality and will not violate that trust unless an individual's actions or psychological/emotional state are deemed injurious to himself/herself or to others.

COMMUNICABLE DISEASES

The School will follow standard procedures in its attempts to identify the occurrence of a communicable disease, to protect at-risk students and employees, and to carry out appropriate notification of public health officials and agencies. Parents are requested to notify Christine Barker if their child contracts a doctor-diagnosed communicable disease so that the school may alert other parents as deemed appropriate and, in specific situations, report the incidence of the disease to the State Department of Health, as required by law.

North Carolina law has specific confidentiality laws regarding diseases such as HIV and AIDS. Only persons with written permission from the student's parents/guardians shall have access to HIV test results. Any school personnel with knowledge of a student's HIV status must keep that information confidential.

REQUIRED HEALTH FORMS

Physical Activity Release

Prior to the opening of school, the Main Office must have on file for every child either an up-to-date physical examination and a physical activity release form signed by the child's physician indicating that the child is able to take part in all facets of Oakwood's physical education and sports programs, as well as everyday rough-and-tumble playground activities. The appropriate forms are part of enrollment and are sent with the re-enrollment contract for returning students and are included in acceptance letters for entering students. These forms are to be submitted to the Main Office by August 5 to allow us to get records in order before the start of school.

Immunizations

The School Immunization Law of the North Carolina Department of Public Health requires that each child be successfully immunized against diphtheria, tetanus, pertussis, measles, poliomyelitis, rubella, varicella and Hepatitis B, meningococcal, mumps, and rotavirus. State requirements are defined by grade and/or age of student. Notification of immunization requirements is sent with re-enrollment or acceptance packets. Questions regarding requirements should be addressed to your family physician.

To comply with these requirements, Oakwood must have on file a physician's certificate of immunization or disease within thirty days of the start of the school year. This certificate, the only acceptable evidence of immunization, must be submitted as a condition of the child's enrollment in the school. It must contain the dates and types of immunization against, or occurrence of, the specific disease.

Failure to supply the required information can result in a child's exclusion from school.

Exemptions

Parents seeking a religious or medical exemption must provide the verification within thirty days of the start of the school year. If your child is not immunized because of a bona fide religious conviction on your part, you must provide a letter from your minister, rabbi, or leader of your religious faith stating your conviction and provide documentation showing that this is a belief of your faith.

If your child has an exemption due to health restrictions, you must provide a letter from a physician stating that the child has one of the conditions indicated as an exemption in North Carolina state law. Oakwood is interested in protecting the health and welfare of our community while respecting families' constitutional liberties.

A physician's certificate is the only acceptable evidence for exempting a child from immunization for reasons of health. To obtain a religious exemption parents should send a signed and dated statement that immunization conflicts with their sincere religious beliefs.

SUSPICION OF CHILD ABUSE OR NEGLECT

Oakwood believes in and supports the rights of all children to live and grow in a nurturing environment. Toward this end, the School follows policies and procedures to aid in the protection of Oakwood students from child abuse or neglect. The School defines abuse or neglect as any threat to a child's health or safety by physical, mental or emotional injury, sexual abuse or exploitation, deprivation of essential needs, or lack of protection from any of the above. The School's policy

requires all employees to comply with state mandates and laws regarding the reporting of suspected child abuse or neglect to the local agencies.

Sexual relationships or activities between any member of the faculty or staff and any students are improper and prohibited. Such relationships or activities may also constitute a crime of child abuse or maltreatment under state law. Any student who feels threatened should report this in confidence to his or her parent, homeroom teacher, division coordinator, and/or Head of School.

SAFE ENVIRONMENT FOR CHILDREN

The Oakwood School strives to keep its students safe. The fundamental message includes:

- Your body belongs to you.
- You have a right to say who touches you and how.
- If someone touches you in a way you don't like, in a way that makes you feel funny or uncomfortable inside, or in a way that you think is wrong, or your parents would think is wrong, it's okay to say "no."
- If the person doesn't stop, say, "I'm going to tell" and then tell, no matter what.
- If you're asked to keep a secret, say, "No, I'm going to tell."
- If you have a problem, keep talking about it until someone helps you.

Bullying

Bullying is a form of harassment. Bullying has these common features:

- It is deliberate, hurtful behavior.
- It is often repeated over a period of time.
- It is difficult for those being bullied to defend themselves.
- The person who bullies has, and exercises, power inappropriately over the victim.

Bullying can be physical (hitting, kicking, taking belongings), verbal (name-calling, insulting, racist remarks) or indirect/emotional (spreading nasty stories, excluding from groups).

The whole School community works together to eliminate bullying, and to establish a safe emotional and physical environment. Bullying is unacceptable behavior and is treated as a major disciplinary offense. No one deserves to be bullied, and The Oakwood School strives to incorporate the acceptance of others in its program. Bullying is considered a major disciplinary offense and will result in disciplinary action up to and including dismissal from school.

Harassment

The Oakwood School is committed to providing a community environment free from all forms of discrimination. Conduct that can be considered harassing, coercive, or disruptive to another person's life will not be tolerated. This includes sexual harassment. Harassment includes, but is not limited to, the following behaviors:

- Physical or mental abuse
- Racial or ethnic insults
- Derogatory ethnic or sexual jokes
- Religious slurs
- Taunting (teasing)
- Unwelcome sexual comments or advances
- Requests for sexual favors
- Sexual graffiti
- Sexual insults

Harassment is considered a serious offense and will result in disciplinary action up to and including dismissal from school.

SEXUAL HARASSMENT POLICY

Oakwood's policy is that no one be harassed on the basis of sex. "Sexual Harassment," whether verbal, written or

physical, is unlawful and will not be tolerated.

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used as a factor in decision-making and/or (2) such conduct substantially interferes with an individual's life.

A. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcome social relationships.

B. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable treatment or a threat concerning someone's status.

C. The policy prohibits subtle pressure for sexual favors, including implying or threatening that someone's cooperation of a sexual nature (or refusal thereof) will have any effect on the person.

D. The policy prohibits behavior of a sexual nature that is not welcomed and is personally offensive.

E. The following are examples of conduct that may, depending upon the circumstances constitute sexual harassment:

1. Repeated sexual flirtations, advances or propositions;
2. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic, or degrading comments about a person's appearance, the display of sexually suggestive objects or pictures, or sexually suggestive or degrading behavior;
3. Any uninvited physical contact or touching, such as patting, pinching, or constant brushing against another's body.

Violations of this policy will not be permitted. Anyone who violates this policy will be subject to discipline that can range from a warning up to and including immediate discharge from school.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that if unwelcome, may constitute sexual harassment depending upon the totality of circumstances including the severity of conduct and its pervasiveness:

- Unwelcome sexual advances whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experience;
- Discussions of one's sexual activities.

Protection Against Retaliation

It is unlawful to retaliate in any way against an individual who makes a report of sexual harassment, and Oakwood will not permit it. It is also unlawful to retaliate in any way against an individual who cooperates in an investigation of a complaint for sexual harassment. Retaliation is a violation of this policy, subject to the same discipline as sexual harassment itself, and should be reported immediately as set forth below.

Complaints and Investigation

- A. Anyone who believes that he or she is a victim of sexual harassment should immediately report the matter to his/her parent, homeroom teacher, Division Coordinator, or the Head of School (or, if the Head of School is allegedly involved in the forbidden conduct, to the President of the Board of Trustees). The matter will be thoroughly investigated.

- B. Any allegation of sexual harassment brought to the attention of one of the individuals referred to above shall be promptly investigated in a confidential manner so as to protect the privacy of the individuals involved. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- C. Upon the completion of an investigation of a sexual harassment complaint, the school shall communicate its findings and intended actions to the complainant and alleged offender. If, as a result of the investigation, it is determined that harassment has occurred, the offender shall be subject to appropriate discipline.
- D. If someone duly reports a violation of this policy and does not believe the situation has been satisfactorily resolved, the matter should be brought to the President of the Board of Trustees.

ADDITIONAL HEALTH PROTOCOLS

First Aid

If an accident occurs and a student receives a significant injury, the parent will be notified immediately. The appropriate school personnel will be notified and professionals will care for the child. Parents are required to complete an "Emergency Care Information" sheet, which includes an "Authorization to Consent to Health Care for Minor." This form will be placed in the student's permanent record. The Oakwood School is conveniently located near Pitt County Memorial Hospital and, unless instructed differently, students will be taken there in case of emergency. Several of Oakwood's faculty and staff are trained in CPR and First Aid.

Medications

Oakwood prefers that parents administer all medications; however, if a child requires medication during the school day, it must be accompanied by a form signed by the parent or guardian and physician that gives specific instructions concerning dosage and time of administration. Prescription medications must be presented in pharmacy packaging bearing the name of the prescribing doctor. Medications will be kept in the office and administered by a school official unless a physician's instructions include keeping additional doses closer to the student (e.g. epi-pens in homeroom and/or gym).

Illness

Children feeling ill should notify a teacher and report to the main office if they are in Lower or Middle School or report to the teacher on duty at the front desk if they are in the Upper School. If a child has a fever (measuring 100F or 38C or above), the parents will be called to pick up the child immediately. A child should be without fever for 24 hours before returning to school. These policies are intended to maintain the health of the entire Oakwood community.

Regardless of fever, a child who appears ill should not be sent to school. Please call the office by 9:00 a.m. to notify us of the child's absence. If there is doubt whether a child feels well enough to stay in school the full day, please protect the health of other children and teachers by keeping the child home until certain he or she is healthy.

If your child has been exposed to or exhibits possible symptoms of a contagious or communicable disease, he/she must not return to school until a signed note from a physician indicates that it is safe to do so. (This includes all forms of pox, lice, ringworm, etc.) If instructed by a physician, parents must contact the school office so that all parents may be alerted about potential exposure to viruses, infections, etc.

THE OAKWOOD SCHOOL ACADEMIC PROGRAM

LOWER SCHOOL (PK - GRADE 3)

Core Subjects and Specials

Students in the Lower School study reading, writing, math, social studies and science with their homeroom teachers. Students meet once or twice per week (depending on grade level and subject) with specialist teachers for art, music, fitness and Spanish. Students also visit the library once per week.

Communication with Parents

Teachers send home folders with students on a weekly basis including correspondence and samples of recent student work. Parents should review notes and student work to be aware of strengths and areas for improvement. Teachers will indicate on a note if they expect a parent response.

Teachers typically make parents aware of upcoming curricular units through a monthly classroom newsletter.

Conferences are scheduled during the school year; however, parents are encouraged to communicate with teachers as often as necessary.

Homework

Oakwood's Lower School teachers consider homework a valuable opportunity to reinforce and expand upon concepts and skills presented during the school day. Mastery of reading and other basic skills cannot be achieved without after-school practice. Students are expected to complete all homework assignments and submit them as directed by their teachers. In addition to assigned homework, Oakwood recommends that all students spend at least 20 minutes per day reading an appropriate selection of their own choice. Please speak with teachers for suggestions. Similarly, beginning in second grade, students who have not mastered assigned math facts (addition, subtraction, multiplication and division) should spend time each night working with a parent to improve these important skills.

Teachers endeavor to assign a reasonable amount of meaningful homework on a regular basis. Average homework time will vary by student and subject but following are estimated targets:

<u>Grade Level</u>	<u>Per Day</u>
Kindergarten	20 minutes of reading with parent
1 st grade	15 minutes
2 nd grade	30 minutes
3 rd grade	45 minutes

Grades, Report Cards and Narrative Comments

The purpose of assessment and grading in the Lower School is to provide meaningful feedback for students and parents about achievement and progress. Grades are not intended to rank students or create undue anxiety. Parents are asked to keep grades in perspective and focus on the long-term development of their children as students.

Oakwood has four grading periods or quarters. Teachers complete report cards reflecting student achievement using a 1-4 scale (exceeding expectations; meeting expectations; meeting some or sometimes meeting expectations; needs improvement). They also include brief narrative comments describing each student's accomplishments, strengths and areas for improvement.

MIDDLE SCHOOL (GRADES 4 – 7)

Core Subjects and Specials

Middle School students study English, social studies, math, science, and Spanish as core subjects. The arts (music and/or studio art) and fitness are required but meet less frequently than the core subjects. They also have library class once a week.

Communication with Parents

Teachers typically post homework assignments on the school web site in addition to notifying students during class. Middle school students and parents have access to PowerSchool, an online grade book and communication application. Through PowerSchool, students and parents can review grades and comments entered by teachers. This often provides immediate answers to student and parent questions. Of course, students and parents are encouraged to contact teachers via phone, email and/or in person with any questions about assignments.

Teachers typically make parents aware of upcoming curricular units and projects via their homework web pages.

Conferences are scheduled during the school year. However, parents are encouraged to communicate with teachers as often as necessary.

Homework Expectations

Students are expected to complete all homework assignments and submit them as directed by their teachers. In addition to assigned homework, Oakwood recommends that all students spend at least 20 minutes per day reading an appropriate selection of their own choice. Please speak with teachers for suggestions. Similarly, students who have not mastered assigned math facts (e.g. addition, subtraction, multiplication and division) should spend time each night working with a parent to improve these important skills.

Teachers endeavor to assign a challenging but reasonable amount of meaningful homework on a regular basis. Average homework time will vary by student and subject but following are estimated targets:

<u>Grade</u>	<u>Per Subject</u>	<u>Per Day</u>
4 th grade		1 – 1.5 hours
5 th grade		1.5 hours
6 th grade	20-25 minutes	1.5-2 hours
7 th grade	25-30 minutes	2-2.5 hours

Homework will be assigned on weekends at the discretion of the teachers, but it should be equivalent to one night's work.

Parents of students who appear to have excessive homework should notify their teachers and discuss the matter.

Homework Policy

Sound preparation for class and completion of homework assignments are fundamental to academic success. Failure to prepare impedes a student's progress. In order to help students form sound preparation habits, Oakwood's homework policy includes the following consequences for incomplete work:

- A zero grade for homework reviewed in class on date due. (Teacher may ask student to complete assignment for practice purposes.)
- For homework not reviewed in class, students have until 4:00 pm to hand it directly in to the teacher; otherwise, a zero grade is recorded.
- Failure to hand in long term assignments (research papers, projects, etc.) on time results in a 10-point reduction for each day late.

Report Cards and Grading

Grades are recorded at the end of each academic quarter. These will be available via PowerSchool, Oakwood's online grade book application. Subject specific teachers write narrative comments at the end of the 1st and 3rd quarters. Parents wanting a hard copy of their student's report card and comments may print them from PowerSchool or request a copy.

(Report cards and comments will be withheld pending payment of tuition, other outstanding bills, or completion of coursework.)

Grade Scale

60-62 D-
63-66 D
67-69 D+
70-72 C-
73-76 C
77-79 C+
80-82 B-
83-86 B
87-89 B+
90-92 A-
93-96 A
97-100 A+

Extra Help Sessions

All students are encouraged to seek extra help from teachers whenever they feel it is necessary. Teachers are available immediately after school several days per week for extra help sessions. These sessions are conducted with as many students as need help on a given day. They are open to all students and will be required for students in each course in which a student has an average lower than 70. Extra help sessions take priority over other extra-curricular or co-curricular activities.

Academic Work Missed Due to Illness/Excused Absence

Students will have the same number of days to complete academic work that they were absent for excusable reasons (see *Excused Absences*). For example, two days home sick results in two days to complete missed work.

Tests

- A student who is absent during a class in which a test is given but is present at the other classes the same day will be required to take the test on that same day. Exceptions can be made when a student was ill the previous day. **Students must be prepared to take all previously scheduled tests upon their return to classes after an absence.** Failure to take tests according to this requirement may result in a zero on the test.
- If an athletic contest or other event is cancelled, and a student is present at school rather than participating in the event, the student must take the test at the originally scheduled time.
- Individual classroom teachers will determine make-up tests and make-up homework due to extended absence. Tests or other academic work missed due to an unexcused absence may result in a zero for the assignment.

Examinations

Beginning in 6th grade, students are introduced to and prepared for assessment in examination format. Mid-year and end-of-year examinations are taken in all core subjects (English, social studies, math, science, and Spanish). In the 6th grade the exam weight is 5% of the semester grade; the 7th grade exam weight is 10% of the semester grade.

Promotion

Students must normally have passing grades in all core subject areas in order to be promoted to the next grade level at Oakwood.

Summer Reading

Information about Oakwood's summer reading recommendations can be found on the school web site.

UPPER SCHOOL (Policies apply to grades 8 – 12)

Additional information, including graduation requirements and course descriptions can be found on the Oakwood web site and in the college counselor's office. Many elements of the Upper School academic program are extensions of the Middle School program. Please see the Middle School Academic Program section above and the additional notes here.

Homework Expectations

Teachers endeavor to assign a challenging but reasonable amount of meaningful homework on a regular basis. Average homework time will vary by student and subject but following are estimated targets:

<u>Grade</u>	<u>Per Subject</u>	<u>Per Day</u>
8th grade	30-35 minutes	2.5-3 hours
9-12 th grade	40-45 minutes	3-4 hours

Students are expected to use their time wisely, both during and after school. Depending on students' course loads and daily schedules, they will typically have time for homework during study halls in the class day. It is important for Upper School students to learn how to manage their time effectively both during and after the school day

Homework Policies (grades 8 – 12)

- Homework must be printed before class begins.

- Assignments are due **at the beginning of the period on the day the assignment is due**. If a short-term assignment is handed in late, the student will receive a grade of 0. For example, if a student does not turn in a daily homework assignment when the teacher asks for it at the beginning of class, the student will receive a 0 for that assignment, regardless of whether it is discussed in class. *The 4:00 pm option for middle school does not apply to upper school.*
- Long-term assignments that are late will be penalized 10 points each day the assignment is late. For example, if a student turns a major essay/project the day after it was due, the highest possible grade the student may receive is a 90.
- If a student comes to campus **at any period during the day**, assignments are due that day to each teacher, regardless of whether the student meets each class. For example, a student who arrives at school after 1st period must still turn in his/her 1st period homework, or a student who leaves school before 7th period must still turn in his/her 7th period homework.

Test Policies (grades 8 – 12)

- A student who is absent during a class in which a test is given but is present at the other classes the same day will be required to take the test on that same day. Exceptions can be made when a student was ill the previous day. **Students must be prepared to take all previously scheduled tests upon their return to classes after an absence.** Failure to take tests according to this requirement may result in a zero on the test.
- If an athletic contest or other event is cancelled, and a student is present at School rather than participating in the event, the student must take the test at the originally scheduled time.
- Individual classroom teachers will determine make-up tests and make-up homework due to extended absence. Tests or other academic work missed due to an unexcused absence may result in a zero for the assignment.

Exams

In 8th grade, mid-year and final exams are weighted 15% of the semester grade.

In grades 9 - 12, mid-year and final exams are weighted 20% of the semester grade.

Extra Help Sessions

Extra Help sessions will be held from 3:30 – 4:00. Students should advise teachers prior to 3:15 if they wish to receive extra help. The upper school building will be locked at 4:00 pm.

Grade Scale

60-62 D-	80-82 B-
63-66 D	83-86 B
67-69 D+	87-89B+
70-72 C-	90-92 A-
73-76 C	93-96 A
77-79 C+	97-100 A+

Drop / Add Policy

Students have a two-week period at the beginning of the school year (or semester, in the case of semester-long classes) to drop or add a class without penalty. They must complete the form found on page 38 of this handbook and return it to the Upper School Coordinator. After the two-week period, students are encouraged to continue in the classes they have scheduled, or they may incur a Withdraw Failing (WF) on their transcript. Students may petition the head of school or division coordinator to be allowed to drop a class after the two-week period in the case of extenuating circumstances.

Academic Probation Policy

1. A student whose academic average for the immediately preceding quarter is below a 70 in any core course will be placed on Academic Probation.
2. Any student on Academic Probation will be required to attend scheduled extra help sessions for any courses in which his/her grades were or are below a 70.
3. Academic Probation will remain in effect until the student's average is 70 or above in all core courses.

4. Oakwood reserves the right to deny continued enrollment for students who enter Academic Probation status at any point during the year and who fail to demonstrate sufficient academic progress.
5. Involvement in sports or other extracurricular activities will be determined on an individual basis by the Division Coordinators for any student on Academic Probation.

Academic Integrity and Honor Code

Oakwood is a school based on respect and responsibility. A mutual trust must exist between students and faculty with personal integrity creating the foundation of this relationship. An Honor Code has been developed to promote personal and academic integrity:

“I will be truthful and respectful of the Oakwood School community, and I pledge on my honor not to lie, cheat, steal, or plagiarize.” To this end, each student will sign every written or computer generated assignment with the words, “On my honor” and one’s signature or typed name (if submitted electronically) to indicate an honorable submission.

Responses to Academic Dishonesty

1. On the initial honor code offense, the student receives a zero (0) for the assignment. For example, copying homework, bringing or looking up information while taking a test/quiz. (The teacher and division coordinator must meet with the student to determine whether the student understood what plagiarism meant before giving the zero.)
2. On a second offense, the student meets with his/her Division Coordinator and the Head of School to determine a response
3. The third offense is grounds for dismissal.

STUDENT EVALUATIONS / REPORT CARDS PHILOSOPHY

The subject of student evaluation requires careful and detailed explanation because considerable parent and student anxiety and misunderstanding can develop around it. Oakwood has developed a student evaluation and reporting system that varies by division. In the Lower School division, checklists and narratives are used as the means of communication and in the Middle and Upper School divisions, letter grades and comments are used. In all divisions, formal conference days are scheduled at least once a year. It is the school’s firm belief that it is critical to children’s positive development and clear sense of identity that they and their parents be given honest and specific feedback about student growth and progress at school.

At the younger ages, checklists, narratives, and conferences help parents get a sense of their child’s growth and development at school. Communication between teachers and family members helps children feel supported, loved and nurtured and allows areas that need strengthening to be supported and areas of strength to be celebrated. In this atmosphere of open and honest communication, children grow happily, developing new competencies and gaining confidence.

At older ages, the students read their own grades and comments, but parents need to pave the way for a positive response to evaluation. When children are given honest and specific feedback to know where they stand and what they need to work on, they feel safe and they can then move ahead and build on areas of strength and develop and improve areas of weakness. A school does no service to children by leading them to believe they have done A or B work in a particular subject only to have them find out later that this was not true, that they had not developed the necessary skills and mastery. This scenario sets up children for frustration, self-doubt and confusion. Oakwood has a profound commitment to your children’s healthy development. The School also believes that student worth can never be measured in numbers and letters. The numbers and letters have nothing to do with who they are or how much they are loved. They are simply a measure of children’s achievement in a particular subject at a particular point in time. Effort can increase, study skills can improve, achievement can go up or down, but the children’s sense of being worthwhile and cared for should never be tied to grades.

Oakwood’s goal is to help students understand what has happened when they get a lower grade than they expected, and help them figure out what needs to be done differently if they want to do better the next time. Through dialogue and patience, children grow and increase in self-awareness and gain a sense of independence and responsibility for their own

lives. Our school needs parent support in helping students understand that grades are descriptions of performance, not judgments about character and future prospects.

Finally, Oakwood needs parent support and understanding on one more aspect of grading: grades are not absolute. There is no student that is a “C” student in English or Physics across the board throughout her/his education. Different teachers have different grading systems as do different schools, and the skills and content taught, emphasized, and used changes from year to year in the subject areas and from teacher to teacher. A child receiving a “B” in history at a previous school or in a previous grade, and then a “C” in the same subject the next year does not necessarily signal a decline in the child’s work ethic or her/his performance on skills previously used.

In Lower School, many of the skills that students need to master are rote in nature and are in the areas of socialization. Waiting one’s turn, listening to others, decoding and encoding the written word, memorizing the multiplication tables, learning the continents and major bodies of water, mastering basic vocabulary in a foreign language are examples of this kind of learning. At this level, parent involvement is an important factor in setting the stage for good work habits and is helpful in reinforcing the many drill exercises that are given and can help a child master skills, even ones that may be difficult for her/him. As students climb grade levels, new skills and concepts are introduced and emphasized. Because of this, course grades are based on different criteria from year to year.

As students proceed through the Middle and Upper Schools, student learning becomes more idea-driven and more assignments are based on synthesis and evaluation while some amount of rote learning is still required. Gradually, assignments depart from the factual realm and require greater conceptual understanding, written work becomes lengthier and is more thesis-oriented, tests cover more material and include more essays, there are more long-term projects requiring extensive research, foreign language translations are expected, and exams are given. Parent involvement drops off as students surpass their parents’ memory of the subject matter and as students indicate they have developed solid study skills and habits.

Student work in the Upper School is based more and more in the world of ideas and most assignments require high-level focused reading, thinking, writing and speaking.

The training of students in an independent school like Oakwood requires step-by-step advances in the area of conceptual thinking, sophistication in manipulating ideas and increased facility in the reading, writing, speaking and thinking skills that are used to gain and demonstrate understandings in order to prepare them for the demands of college. Because Oakwood’s goal is to prepare its students for the next rigorous academic step, a continuum is established and followed and course expectations and goals change each year to fit this. Thus, grades are based on very different skills as children grow. This is one of the reasons why students’ grades can change from one year to the next and even from one term to the next. All schools have a general approach to grading into which teachers must fit, and Oakwood represents this fact. Oakwood faculty members discuss grading and standards of evaluation frequently and passionately and although it is a process that raises questions by all members of the school community, the teachers are committed to helping their students develop and improve their academic skills and grow in their knowledge and understandings of the world and of themselves by regularly reporting student performance and progress to both them and their parents.

ATHLETICS – MIDDLE AND UPPER SCHOOL

PHILOSOPHY

The Oakwood School is committed to providing competitive opportunities through interscholastic, recreational, and intramural sports programs. Through these opportunities students are encouraged to consider athletic participation at all levels as a vital part of their personal growth and their educational experience at The Oakwood School.

Competitive, interscholastic sports are offered from the seventh through the twelfth grades. Soccer, cross-country, basketball, golf, and baseball are available for boys. Volleyball, cross-country, basketball, soccer, golf, and softball are available for girls. In 2005, Oakwood joined the Coastal Plains Independent Athletic Conference. Starting in the 2006-07 school year, students in grades 7-10 participated at the high school JV level. Today, with the addition of grades 11 and 12, Oakwood now participates in the Conference at a varsity level as well.

GOALS FOR OAKWOOD ATHLETICS

- To follow the educational philosophy and mission of the school.
- To model a commitment and approach consistent with NAIS (National Association of Independent Schools) guidelines.
- To encourage responsible leadership, which places the highest priority on values, education, ethical conduct, fair play, and sportsmanship.
- To allow physical conditioning and skill development to reach each participant's highest potential.
- To provide a program which is safe, and holds the health and welfare of all participants in the highest regard.
- To give fair and equitable treatment in interactions with all students.
- To provide an enjoyable and rewarding experience which achieves an appreciation of physical fitness, as well as educational, athletic, and emotional growth.
- To provide a forum in which students can strive for excellence through competition.
- To maximize student, parent, and faculty involvement in The Oakwood School athletics.

SPORTSMANSHIP AND CITIZENSHIP

Good sportsmanship is a trademark of The Oakwood School. Constituents should make a special effort to welcome visiting teams and their fans. Actions such as booing, catcalling, or vulgarities will undermine this effort and will not be tolerated. Oakwood expects students and parents to root hard for its players, not against the opposition or the officials. As representatives of The Oakwood School, all constituents are expected to behave in an exemplary fashion at all times.

NO CUT POLICY

If a student wishes to participate on a team, there is a place for that individual; no cuts are made for any teams in keeping with the school's stated philosophy of advocacy for interscholastic athletic participation.

With a no cut policy, playing time in games can become an issue. Coaches will use their discretion to balance the following, sometimes conflicting priorities: meaningful playing time for as many team members as possible; competitive outcomes; student safety. There is no guarantee of equal or minimum playing time for younger and/or less experienced players. However, coaches will do their best to serve the range of skill levels on a team.

MEDICAL APPROVAL

Students planning to take part in interschool athletic competition are required to have a recently completed physical exam indicating that they are in good health and able to participate in competitive physical activity.

ATHLETICS AND SCHOOL REQUIREMENTS

1. Regular school attendance is required, even after late games.
2. An athlete must attend a minimum of four classes on the day of a scheduled athletic contest in order to compete in the contest.
3. Absences or tardies after away games will not be excused. Only the Head of School or the Division Coordinators may make an exception to this rule.
4. Each athlete must turn in all academic assignments due the day of a game before leaving school.
5. Each athlete must check with his or her teachers to get all assignments prior to dismissal and is responsible for completing the assignments made during his or her absence.
6. Tests missed because of an early athletic dismissal must be made up the day the student returns or at the teachers' convenience.
7. A test for which a student is unexpectedly present due to cancellation of a game must be taken at the scheduled period.

ATHLETIC ELIGIBILITY POLICY

To remain eligible a student athlete must maintain an overall 70 or above and not fail any subject. If a student does not maintain these standards he/she will be put on probation for 4 weeks during which time he/she can practice but cannot play in games or travel with the team to an away game. After the probationary period the student will be re-evaluated. If

a student athlete fails to meet the requirements, he/she will lose eligibility. Fourth quarter grades will carry over to the fall season.

STUDENT SERVICES

COUNSELING

Oakwood has a professional counselor on the faculty to work with students, teachers and parents in a variety of settings and capacities. The counselor can meet with individuals, small groups or entire classes. Students, teachers and parents can all suggest and initiate meetings with the counselor. In addition to individual services, the counselor will facilitate communication among students, teachers and parents.

Counseling and Guidance in Grades PreK-12

The school counselor works closely with the students, teachers, and parents to form a team to support all students as they grow through the stages of development appropriate to their age. The counselor provides emotional and social guidance for students in grades PreK through 12. The counselor is available to meet with individual students and to provide assistance to parents and teachers as they interact with the students.

In addition the counselor provides programs for small interest groups such as loss and friendships; for the classroom, the counselor develops grade appropriate lessons that explore issues of concern and enhance the character virtues emphasized by the school (respect, integrity, etiquette, compassion, commitment, honesty, equality, responsibility, and gratitude). Students, parents, or teachers may originate conferences with the counselor.

It is the goal of the counseling department to support the mission of the school by enabling the students to reach their highest potential academically, socially, and emotionally. The goal can be accomplished best when the parents, faculty, and counselor work in a cooperative manner as the support team for the students.

College Counseling and Guidance in Grades 9 – 12

Oakwood's college counselor works to help students identify colleges and universities that are best suited for their talents, interests, aspirations, and needs. The counselor is actively involved in many facets of the application process and provides support for both students and parents.

The college advising process formally begins in the junior year. Student surveys and family conferences identify goals, interests, and strengths. Furthermore, all upper school parents are invited to "brown bag lunches" to ask questions of the college counselor and to learn about the college search process from other parents. The ultimate goal is to create an optimal match between student and college. Students are encouraged to visit colleges during the spring and summer months. Most students register to take SAT and ACT tests in the junior year as well.

In the senior year the process continues with frequent meetings between students and the college counselor. The head of school, counselor, and Upper School teachers write letters of recommendation and offer suggestions for application essays. Guidance is extensive and thorough.

Student Support Services (SSS)

This program strives to identify learning styles and to formulate strategic learning plans based on the individual's needs. The major focus will be on math and language arts remediation and/or enrichment. In addition, students will work to develop independent skills in the areas of organization, study skills, and test taking skills. For more information email pchitty@theoakwoodschool.org.

STUDENT LIFE – ALL GRADES

BOOKS AND MATERIALS

Teachers often use "consumable resources" (workbooks, novels, etc.) that MAY be billed to families as an expense incurred. The School currently provides textbooks (in some cases via CD-ROM or online format) as part of tuition. When texts are provided in electronic format, parents have the option of purchasing hard copies at an additional cost.

Students will be sent a list of items they will need for the opening of school. This list comes with the summer packet and /or is posted on the school web site.

CELL PHONES

Students must turn off cell phones during the school day, including recess and lunch periods. Parents wishing to reach students during the school day should call the office. Students using cell phones inappropriately during the school day will be asked to give them to a teacher.

DRESS CODES

Research shows that there is a positive correlation between appropriate attire and job performance. In the case of education, research indicates that being properly dressed is a significant part of being prepared for the school day and can impact academic performance. At Oakwood, it is the student's job to focus on learning in an appropriately "professional" manner. Therefore, we ask students to dress for school as if they are going to work. Parents are encouraged to make sure their students are appropriately dressed for the school day and current weather conditions.

Clothing must be neat, clean, in good repair, and appropriate for classroom activities.

Guidelines

- All clothing with a waistline is to be worn at the waist.
- The length of jumpers, skirts and shorts must be no more than 6 inches above the middle of the knee.
- No shorts, pants or skirts may be worn with underwear showing.
- Spaghetti strap tops and bare midriffs are not allowed.
- Hats, caps, etc. may not be worn inside school buildings unless part of a religious observance.
- Hair should be kept clean and neatly groomed. No hairstyle should be distracting to students or others.
- Students may not write or draw on themselves or their clothes.
- Appropriate leather sandals are permitted.
- T-shirts are permitted but may not display images of an indecent nature, nor advertising for any substance not permitted on campus (e.g. beer, cigarettes, etc.).
- Inconspicuous logos are permitted.
- Clothing that is torn or frayed is not allowed.

Dress for Fitness and Athletics

As with any school-related subject, students must be fully prepared and appropriately dressed for fitness classes and athletics. Students are required to wear an Oakwood t-shirt, shorts, and appropriate athletic shoes.

Lower School students may wear their fitness clothing throughout the class day. Middle and Upper School students are encouraged to change into and out of fitness clothing in the changing rooms in the Multipurpose Building.

END-OF-DAY CLEAN-UP

As a matter of community responsibility, students are asked to clean up the classroom and adjacent areas (hallways, picnic areas) at the end of each school day. Clean-up jobs include: picking up and vacuuming floors; tidying desks and shelves; cleaning white boards and erasers; emptying trash cans; straightening desks; stacking chairs; and cleaning the playground.

FIELD TRIPS

Class field trips are an important part of Oakwood's educational program. Trips are designed to be both educational and fun. Some classes may take extended overnight trips. Faculty members will supervise students on all field trips and parents may be asked to supervise as well. A blanket permission for a student to participate on school-sponsored trips is granted by a parent or guardian at the beginning of the year.

Guidelines for parent chaperones on field trips:

1. Teachers will assign specific duties for each chaperone.
2. While chaperoning, parents should consider themselves "on duty." They should not be having side conversations or **talking on cell phones**.
3. Parents should not bring other siblings on field trips. Their attention must be on the students participating.
4. All students must travel to/from field trips on school-arranged transportation (bus). Parent chaperones must travel on school-arranged transportation (bus) whenever possible. If there are not enough seats on a bus for students, teachers and chaperones, chaperones will follow in another vehicle.

5. Parents wanting to depart directly from a field trip and take their own child must make prior written arrangements on the permission slip. They may not take other students without specific prior written consent from the other students' parent (on that student's permission slip).

Oakwood standards of behavior are to be upheld by all trip participants, regardless of the rules or guidelines of any sponsoring agency. For safety purposes, Lower School students will wear readily identifiable school shirts while on field trips. All students should dress and behave in a manner that reflects well upon Oakwood while we are out in the community.

ITEMS TO BE LEFT AT HOME

Students are encouraged to leave at home all items that are not necessary for classes, activities and/or athletics. These may include toys, dolls, electronic games, cell phones, CD players, iPods and other music devices. Matches, lighters, pocketknives and weapons of any kind, whether toys or real, are strictly prohibited; bringing these to school will result in disciplinary action. The teacher will take inappropriate items that cause distractions.

LAPTOP PROGRAM

Students in grades 4-12 are required to have a Macintosh iBook. These can be purchased or leased through the school. Please contact the Technology Department for further information.

LOST AND FOUND

The Lost & Found is in the school's main office. At the end of each month, items not claimed will be given to a charitable organization. To facilitate the return of items, please ensure that the student's name is clearly marked on all coats, hats, gloves, backpacks, lunch boxes and other personal items.

LUNCHESES AND SNACKS

Students may either bring their own lunches or pre-order lunches provided at school. Students bringing their own lunch should make sure the container is clearly marked with his or her name and stored in an appropriate location during the morning. Children should bring their own nutritious snack for the mid-morning recess break. **Parents who bring lunch to students during school hours should leave the lunch in the Office.** It will be delivered at the appropriate time.

MEDIA CENTER/LIBRARIES

Our libraries serve as academic centers in the school. They are intended as quiet spaces for reading, research and other academic work. Lower School classes typically visit the Media Center once per week as a group. At other times, an adult must accompany Lower School students when visiting the Media Center. Middle School students visit the Media Center as part of their class work and may go to the library as instructed by their teachers. Students should not be in the Media Center (Multipurpose Building) without an adult present. Upper School students may use the library during the school day, as there will typically be an adult present in the Upper School lobby. Students must treat the libraries, their collections, and the adults working in the libraries with the same respect they show in their classrooms.

All books and other resources must be checked out. Failure to do so will be treated as a matter of academic honesty. Students will be charged late fees and replacement fees for materials not checked back in on time or at all.

STUDENT MESSAGES AND TELEPHONE USAGE

The office will attempt to deliver urgent messages to students during the school day. Students may use a school phone if an urgent situation arises.

SCHOOL PICTURES

Fall and spring pictures are taken to document students at Oakwood and as a service to parents.

STUDENT LIFE - MIDDLE AND UPPER SCHOOL STUDENTS

THE MISSION

The Middle School mission is to develop in each student a sense of academic purpose and to promote sensitivity to the needs of others.

The Upper School mission is to prepare students to be successful contributors in college and beyond.

STUDENT GOVERNMENT

Middle School

The Middle School Student Government Association (MSSGA) includes all students in the Middle School and active participation throughout the year is expected. Elected students serve in the following positions: President, Vice President, Secretary, Treasurer, and Grade Level Representatives (2 from each grade). Copies of the MSSGA Constitution will be posted at appropriate times throughout the year and are available for distribution.

Upper School

Elections are held in the fall for President, Vice-President, Secretary, and Treasurer. Meetings are held monthly. Representatives from each grade level are welcome to volunteer to assist with planning and activities.

DISPLAYS OF AFFECTION

Students must refrain from any displays of affection that might make others in the school community uncomfortable. If asked by an adult, students must immediately stop the behavior in question, even if they disagree with the request.

LOCKERS

Oakwood offers lockers to students in grades 4-12. Oakwood has the right to check lockers and to remove items from lockers if needed. Oakwood is not responsible for locker items.

LEAVING CAMPUS

Students must have a note from a parent in order to leave campus early. Notes can be given to either the advisor or the Upper School Coordinator. Students must also log in and out of school, using the log notebook located at the front desk of the Upper School. This policy applies to ALL upper school students, including those who drive themselves to school.

STUDENT DRIVERS – DRIVING OR RIDING WITH OTHER STUDENT DRIVERS

Upper School students who drive must complete the "Upper School Driving Form" found at the back of this handbook. The form must be completely filled out, signed by students and parents, and returned to the Upper School Coordinator by the end of the first week of school. **The "Upper School Driving Form" must be completed by all Upper School students, drivers and non-drivers, who may have occasion to ride with other students who drive.**

Students may not go to their cars during the school day unless they have permission from the teacher who is on front desk duty. Students must park in the Upper School parking lot and are not to drive to the LS/MS campus during the academic day (8:15 – 3:15) for classes or events held in the multipurpose building, Joyner Hall, or Founders Hall.

SENIOR OFF-CAMPUS LUNCH PRIVILEGE

Seniors may leave campus during lunch. If a senior drives or rides off campus grounds, he/she must have completed the "Off Campus Lunch Consent Form" found at the end of this handbook. Students and their parents must sign this form and return it to the Upper School Coordinator before they are allowed to leave campus for lunch. Because leaving campus for lunch will involve driving, students and their parents must also sign and return the "Upper School Student Driving Form," also found at the end of this handbook. Students who leave for lunch must return to campus in time for 5th period. The first incidence of arriving late for class or study hall may result in an immediate loss of the privilege for the duration of one quarter. The student must then present a petition to the Upper School Coordinator to regain the privilege for the following quarter.

UPPER SCHOOL ADVISORY

The mission of The Oakwood School's advisory program is to establish a structure in the upper school between faculty members and small groups of students that promotes academic and social communication. Our advisory program pairs a faculty member with a small group of students from the same grade level. The group will remain with that advisor from grades 8 – 12. Advisory groups meet daily from 8:20 – 8:30. In addition, the groups will meet once a month at lunch for longer advisory sessions.

TECHNOLOGY

Acceptable Use Policy

Oakwood has developed an Acceptable Use Policy governing network usage, Internet access and e-mail. Copies of this policy are available in the Founders' Hall Office.

Computer/Network/Internet Guidelines

1. A student must have the permission of a teacher—either implied or specific—in order to use the Internet. In a classroom setting, students must refrain from Internet, e-mail, instant messaging, or other network uses unless instructed by a teacher. Inappropriate computer use (e.g. e-mailing or IMing during class time) will be treated as a matter of disrespecting the student's teacher and peers.
2. Use of the Internet while at school must be school-related.
3. A student may not use another person's password, e-mail address or other Internet identity even if that person has given permission. Violations will be treated as a matter of dishonesty.
4. Even during breaks, students may not “surf the Net” just for fun. Surfing ties up the network and may delay or prevent others from completing their work. Searches on the Internet must be related to schoolwork.
5. All material downloaded should relate to schoolwork. Students may not download music, games, etc. while on the school network. Inappropriate material of any sort should not be downloaded or saved to a student's computer. If students are concerned about content that they have received or downloaded, they should consult with the technology department.
6. Students are responsible for backing up their own data. Folders on the school network can be used for this purpose. However, Oakwood cannot take responsibility for student files on their personal hard drives.
7. Teachers try to be understanding but schoolwork handed in late because of computer problems may be assessed as late.
8. Any harassing or otherwise inappropriate electronic communications will be handled as a disciplinary matter.
9. Oakwood does not constantly monitor student or teacher computer usage. However, our technology staff can and does "look in" on users at various times and for various reasons including security, maintenance, network and bandwidth management. As with any computer network, it is often possible to track use and communications by individual computers. Students must be aware that they are responsible for the appropriate use of their computers at all times.

Senior Off-Campus Lunch

Parent/Guardian Agreement and Consent Form

I hereby request permission for my son/daughter to drive/ride off campus for lunch. I also understand that The Oakwood School is not responsible, or liable, while said student is off campus during lunch. However, the school does consider the student as representing The Oakwood School and shall expect the student to conduct himself/herself in the same manner as when he/she is on campus. Any violation of this trust, or abuse of this privilege shall be cause for the school to revoke this permission. I also understand that if my child is late to his/her class or study hall after lunch, he/she will lose his/her off campus lunch privilege for one quarter.

I have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

Y E S	<p>My son/daughter has my permission to drive/ride off campus for lunch.</p> <hr style="width: 20%; margin-left: 0;"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">Date</div> <div style="text-align: center;">Parent Signature</div> </div> <hr style="width: 20%; margin-left: 0; margin-top: 10px;"/> <div style="text-align: center; margin-left: 100px;">Student Signature</div> <hr style="width: 20%; margin-left: 0; margin-top: 10px;"/> <div style="text-align: center; margin-left: 100px;">Print Student Name</div>
N O	<p>My son/daughter does NOT have my permission to drive/ride off campus for lunch.</p> <hr style="width: 20%; margin-left: 0;"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">Date</div> <div style="text-align: center;">Parent Signature</div> </div> <hr style="width: 20%; margin-left: 0; margin-top: 10px;"/> <div style="text-align: center; margin-left: 100px;">Student Signature</div> <hr style="width: 20%; margin-left: 0; margin-top: 10px;"/> <div style="text-align: center; margin-left: 100px;">Print Student Name</div>

The Oakwood School
STUDENT DRIVING FORM – UPPER SCHOOL
2009-2010

Please check all situations that are applicable to your upper school child for the 2009-2010 academic year. In the event that your child's driving status changes during this time, please complete a new Driving Form through the Main Office. No student may receive rides or drive to campus without parental permission. A student's driving privileges will be revoked if he or she does not adhere to these guidelines. Please discuss this form with your son and/or daughter and sign below. Return this form by **August 19** to the attention of Jennifer Smith, Upper School Coordinator

I, _____, give my son/daughter, _____, **permission to drive** to/from School and School Activities.
Make of car: _____ License plate #: _____

I, _____, give my son/daughter, _____, **permission to ride** to/from School and School Activities with the following students:
 All Upper School students

I, _____, give my son/daughter, _____, **permission to give rides** to/from School and School Activities to the following students:
 All Upper School students

I, _____, **do not give** my son/daughter, _____, **permission to drive, give rides, nor receive rides** to/from School and School Activities with any student.

Parent(s) and student, please sign and date below:

Parent _____ Student _____

Date: _____

The Oakwood School Drop/Add form

Students requesting to drop or add a class must do so within the first two weeks of classes to avoid possible conflicts on the transcript.

Student Name: _____ Grade: _____

Part I: to be completed by the student and faculty members.

Drop Class:	Drop approved? <input type="checkbox"/> yes <input type="checkbox"/> no Teacher signature:	Date
Add Class:	Add approved? <input type="checkbox"/> yes <input type="checkbox"/> no Teacher signature:	Date
Reason for Drop/Add		

Part II: to be completed by the student and parents/guardians.

Is this change consistent with Oakwood course graduation requirements?

yes **no**

Student Signature: _____ date: _____

Parent Signature: _____ date: _____

Return this sheet to the office ONLY when all of the form has been completed. Incomplete forms may result in a delay in the drop/add process.

<i>For Office Use Only</i>	
Drop/Add meets students graduation requirement	_____ initial
Student has been dropped or added to PowerSchool	_____ initial