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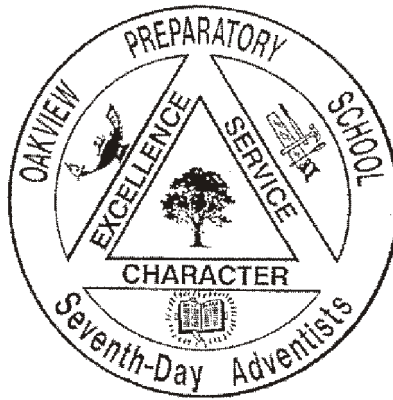
OAKVIEW PREPARATORY SCHOOL OF SEVENTH-DAY ADVENTIST

The School That Makes A Positive Difference.
Character – Excellence - Service

Parent / Student Handbook

OAKVIEW PREPARATORY SCHOOL OF SEVENTH-DAY ADVENTIST

Student Handbook



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1.0 LOCATION AND BACKGROUND

1.1. Location

The School is located at 29 Chestnut Street, Yonkers, New York 10701, Westchester County, New York State.

1.2. Background

Oakview Preparatory School is a Seventh - day Adventist Institution consisting of two divisions: Elementary (Pre-K – 5) and Junior High (6-8).

The Oakview Preparatory School is a part of the worldwide system of Christian Education operated by the Seventh-day Adventist Church.

Oakview Preparatory School was established in 1991 by a group of Educators, (Bronx Westchester Education Committee).

The purpose of its founders is to provide quality Christian education for the students of the ten participating churches in the Bronx-Westchester area. Non- participating members may also be admitted. Its goal is to foster moral, Christ-like character, promote academic excellence and prepare its students for service to God and their fellowman.

The school maintains a non-discriminating policy and includes students from any religious, racial and ethnic background. Students are required to abide by the policies and principles of the School.

2.0 MISSION STATEMENTS AND PHILOSOPHY

2.1. North American Division of S.D.A

The Seventh-Day Adventist Church in North America operates a system of elementary and secondary education that began in 1872. The church unique philosophy of Christian Education is based primarily on the scriptures and secondarily on the prophetic writings of Ellen G. White. The S.D.A. Church believes that all children and youth have been entrusted to the church, and its education system for spiritual, mental, physical and social growth and development.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their personal Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.

The education program is predicated on the belief that each student is unique and is of inestimable value, and the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members of the church.

2.2. Oakview's Mission Statement

The mission OF the Oakview Preparatory School of Seventh-Day Adventists is to provide a Bible-based, quality education that will facilitate the spiritual, moral, mental, social and physical growth of each student. Working with the home and the church, it is the purpose of this school to cultivate in each student the ability to function as an independent, critical thinker, able to analyze situations, make responsible decisions, and to use his/her God-given abilities in a multicultural society to serve God and man.

Along with a basic commitment to the academic framework necessary for the development of literate, articulate students, we are primarily dedicated to the task of restoring the three forgotten "Rs": REVERENCE for God and life, RESPECT for self and others and the dignity of work, and RESPONSIBILITY – the realization that rights come with a duty to carry out one's responsibilities and service to humankind, hence good citizenship.

2.3. Oakview's Philosophy of Christian Education

Oakview Preparatory School of Seventh-Day Adventists provides Christian Education for children, based on Biblical principles. In so doing the school seeks to:

- Promote spiritual and moral development – character building
- Maintain high standards of academic excellence at all levels in all areas.
- Teach and practice fundamental principles of health and physical well-being.
- Instill interest and knowledge of all cultures.
- Instill respect for the worth of the individual.
- Teach the responsibilities and privileges of good citizenship.
- Instruct students in practical life skills (e.g. Home Economics, Technology, Finance, etc.) and the dignity of labor.
- Prepare student for service to God, church, community and fellowmen.

In summary:

We believe "true education means more than the pursuit of a certain course of study. It means more than preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, mental and spiritual powers. It prepares the students for the joy of service in this world and for the higher joy of service in the world to come." Education, p. 13

3.0 ORGANIZATION AND GOVERNMENT

The Oakview Preparatory School operates under the auspices of the Greater NY Conference of Seventh Day Adventist, and abides by the policy of Atlantic Union Conference and the North American Division of SDA.

3.1. Accreditation:

Oakview Preparatory School is accredited by the Atlantic Union Conference Board of Education, and the North American Division Commission on Accreditation.

3.2. Board of Directors

Oakview Preparatory School is governed by a School Board whose members are nominated by the members of the ten Seventh-Day Adventist Constituent Churches in the Bronx-Westchester Area. These churches provide a monthly subsidy to the school's budget. The Constituent Churches are:

Co-op City	North Bronx
Emmanuel	Philadelphia
Grand Concourse	Shalom
Mamaroneck	Victory
Morris Park	Yonkers

The Board Chairperson and vice-chairperson are elected every three years from the delegates who represent the Constituent Churches. In addition to the church representatives, the Conference Superintendent serves as an ex-officio member.

3.3. Meetings

Board meetings are generally held on the first Thursday of each month. If the first Thursday is a holiday the meeting will convene on the following Thursday. An Executive Committee may convene and do business when necessary.

The Executive Committee is comprised of the following:

- Chairperson(s) O.P.S.
- Treasurer O.P.S.
- Chairperson or Representative of the B.W.E. Committee
- Home and School President
- Superintendent of the Greater New York Conference (ex-officio)
- Principal
- Chairpersons of Standing Committees

4.0 GOALS

Oakview, by God's Grace will provide:

1. A Christ-centered, safe, congenial, mentally stimulating, and attractive LEARNING ENVIRONMENT that:
 - a) Enhances the restoration of God's image in staff and students – (CHARACTER)
 - b) Integrates faith and learning in learning materials, curriculum areas and teaching strategies.
 - c) Challenges each student to think, create, explore, thus achieving Academic Excellence and Competence in all areas. "Be the best God wants him/her to be!" (EXCELLENCE)
 - d) Prepares each student for success in higher education and efficient service now and for eternity. (SERVICE)
 - e) Is pleasant, supportive and safe
2. Committed, Christ-like, qualified, competent, caring, creative STAFF:
 - a) Whose belief and life-style are in harmony with God's Word – The Source of Wisdom, moral values and the truth; also the fundamental principles and standards of the Seventh-Day Adventist Church.
 - b) Who are willing to follow:
 - i. the methods of the Master Teacher, Jesus Christ;
 - ii. the council of the Spirit of Prophecy;
 - iii. the guidelines of the Office of Education General, Atlantic Union and Greater New York Conference;
 - iv. The philosophy of the above Departments of Education and Bronx/Westchester S.D.A. Education Committee and/or School Board, in reference to methods, scope and sequence, choice of learning materials, curricula, code of ethics, etc.
 - c) Who will restore the 3 Forgotten "Rs" to the curriculum:
 - § Reverence for God and life
 - § Respect for self and others
 - § Responsibility – citizenship and service
 - d) Who will provide opportunities where students experience a personal relationship with Jesus Christ, choose to accept him as Savior and Lord of their lives, and become actively involved in loving service to others.
 - e) Who are knowledgeable, caring, innovative and progressive individuals and who seek opportunity for spiritual refreshment and professional growth; who will go beyond the call of duty to provide materials and experience that will ensure maximum growth and development as well as the well-being of each student.

4 . 0 GOALS

- f) Who will recognize and provide for individual differences by remedial and enrichment programs as needed.
- g) Who will provide various experiences that will challenge the child to develop faith; to investigate and explore his/her environment through research, writing, experience, problem solving, and analytical thinking.
- h) Who are firm, consistent disciplinarians, yet loving and warm, whose manner and deportment set the tone in the classroom.

Notes:

The staff, by precept and example, should experience a real faith relationship with Jesus Christ. Soul winning and nurturing should be an integral part of daily/weekly experience and planning.

Teachers should be willing to extend the classroom beyond the four walls; utilize available services; seek out personnel with enriched experiences to share, and involve children in hands-on experiences, e.g. cooking, gardening, woodworking, experiments, trips, retreats, campouts, etc.

3. A Bible-based, top quality, comprehensive CURRICULUM that will:

- a) Integrate faith and learning at all levels (Pre-K-8) and in each subject area. (Help children to see God as the Source of all Wisdom).
- b) Meet the needs of the individual child, i.e. provide for individual needs and special talents. (Remediation and enrichment to be given where and when needed).
- c) Advocate Academic Excellence and Competency in all areas. Set high goals and expectations (spiritually, socially, academically, and physically).

GODLIKENESS IS THE GOAL TO BE REACHED!

- d) Prepare and provide opportunities for loving service to humanity –EVANGELISM
- e) Equip each student with the academic and social skills and graces that will ensure effective interaction and participation in today's global environment, and ultimately for service in the world to come multi-ethnic and multicultural experiences.
Etiquette – Good manners, courtesy, and deportment will be a part of the curriculum K-8.
- f) Follow the guidelines of the Atlantic Union and Greater New York Conference / Offices of Education
- g) Meet and/or exceed the requirements/standards of the NYS Department of Education.

Notes:

Academically at least 95% of the student body should be at or above State or Conference Reference points in all subject areas especially Communication Art – Listening, Speaking, Reading, Writing; Mathematics, Science and Social Studies. Students should also excel in Evangelism (including active participation in evangelistic activities), Music, Art, and Physical Education. Home Economics and a Second Language: Spanish and / or French. A high level of Achievement will be maintained at all levels Pre-K – 8. Modification, if and when necessary, should be approved by the above Departments of Education.

4 . 0 G O A L S

- 4). An effective SUPPORT SYSTEM of personnel and services / co-operative NETWORK of Home, School, Church and Community Working Together to MAKE A POSITIVE DIFFERENCE.(B.W.E.C., Home/School Board, Volunteer Professional Services).

OPERATION CARE
C – Character
A – Achievement
R – Responsibility
E – Excellence

- a) Provide incentives for excellence, initiative and creativity to staff and students.
- b) Seek and offer Financial Support – (on going).
 - e.g., (a) Fund Raising Projects
 - (b) Scholarship & Endowments
 - (c) Sponsorship, etc.
- c) Provide and maintain a facility that offers
 - (i) Vocational and Self Improvement Training
 - (ii) Extension classes – (Literacy, High Education, Remediation, and Enrichment)
 - (iii) Family Life Center
 - Interpersonal Relationship Seminar
 - Counseling & Guidance Seminar
 - Parent Workshop
 - Health & Temperance Seminar
 - Stop Smoking
 - Preventive Medicine, etc.
 - Citizenship & Acculturation
 - (iv) Community Service
 - Outreach to poor and needy
 - E.g., Van Ministry – Blood Pressure checks, etc.
 - Staff and Students – “Project Outreach”
 - (v) Evangelism and Missionary Outreach
 - e.g. Vacation Bible School
 - Bible Study and Prayer Sessions
 - Revelation Seminars
 - Neighborhood Story Hour
 - (vi) Recreational and Fitness Activities
 - Exercise classes – Activities for Fitness for Health and Fun

5.0 NON-DISCIPLINARY POLICIES

5.1. Admission Policy

This school is established chiefly for the training of Seventh-day Adventist young people. Students of other religious persuasions are welcome, provided there is an opening and they show due reverence for the Word of God, maintain a respectful attitude during religious programs and classes, and observe all regulations and policies of the school.

5.2. Non-Discrimination Policy

1. Oakview Preparatory School does not discriminate on the basis of race, color, nationality or ethnic origin.
2. Pre-K Child must be age 3.6-4.5 for admission.
3. Kindergarten Child must be age 4.6 by September of given year.
4. Any child applying to first grade must be at least six (6) years of age on or before October first of the current year. A readiness test may be given to determine eligibility for admittance.
5. At the discretion of the school administrator, and/or Admission Committee testing may be required to determine the appropriate grade placement of the child. THE SCHOOL RESERVES THE RIGHT, AFTER TESTING THE CHILD AND COUNSELING WITH THE PARENTS, FOR THE PROPER PLACEMENT OF THE CHILD.
6. Final action on all applications for the admission of the child to the school will be taken by the Oakview Preparatory School Board. THE SCHOOL BOARD RESERVES THE RIGHT TO REFUSE ADMITTANCE TO ANY CHILD. All new students from grade 4-8 must have at least a "C" average or 70 %. The school is not yet equipped for students with extreme special (physical, academic or emotional) needs.
7. All students attending school in the State of New York must comply with requirement for immunization. Verification of immunization must be in the student's cumulative (CUM) folder before the student enters school. If such proof has not been presented, a student must withdraw from school until such proof is presented or tangible reason given.
8. The school also requires records of a physical examination of the child at the time of first admission to the school. Physical examinations are required before October 1. (See admissions packet)
9. A copy of the Birth Certificate is to be submitted at the time of first application for admittance.
10. Parents of new applicants must complete required information in Admission Packet.

5.3. Other Policies

For "Attendance Policy" information, refer to item 12.4
For "Disciplinary Policy" information, refer to item 6.0
For "Grading Policy" information, refer to item 12.7
For "Illness Policy" information, refer to item 10.2
For "Snow Policy" information, refer to item 12.0
For "Tuition Payment Policy" information, refer to item 8.7

6.0 DISCIPLINARY POLICY

AIM:

It is the chief aim of the school to help students in developing high standards in all areas and provide a firm foundation for Christ-like character. In keeping with this aim, the school expects high moral standards and sets before its students definite principles and ideals. In the process of character-development, there are times when it will be necessary to take disciplinary action. The administration believes that proper and effective discipline is a cooperative venture of the home and the school. When each realizes this important fact, problems tend to be minimized.

6.1. Discipline Management Program

The school assumes the responsibility of helping to guide and direct children toward the development of self-discipline. Teachers must maintain discipline in order to instruct children. Disruptive behavior will not be allowed in the classroom or elsewhere. Teachers will also make every effort to avoid bodily harm of one child upon another whenever it is foreseeable. The temporary removal of a disruptive child from class activities, i.e. specified time- out from one classroom and being placed temporarily in another, may be employed to restore order. Oakview takes every step to practice Redemptive Discipline.

Teachers and parents should work together for the development of a Christ-like character in the children. "Parents, when the church schoolteacher tries to train and discipline your children that they may gain eternal life, do not in their presence criticize his / her actions, even though you may think it severe. If you desire them to give their hearts to the Savior, cooperate with the teacher's efforts for their salvation".

Counsels to Teachers, pp. 154

If criticism or suggestion in regard to the teacher's work becomes necessary, it should be made to him / her in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school. Nothing should be said or done to weaken the children's respect for the one upon whom their well-being in so great degree depends" Education, pp.184

During the early years of childhood, discipline is largely external; that is, it comes from authorities outside of the individual, such as parents, teachers and other adults. As children mature, their behavior becomes more dependent on personal ideas of right and wrong, and the degree to which they have accepted the validity of the authorities around them.

The basic objective of disciplinary procedures in school is to help students attain the greatest possible degree of self-discipline or self-control. "The object of discipline is the training of the child for self-government."(E.G. White)

Rights of Students and Teachers

Students: A student has the right to:

1. Learn without disruption by unacceptable behavior of other students.
2. Choose their behavior and know the consequences regarding their decisions.
3. Request and receive help and support from their teacher in their learning process.

Teachers: A teacher has the right to:

1. Teach without disruption by unacceptable behavior of students.
2. Maintain order to facilitate the learning experience in the classroom.
3. Request and receive parental and administrative support.

Two important reasons for maintaining good discipline in school:

1. To inculcate a strong Christian character.
2. To provide a safe environment for students. Pupils who misbehave are likely to hurt other pupils.

6.2. Regulations Governing Conduct

In our efforts to outline what is considered unacceptable behavior at Oakview Preparatory School, the following list of serious violations is set forth. This list is not comprehensive.

Level One Regulations:

Level one regulations are minor. If a rule is broken, the teacher will speak with the student about the rule and the disobedience involved. If the teacher believes the student will reform by use of correction, he /she will not notify the office or the parent. If the teacher believes the warning needs to be recorded, he / she will have the student write a description of what happened. He / She will then sign the form and send it to the office to be recorded. When a warning is recorded, parents are notified by the teacher, and a copy of the misbehavior form is sent to them.

Level two Regulations:

Level two regulations are intermediate rules that require a written record of the offence. The offending student may then be sent to the office for a conference with the Principal and/or to the Discipline Committee. During such a conference, an attempt will be made to resolve the rule violation in one of three ways;

(1) Detention, (2) written contract with the student, (3) written reports and an oral presentation to a group of designated students. The oral and written reports must be related to the offence, and parents will be notified.

Level three Regulations:

Level three regulations involve infractions that require students to be sent to the office for a conference with the principal and or the Discipline Committee who will resolve the problem in one of four ways: (1) One to three – day suspension and probation, (2) One to three-day suspension and probation with conference involving parents and student, (3) One to three-day suspension and probation with student being referred for professional guidance, (4) Student referred to the school board with the Administration's recommendation that the student be withdrawn from the school.(Parents will be notified).

6.3. Gymnasium Regulations

Students are not allowed to:

1. Eat, drink, and chew gum in the gym at any time.
2. Wear inappropriate shoes to play in the gym. They must have on their Non-Scuff running shoes.

6.4. Playground Regulations:

Students are not supposed to:

1. Shove or touch other students on the class line. They must look where they are going. They must play safely and stay within the limits prescribed by the Teacher.
2. Call other pupils names, tease them or hide their belongings.
3. Hit other students or swing book bags, belts or lunch boxes. They must keep their hands to themselves.

6.5. Bus Regulations:

Students must behave appropriately, be quiet and take care of their belongings on the bus. They should get on and off the bus without running or pushing. They must wait for their teachers to lead them to the school bus. They must be seated in the bus in order to go home before the bus is set in motion. Those who are not taking the bus will wait for their parents in the classrooms up to 3:30 p.m.

6.0 DISCIPLINARY POLICY

Bus Safety Rules:

1. Be on time- Do not fool around at the bus stop
2. Stay in seat while bus is moving. Occupants must wear seat belts at all times
3. Absolutely no eating or drinking on bus. Keep the bus clean – No papers, Mud, Dirt.
4. Treat bus and equipment respectfully.
5. No radio playing. Be courteous, talk quietly.
6. Keep head, hands and arms inside the bus. Remain seated until the bus stop.
7. Cross in front of the bus at driver's signal

6.6. Description Of Regulations

Level One Offences:

1. Fooling around: Involvement in unsupervised sport activities before / during and after school.
2. Loitering: The unassigned use of an area (roaming the halls, prolonged stays in the restroom, etc.)
3. Littering: Intentional dropping or throwing of items (papers, pencils crayons, clothing, snowballs or anything else) and not picking them up.
4. Boisterous behavior: Excessive loud and obnoxious behavior (yelling in halls etc.)
5. Running: Anything other than normal walking in the building or in designated areas.
6. Non-completion of disciplinary assignment: Failure to fulfill any assignment or agreement made as a result of misbehavior (failing to fulfill debts of any kind to fellow students or school personnel).
7. Chewing Gum: Chewing or providing gum for others.
8. Selling: Students are not allowed to sell or fund-raise without authorization from the office.
9. Disrupting Class: Words, action or noncompliance with requests made by teachers, which cause the learning environment to become unsatisfactory.
10. Uniform: Violation of the uniform code.
11. Walkman (Pokemon, Cards, Toys, Cosmetics or nail polish, etc.): These items on the campus are strictly forbidden.

Level Two Offences

1. Tussling: Hitting, shoving, punching, kicking, slapping or grabbing in a serious and dangerous manner.
2. Tardiness within the school: Late arrival at any assigned place after a reasonable length of time has passed.
3. Minor vandalism: Acts which deface but do not destroy school property. Acts which create temporary inconvenience in a learning environment (putting gum at inappropriate places, wetting down with water pistols, hurling snowballs inside/outside buildings, etc.)
4. Inappropriate language: Swearing or using unacceptable language to others, (speaking or acting with the intention to deceive constitutes a lie)
5. Disrespect: Speaking or behaving in ways which show disrespect towards adults or other students.
6. Cheating: Copying answers from books or another student's homework and other assignments is cheating. Students caught cheating in exams will automatically fail that exam (notes or answer papers should not be used during exams).
7. Skipping Classes: Absence from an assigned class without permission (not showing up for detention is regarded as skipping class).
8. Unauthorized printed materials: Items not conducive to classroom learning are not permitted. Possessing, reading, selling or distributing obscene literature is a violation of the school's discipline *code*.

6.0 DISCIPLINARY POLICY

9. Campus leave: Unauthorized campus leave is an infraction.
10. Repeating any Level 1 offences.

Level Three Offences

1. Theft / Stealing: Removing or using property belonging to the school, a teacher or a student without the permission or its owner.
2. Forgery: Signing another person's name without permission from that individual or altering official school records (grades).
3. Controlled substances: actual possession, use, transfer or sale of drugs, alcohol, cigarettes or drug-related substances in any form. The first offense makes such student liable to serious discipline or to immediate dismissal from the school.
4. Fighting or assault: Violent body contact or words written or stated which harm or have the potential to harm someone physically or emotionally.
5. Vandalism: Destruction that has permanently damaging effects upon the school or private property, (School property includes property owned by the school or loaned for school use by someone else). Vandalism also includes the making of a mess, such as graffiti, sprayed paint, etc.
6. Outlawed materials: The use of materials that are dangerous to the health and safety of students, faculty and guests of the school. (This would include matches, Fireworks, chemicals, firearms, knives, or any object that can be a weapon or be used as a weapon).
7. Insubordination or abusive language or gestures: A belligerent or abusive act, statement or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something.
8. Unsafe behavior: Actions that endanger the health, safety or welfare of students, faculty and / or guests of the school. (Failing to behave in harmony with the published safety procedures and use of physical education equipment without teacher's supervision, direction or approval)
9. Bullying Others: Any attempt to violate another student's rights. (This *can* be physical or verbal harassment, mishandling another student's property, threatening a student etc.)
10. Aiding and abetting: Urging another student to do something that is against the school regulations or against the law; covering up for a student who has done something that is not right and in violation of the school rules.
11. Taxing: Obtaining money or favors from other student by force or intimidation.
12. Repeating any Level 1 or 2 offences.

6.7. Jewelry

Rings, earrings, ankle bracelets, bangles and other non- functional jewelry are not to be worn during school hours due to Seventh - day Adventist Beliefs and Principles and will be confiscated.

6.8. Sexual Harassment

Oakview Preparatory School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so that school authorities may take appropriate action. Faculty or students who sexually harass others are subject to discipline and possible termination.

Definition Sexual harassment is unwelcome sexual advances or request and other conducts of a sexual nature, which is offensive. It can be spoken, graffiti, jokes and/or gestures, inappropriate touching, fondling, kissing, etc.

The target and the perpetrator of the sexual harassment do not have to agree about what is happening. Sexual harassment is subjective. Harassment can be a one time or multiple occurrences. Sexual harassment also occurs when the offensive behavior or material creates a hostile and uncomfortable school environment.

6.0 DISCIPLINARY POLICY

For example: Touching or manipulating body parts, being forced to kiss someone or coerced to do something sexual, making suggestive or sexual gestures, looks, comments, "mooning", "barking" or other noises, spreading sexual rumors or making sexual propositions, pulling another's clothes or your own clothes off, attempted rape or rape.

Note:

Submission to offensive sexual conduct is not a condition for academic status, progress, benefits, honors or activities.

Reporting and Procedures

Students who feel that they are subjects of sexual harassment should report the incident to school authorities as soon as it occurs. If the harassment is between students, the student should report the incident to the classroom teacher or a responsible adult. The student may also report to the principal, vice principal or counselor. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

6.9. Leaving the Premises or Classroom

During school hours, students are not permitted to leave the school grounds without authorization. If a student is absent from school without permission, his/her parents will be notified. The school will not assume further responsibility for that student.

6.10. Classroom / Corridor Courtesy

Students are required to pass through corridors quietly and to be considerate of others in the halls and classrooms. Trash is to be discarded in the containers provided. It is the responsibility of each student to help keep the school clean by picking up paper or other forms of garbage from the floors. Students should abstain from running and screaming in corridors, around corners, tables, desks or through the halls.

6.11. Cafeteria Courtesy

Students are not permitted to leave the building for lunch. Oakview Preparatory School offers a lunch program. Students not wishing to purchase food from the lunch program must bring their lunches from home. All students must sit to eat their lunch quietly, and then wait for the teacher to lead them to the play area and / or classroom. Students should keep their lunch table clean, as if they were eating in their own homes.

Parents we believe "a healthy body produces a healthy mind". Please see that your child /ren have a good breakfast before leaving home. "Junk food" is strongly discouraged.

6.12. Discipline Code

Violation

A Formal notice is given to students advising that they failed to comply with a certain policy or rule of the school.

Detention

Students may be detained during school hours for a period not exceeding 45 minutes. Detention will be given for the violation of one or more school rules.

Probation

A student may be put on probation, and thus under close scrutiny, as a result of violating school policies, rules or regulations. After a designated period of time, if the student's behavior has not improved, stronger measures may be recommended. A student on probation may be denied participation in certain regular and or extra-curricular activities or functions (eg Trips etc).

6.0 DISCIPLINARY POLICY

Suspension

Suspension is the temporary prohibition of a student from attending class or school functions for a designated period.

Disciplinary Report

Violations of written codes of conduct or classroom rules will be reported to each parent/guardian in writing. Upon receipt of that report, each parent must communicate immediately with the teacher or the principal. Three (3) reported violations constitute an automatic in school suspension (ISS). Any level three offences will be an automatic out of school suspension (OSS).

Expulsion (Dismissal)

The School Board takes the responsibility of expelling students. However, such action will not be taken until reasonable effort has been made with the pupils and the parents to resolve the problem.

6.13. Damage to School Property

The assessed cost of damage to school property, resulting from the action of a student, will be the responsibility of the child / parent.

6.14. Counsel Or Process Correction By Staff Or Administration:

Each student that violates a rule or regulation of the school is advised to enter a period of counseling with the teacher involved and/or the School counselor or Principal. When necessary, the help of parents, sponsors, or guardians will be requested. It is expected that these consultations will create an understanding by the student of the need to obey the policies, rules and regulations of the school.

Failure to keep the above-mentioned appointments may jeopardize the student's status. At appropriate levels, the counseling and/or correction of the student may involve one or more of the following;

- Detention
- Suspension
- Probation
- Expulsion

6.15. Continuous Disciplinary Problems

Students with continuous disciplinary problems will be referred to the School Board. A student who finds himself /herself out of harmony with the policies of the school, who is uncooperative, and/or whose attitude gives evidence of an uncontrolled nature, may be advised to withdraw.

6.16. Special Testing - Referrals

If observations indicate a need for testing, the parent and child will be referred to an appropriate agency.

6.17. Temporary Withdrawals

No child will be allowed to withdraw from school on a temporary basis without written prior requisition from the parent/guardian. This request must contain the reason for withdrawal, length of absence, and the proposed date of return. The principal reserves the right to deny or permit such requests.

6.18. Hair

The school reserves the right to refuse a student admission to class if that student's hair style is regarded as unacceptable.

Boys's hair must be kept: low, clean, be neatly combed, No braided hair,

No headband nor doo-rags in school, no hat (unless it is a "hat day" for all), no sweatband.

Girls's hair must be decent, neatly comb, no bandana, no hat, no sweatband, no long nails or brightly painted nails

7.0 STUDENT LIFE

Personally-owned radios, CD players, tape players, tape recorders, Cards, Mp3, walkmans, walkie-talkies, beepers, cellular phones (may only be used to contact parents after school hours), hand-held video games, television sets or any other electronic devices or toys are not permitted on campus unless they have been approved for special events. These items have proven to be distractions and will be confiscated. They will be returned only to Parents / Guardians at Parent / Teacher conference. If stolen, lost or broken the school will not be responsible for any of these items.

7.1. Qualification To Hold Office In School Organizations

In order for a student to be eligible to hold office at Oakview, he/she must be an exemplary student in scholarship, citizenship, and behavior. In case there is a drastic change in behavior (2 OSS), the student will be removed from his office by a vote from the staff or the student counsel association. No student who received a grade of "F" or "I" during the previous grading period will be eligible to hold office.

Students holding an office must meet at least three requirements:

1. Minimum overall grade average of " B " – Some Cs – may be considered.
2. Exemplary citizenship.
3. Christ-like attitude

7.2. Student Counsel Association (SCA)

All students are members of the Student Association. Students seeking office in this organization should demonstrate leadership ability. Candidates for SCA President should be in attendance at Oakview for at least one year before seeking office.

8.0 FINANCIAL INFORMATION

8.1. Registration

The Annual Registration Fee of \$150.00 is charged to each student and is due at the time of Registration. Families who register by the end of the school year of each year and pay the first month tuition get a \$25.00 discount.

The registration fee covers Student Insurance, Admission Package, School Handbook, Mandated Standardized Tests, it may also include: Library Materials, Athletic Equipment and Upgrading Computer Software. This is non-refundable.

8.2. Book Fee

A book fee of \$125.00 for Pre-k, and \$ 140.00 from Kindergarten to Grade 8 is charged annually for basic textbooks and learning materials. This is non-refundable. Textbooks, however, are the property of the school. They are on rental and should be properly handled and returned at the end of the school year or when the child ceases to be a student. If a book is lost or damaged it must be replaced by the child's parent(s) or guardian.

8.3. Basic Tuition

Constituent Members*	\$235.00
Non-Constituent Members	\$260.00
Non-Seventh-Day Adventists	\$285.00
Pre-K (3 1/2 – 4 1/2 years of age)	\$335.00

***Constituent Churches:**

Co-op City, Emmanuel, Grand Concourse, Mamaroneck, Morris Park, North Bronx, Philadelphia, Shalom, Victory and Yonkers.

8.4. Tuition Payments

All monthly tuition payments are due by the first of each month. An arrangement with SMART, INC. allows payments to be made by the 20th of each month. Tuition Payment Schedule is below:

July 20 th	Registration and Book Fees due
Aug. 20 th	1 st Tuition Payment due
Sept. 20 th	2 nd Tuition Payment due
Oct. 20 th	3 rd Tuition Payment due
Nov. 20 th	4 th Tuition Payment due
Dec. 20 th	5 th Tuition Payment due
Jan. 20 th	6 th Tuition Payment due

8.0 FINANCIAL INFORMATION

Feb. 20 th	7 th Tuition Payment due
Mar. 20 th	8 th Tuition Payment due
Apr. 20 th	9 th Tuition Payment due
May 20 th	10 th Tuition Payment due

A fee of \$35.00 per family will be charged to administer the SMART (financial institution) Plan yearly.

Families who choose to use of the following options will be eligible for discount as follows:

PAYMENT	TUITION	DISCOUNT
YEARLY (10% Discount)	\$2,350.00	\$235.00
	\$2,600.00	\$260.00
	\$2,850.00	\$285.00
	\$3,350.00	\$335.00
HALF-YEARLY (5% Discount) e.g.	\$1,175.00	\$ 58.75

Note:

Payment for Yearly (10 months) or Half-Yearly (5 months) must be made directly to OAKVIEW PREPARATORY SCHOOL.

(There will be a graduation fee for Kindergarten and Grade 8 students)

8.5. Family Package Discounts (Sibling Only)

Documents must be provided for Adopted Children

FIRST CHILD	FULL TUITION (e.g. \$260.00 for Non-Constituent)
SECOND CHILD	5% Discount (e.g. \$260.00 – 13 = 247.00)
THIRD CHILD	10% Discount (e.g. \$260.00 - 26.00 = 234.00)
FOURTH CHILD	15% Discount (e.g. \$260.00 – 39.00 = 221.00)
FIFTH CHILD	Free Tuition only

8.0 FINANCIAL INFORMATION

8.6. Penalties

A) LATE PAYMENT

A late charge of \$15.00 will be assessed to each account if payment is not received within 10 days of the due date. Remember the SMART PLAN due date is the 20th of the month.

B) DISHONORED PAYMENTS (Returned Checks, etc.)

A bounced check fee is \$35.00. This fee will be charged to your account for any unpaid return checks. Returned checks will not be re-deposited. A Returned Check plus late payment fee (\$35.00 + 15.00) will be assessed to your account. Read the SMART PLAN CAREFULLY. After two returned checks, fees and all charges must be paid by money order or certified check only.

C) DELINQUENCY (PENALTY) SUSPENSION

A child's tuition is delinquent after the last day of the month in which it is due. The school and/or its Agent will notify the parent/guardian immediately by letter and/or telephone. The child may be suspended thereafter.

A child who is suspended will...

- be required to stay home
- not receive tests and/or report cards
- not be permitted to participate in graduation exercises.

NB.

Delinquent tuition will be referred to the Credit Bureau and/or a Collection Agency.

All accounts must be CLEARED on or before May 20th

Refunds will not be granted for vacation periods and/or unauthorized absences from school. Extended absences must be reported to the Principal/Accountant immediately. The Finance Committee/School Board will review each case and make necessary adjustments if warranted.

D) Pre-Registration Fee – an additional late fee of \$50.00 will be charged for Returning Students who failed to pre-register by the end of the school year.

8.7. Tuition Payment Policy

Tuition is scheduled monthly for 10 months prepaid August through May. Monthly tuition payment is due on time without billing and is payable to SMART Tuition. (See Contract and Brochure) Yearly and half-yearly tuition are paid directly to Oakview School.

8.8. Tuition Reduction Plan

1. Start the SAVE THE CHILDREN CLUB in your church or home, and School Association.

Contact your Church's Education Secretary or Home and School Leader for details of how this effective plan works.

2. THREE WAY PLAN (Constituent SDA Churches only)

The SDA Education System supports the Three -Way Plan for families who are members of the Adventist Churches in Greater New York Conference. The parents may contact the local Pastor for information and forms. You may receive an extra \$450.00 per year, if you qualify. The Conference, Church and School respectively, will subscribe \$150.00 each toward your child's tuition.

8.0 FINANCIAL INFORMATION

ANY QUESTION CONCERNING FINANCES, please contact one of the following:

- Principal
- Treasurer
- School Board Chairperson
- Finance Committee Chairperson

8.9. Student Counseling

A school Counselor from the Greater New York Conference Department of Education is available for any student who may have academic, behavioral, or emotional problems, the second and last Tuesday of each month for consultation and counseling. Parents or teachers should work through the principal if a referral is desired.

Pastors of Constituent Churches are also available for counseling.

8.10. Student Accident Insurance

Every student in every Adventist school in New York is covered by Student Accident Insurance. The policy is for 'excess coverage'. Excess coverage is for expenses over and beyond the student's family health insurance.

When making a claim, the family will be asked to present the coverage they have. Students whose family do not have health insurance will have full coverage for the medical expenses incurred up to the limits of the policy. The student accident insurance policy carried by the school covers usual and reasonable medical expenses for treatment within 90 days of the accident. It does not pay the full amount; the maximum is \$5,000.00 for medical and \$500.00 for dental.

For further details, ask to read the Policy on file in the school office.

8.11. Damage Caused By Students

Each student is expected to care for all school property (including text books and library material). Costs for damage beyond normal use will be charged to parents or guardians as follows:

Accidental Damage to School Property: Students who accidentally cause damage to school property will be asked to repair or replace the damage at cost without penalty, provided the teacher or administration is notified promptly of the damage that was caused.

Purposeful Damage to School Property: Students who purposefully deface and/or vandalize school property will be asked to pay for the repair of the cost involved, and possible suspension or dismissal.

Unauthorized Presence on School Roof: Students who are found on the school roof without authorization will be fined \$ 50.00 for the infraction, and/ or possible suspension or dismissal.

9.0 CURRICULUM

The Oakview Preparatory School Curriculum is a composite, Seventh-Day Adventist, Bible-based Conference-approved, State-accredited program that aims not only to meet the needs of every child, but to foster creative, independent thinking and mastery of all Core subject areas. The curriculum encompasses Bible and Ethics, upgraded Math, Reading, Writing, Science, and Social Studies plus the Arts, such as Music, Art, Computer, Drama, etc., and uses a multi-cultural, multi-lingual, inter-disciplinary approach.

The Curriculum is constantly reviewed in order to keep up with current trends in education without sacrificing the fundamental principles of the Bible and the Adventist Heritage.

9.1. Course Of Study

Courses of study as outlined by the New York State and the General Conference of Seventh-Day Adventist are offered at the school.

Core Subjects:	Religion Reading & Literature Social Studies Mathematics Science	Communication Arts – (Listening, Speaking, Grammar, Writing, Spelling and Handwriting)
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Secondary Subjects:	Art Music / *Choir Computer	Foreign Language (Spanish / French)
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* All grade 8 students are encouraged to participate in the school choir at all five performances for the year. Participation in the choir will reduce their graduating class trip fee. Non-participating graduates will not benefit from the fundraising effort.

9.2. Reading and Writing:

We are asking all students from grades 1- 8 to read and write three book reports per month according to the format given by the teacher. These reports are due around the 8th, the 15th, and the 30th of the month. The 1st ; 2nd and 3rd reports will be graded on an average of "C, B and A" respectively (see "Grading Policy", 12.7).

9.3. School Hours

Morning	7:45 AM	School Doors Open. <u>Supervision starts at 8:00 AM</u>
	8:30 AM	Classes begin (worship, attendance)

9.0 CURRICULUM

	8:40 AM	Tardy (come to office for late pass)
Afternoon		Dismissal
	3:05 PM	Pk to 8 th Grade dismissal. <u>All students are to be out of the building by 3: 30 PM</u>
	*3:35-4:45 PM	Emergency Extended Care. (Refer to Schedules and Procedures pp. 24 # 3. A contract must be signed).
	5:00 PM	All students are to be out of the school building

All students are to be out of the school building. Parents should make arrangement for students' departure from school immediately upon dismissal. The school cannot assume responsibility for students after school hours unless there is a written permission from the parents of those students that stay for after school activities. No student should be on the school premises after 5:00 PM unless parents have made other arrangements. All After-School activities are completed by this time.

**Students that are in the building within these hours will be asked to sit quietly in the classroom to complete their homework or any other learning activities while they are waiting for their parents.*

10.0 MEDICAL AND HEALTH

10.1. Immunization And Physical Examination

All students attending school in New York State must comply with the requirements for immunization. Children may be exempted for religious and/or medical reasons. Verification of immunization must be in the student's cumulative (CUM) folder before the student enters school. If such proof has not been presented a student must withdraw from school until such proof is given.

Oakview Preparatory School requires an annual physical examination and at least a yearly dental check-up for each pupil. The forms are to be completed by your doctor and dentist, and returned to the school promptly. (Forms may be required from school office).

New York State Law mandates physical examination for all new students, and for First, Third, Seventh, and Tenth graders. Medical Reports are due by November 1st.

State Law also requires yearly scoliosis screening of children 8 to 16 years old; a trained examiner should check the spine to determine whether an unusual curvature exists.

10.2. Policy re: Illness

Medication

The Oakview Preparatory School of Seventh-Day Adventists does not permit self-administration of Prescriptive or Non-Prescriptive drugs. School personnel may NOT administer medication of any kind. This is a parent/guardian responsibility. Only Medical Personnel are permitted to administer medicine upon written request of parents.

In case of sickness parent/guardian will be notified immediately. Emergency procedures will be followed as outlined on the student's Emergency Card (yellow card). This must be kept CURRENT and the proper vital information be readily available. The school will co-operate promptly and deliberately to ensure the well being of the child.

Health Services

A monthly Visiting Nurse Service from the Yonkers Department of Health provides routine testing and makes medical referrals as necessary and monitor's all the school's medical records.

No child with an infectious or contagious illness will be allowed to remain in school. This child should not be permitted to return to school until there is a medical clearance by a certified physician or health care provider.

Diet and Foods – Lunch/Parties Etc.

The school encourages students' lunches to conform to Adventist Health Standards. This excludes all meats, fish, coffee, tea and drinks containing caffeine, soda and empty calorie, high-fat/sodium/sugar food items – ("junk food"). Children are not permitted to go neither to order food from local fast food retailers. Acceptable food items should be eaten only at the appropriate times and places which means the cafeteria.

A hot, healthy vegetarian lunch is served each day at minimal charge. The school requests parents to ensure that their child has a nourishing breakfast before leaving home for school. This ensures maximum learning.

Special occasions during the year arise when parties/picnics provide for a change from the regular lunch program. Parents/Teachers are encouraged to serve healthy snacks and treats and to minimize on empty-caloried foods.

Recommended Dietary Standards

Educational personnel and volunteers are encouraged to refrain from the following dietary practices during regular school hours and during school sponsored activities:

1. The eating of flesh foods as well as fish.
2. Drinking products containing caffeine – within this category are coffee, certain types of tea and cola products.
3. The eating of high fat/sugar fast foods – “junk food”, e.g. candy, chocolate bars, chips, etc.

Note:

Families are encouraged to follow the N-E-W-S-T-A-R-T approach to a better lifestyle, good health and mental acuity.

N – Good Nutrition – eat fruits, vegetables, nuts, and whole grain

E – Exercise, walk, swim, etc.

W – Drink Water (at least 6-8 glasses daily)

S – Sunshine – outdoor activities

T – Temperance – Eat moderately of what is good. Avoid what is harmful.

A – Air – children should get out in fresh air.

R – Rest – “Early to bed, early to rise, makes one healthy, wealthy and wise.

T – TRUST IN GOD.

11.0 DRESS CODE

Oakview Preparatory School advocates simplicity, modesty and appropriateness in dress for staff and student at all school and church occasions.

Uniforms are required for classes at all times. Gym attire and sneakers are required for Physical Education classes. “Non-scuff” shoes required.

“No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is often retarded and perverted. Love of dress and devotion to fashion, are among the teacher’s most formidable rivals and most effective hindrance.” Education p. 246.

1. Every pupil is expected to wear the school uniform and to come to school clean and neat in person and clothing.
2. The Bible teaches modesty in dress and children should be clothed so as to preserve this standard.
3. Every parent is expected to co-operate in discouraging the wearing of jewelry and the use of colorful cosmetics.
4. Boys:- Navy Slacks, Navy Cardigan Sweaters, White Shirt, Plaid Tie, GYM Shorts, Black shoes only, no sneaker-shoes.
5. Girls:- Plaid Jumper, red Cardigan Sweater, White Round Collar Blouse (short or long sleeve), red Socks and Tie, GYM Shorts.

If a student attends school improperly attired, notification will be made to the parent /guardian. If the attire is inappropriate or immodest the student will be ineligible to attend classes.

All the above uniform items are available at:

Jackie 's Kids
5657 Broadway
Bronx, NY 10463
Tel.(718)548-8841

Liebman's
510 Main Street, New Rochelle, NY
(914) 632-2270

Cookie ' s
1534 Westchester Ave
Bronx, NY 10472
Tel.(718)991-9500

12.0 SCHEDULES AND PROCEDURES

1. Regular School Hours are 8:30 A.M. to 3:00 P.M., Monday through Thursday and 8:30 A.M. to 12:30 P.M. on Fridays. Students should not arrive more than 15 minutes before school begins and should leave no later than 30 minutes after school is dismissed.
2. Supervision starts at 8:00 a.m. for all students. Early Bird Service may be provided from 7:45 A.M. to 8:15 A.M. Parents must make special arrangement with the Principal for this service. Cost: \$5.00 per 15 minutes. Fees must be paid on a daily or weekly basis.
3. After School Extended Care: Children must be picked up by 3:30 P.M. each day. Extended care may be arranged from 3:00 – 5:00 P.M. at a cost of \$5.00 per 15 minutes or \$10.00 per hour if previously arranged with principal. Fees must be paid on a daily or weekly basis. Parents must make special arrangements with the Principal for the After-School Extended Care Service.
4. Teachers meet daily from 8:00 – 8:20 A.M. for worship. We cannot provide supervision during this time unless special arrangements have been made as stated above.
5. Extra-curricular activities may call for After-School continuance of selected students at least once per week. Parents will be advised of the availability and regulations for extra-curricular activities.
6. Parents are urged to visit the school and to acquaint themselves with the programs. Arrangements should be made in advance with the Principal before visiting the school. It is recommended that visits not be made during major examination periods. Parents must receive a pass to visit classrooms.
7. Parents are encouraged to wait in the designated area until their child(ren) is(are) dismissed from his/her(their) classrooms.
8. SNOW POLICY – In case of bad weather, please listen to one of the following radio stations regarding school closing:

WFME 94.7 FM

WABC AM

WOR 710 AM

1010 AM

WCBS AM

Channel - 5; 12 and/or 22 by 5:30 am. or check on our website for school closing at www.Oakviewprep.com (preferred means)

Listen for Yonkers Public School Board decisions re: closings, if Yonkers Public Schools are closed, Oakview is closed.

12.1. Transportation

The school operates three types of transportation:

Oakview School Bus – a point to point pick-up. A monthly fee is charged for this service, from the Bronx to Yonkers. Arrangements must be made with the school.

Independent Drivers – Parents must make arrangements directly with one of the independent drivers. Drivers and their vehicles must meet New York State and GNYC Code. Safety and Christian ethics are maintained at all times. List of drivers can be obtained from the school office.

Students living in Yonkers City are provided with transportation free of charge through the Department of Education. (Details from the school office).

12.2. School Board

The Oakview Preparatory School of Seventh-Day Adventists is owned and operated by the Greater New York Conference of Seventh-Day Adventists and sponsored by the Bronx-Westchester Education Committee and subsidized by a Constituency of 10 Churches.

The Oakview Preparatory School Board is comprised of representatives from the above organizations and meets on the first Thursday of each month to formulate operating policies and handle the business of the school.

All general school board meetings are open and may be attended by an interested constituent member or parent. However, it is requested that visitors make prior arrangements with the Chairperson in order to participate in a meeting. A visitor does not have voting rights.

12.3. Grievance Procedure

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established in harmony with the council of Jesus in Matthew 18. The student is our prime concern. The following steps are offered with this in mind. It is recommended that the steps be followed in sequence.

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Parents should not approach teachers during the school day unless cleared through the office.
2. A parent/teacher conference with the principal may be held if the concerns remained unresolved at the first meeting.
3. Before further action is taken, a second parent/principal conference should be held with the problem area stated in written form. Only first hand information, which is current for this year and which directly affects the individuals concerned, should be considered.
4. Any unresolved problems should be brought before the Personnel Committee through the Principal or Board Chairperson.

12.4. Attendance Policy

The importance of regular attendance cannot be overemphasized. All absences are detrimental to the goal of achieving a thorough education. The New York State of Education encourages good attendance and therefore, ANY STUDENT accumulating more than 20 days absence from date of enrollment shall fail the educational program for the year.

Tardiness is recorded in the register and is noted on the student's report card for the purpose of implementing the attendance policy, five-tardiness count as one absence.

A written-signed note from the parent/guardian must be presented to the teacher on the first day the student returns to school following an absence. Teachers may excuse the absence according to guidelines noted in the attendance policy. Parent / Guardian must call the school to make arrangement to pick up class work and / or homework from school.

The only acceptable excuses for non-attendance are:

- Verified illness of student
- Medical, dental or optometry service – (doctor's note must be sent to Teacher/Principal)
- Quarantine
- Bereavement
- National disaster

Making-up work including quizzes and tests is the sole responsibility of the student after having being absent. It is the responsibility of the parents to see that this is done. Teachers will make available to the students the subject content and assignments covered during any documented school absence.

Alternate plans are offered to those parents who must take their children out of school for an extended period of time (more than ten school days). This is offered in order to meet New York State and Atlantic Union attendance requirements and maintain a credible educational program in the school.

Implementation

1. On the seventh absence from school prior to December, the teacher will send notification to the Principal/Administrative Team. Parents will be notified via telephone or written communication.
2. On the 14th absence from school prior to March 1st, the teacher will send notification to the Principal/Administrative Team. The parents will be notified by telephone or written communication mandating a conference at the school.
3. On the 20th absence from school the teacher will notify the Principal/Administrative Team. The Parents will be contacted via written communication to arrange a conference at school.

12.5. Tutoring And After School Program

As the school year progresses teachers might find some children who need additional help, in order to improve certain skills or master others. Tutorial services may be provided by our staff at a very modest fee. Arrangements are made as the need arises. TUTORING FEES ARE IN ADDITION TO THE REGULAR TUITION FEES (ref. page 24)

12.6. Testing

As part of the New York State Board of Education and S.D.A. Conference-wide testing program, Oakview Preparatory School administers achievement tests to each child. The results of these tests are confidential and are placed in the student's permanent records.

12.7. Grading Policy

Any student absent seven or more days any marking period (nine weeks) shall receive a grade of "F" for that quarter. Students absent more than twenty days for the school year shall be given a grade no higher than "F" for the year.

A grade report card is sent to the parents each nine-week period. The following system of marking and recording grades is used (numerical equivalents are shown in parentheses):

A	Excellent	(A = 95 – 100	A- = 90 – 94)		
B	Above Average	(B+ = 86 – 89	B = 83 – 85	B- = 80 – 82)	
C	Average	(C+ = 76 – 79	C = 73 – 75	C- = 70 – 72)	
D	Below Average	(D+ = 68 – 69	D = 66 - 67	D- = 65)	
F	Failure	(F = 64 and below)			
I	Incomplete				

NOTE:

There is no "A+". A grade of "Incomplete" is to be given when, for legitimate reasons, such as illness, or other emergency, the student has been unable to complete the requirements of the course. In this case, when the "incomplete" has been removed, full credit will be given for the work done. "Incomplete" must be removed within two-weeks after the end of the grading period and/or within the limit set by the instructor. Failure to do this will result in the recording of an "F" for that period. FOR PROMOTION TO THE NEXT GRADE A STUDENT MUST MAINTAIN A "C" AVERAGE IN THE 6 CORE COURSES.

12.8. Appeal Procedure

Students with a grade of "F" may appeal within five days of notification, if absences are due to extenuating circumstance.

1. Teacher shall notify the parents and the student who has failed as soon as the student has accumulated seven absences for the year.
2. Students or parents may appeal in writing, utilizing good business form to the teacher.
3. Copies of the student's appeal letter will be sent to the Appeals Committee who will render a decision. The Appeals Committee is a standing committee appointed by the local School Board.
4. Any challenge to the Appeal Committee's decision will be reviewed by the Principal/Administrative Team, the School Board, the Conference Superintendent of Schools, the Conference Education Committee and the Conference Board of Education, in that order.
5. Time established for appeals shall not exceed five school days after the distribution of report cards. The only exception will be the end of the fourth marking period.

12.9. Acceleration

Oakview Preparatory School considers accelerating a student above his/her age group on an individual basis according to Atlantic Union Education Policy. If this is being considered, either by a teacher or the student's parents, the Administration and Atlantic Union Education Department must be notified no later than May 1st of the year prior to acceleration.

12.10. Field Trips

Field Trips are part of the educational experience at Oakview Preparatory School. Parent chaperons are needed on these trips. All accompanying parents are chaperons and are asked to make arrangements for the care of other siblings, of any age. Siblings are not allowed to accompany a class on any field or recreational trip for the following reasons:

1. Field trips are planned specifically for children at each grade level.
2. The responsibility of being a chaperone demands the full attention of the adult. Siblings may not accompany chaperons unless previous arrangements are made with the Principal. No babies or children under four years old are allowed. Most attractions that welcome school field trips require that no sibling accompany the group.
3. The school or teachers cannot accept liability for or approve the attendance of siblings or visitors. Insurance coverage does not include siblings or visitors.

12.11. Standards Of Behavior

Arrival Standards

1. Get out of vehicle only in safe drop-off areas.
2. Walk to designated area that is being supervised by a teacher or adult chaperone.
3. Walk to classroom when directed by teacher.

Auditorium Standards

1. Use the auditorium only with adult supervision.
2. Enter auditorium quietly and orderly.
3. Sit appropriately in the seat designated.
4. Show appreciation only by respectful applause.
5. Keep feet off the seats.
6. No food, drink, gum or candy is allowed in the auditorium at any time.

Note:

Food and drink are only allowed at special occasions e.g. Fall Family and International Fairs etc. The Custodian is alerted to make provisions for these occasions.

Class Room Standards

Each individual classroom teacher will be sending home his/her own requirements. Students shall follow the established classroom rules.

Out-Of-Class Standards

1. Wait for instructions before leaving assigned supervised area.
2. Follow direction of on-duty teacher.
3. Never leave school grounds before dismissal time unless signed out in the office by parent or guardian.

Hallways Standards

1. Walk quietly, do not run.
2. Form lines to enter classrooms.
3. Hold all equipment (balls, ropes, etc.) while going to the designated playing area.

Playground Standards

1. Keep within the boundaries designated.
2. Do not initiate or participate in any game which endangers the safety of others.
3. Follow equipment and playground safety rules.
4. Never throw rocks, sticks, dirt clods, sand or any such objects. Do not use foul language.
5. Do not have any type of food or drink on the playground at any time.
6. Be respectful to adults and fellow students.
7. Refrain from fighting. Fighting may result in suspension or dismissal.
8. Stay off back steps, fences, goal posts and basketball rims.

Restroom Standards

1. Help keep the lavatories clean. Use appropriately: Flush after use.
2. Be thrifty with towels and soap.
3. Talk in moderate voice.
4. Wash hands and leave quickly.
5. Do not take play equipment, books, etc. to the bathroom.

Physical Education Standards

1. File quietly into gym and sit on designated line.
2. Leave play equipment until directed to use it.
3. Walk in the hallway at all times.
4. Stop playing when told to do so and replace all equipment as directed.
5. Wear approved gym shoes (i.e., tennis shoes)
6. Do not have any type of food or drink in the gym at any time. After-school activities are no exception.
7. Students must wear Non-scuff Sneakers in gym.
8. Gym wear must be changed before leaving school.

Cafeteria Standards

1. Follow directions of the lunch area supervisors.
2. Talk in a moderate voice.
3. Clean around eating area; put all trash in trash container.
4. Be excused by the lunch area supervisor before leaving the table.
5. Do not throw food or other objects on the floor.

Transportation Standards Including Field Trips

1. Report to assigned area quickly and in an orderly manner.
2. Observe all safety rules.
3. Respect the driver's authority.
4. Talk in a moderate voice; never yell.

Dismissal Standards

1. Report to assigned pick-up area quickly and in an orderly manner.
2. PK – Grade 3 dismissed exit from small playground – right of building.
3. Grades 4 – 8 dismissed exiting on the left of the building.
4. Children who ride the bus will go directly to their bus as they are dismissed by bus. The rest will remain in classroom area up to 3:30 p.m. and be alert for ride home.
5. Proceed in an orderly fashion. Speak in a moderate voice.

12.12. Consequences Of Violating Standards Of Behavior

Minor violations are dealt with by the supervising teacher. A student may be referred to the office for Administrative action depending on the severity and frequency of the offense. Parents will be notified in writing or by phone when a violation occurs. Participation in extra-curricular activities may be jeopardized as a consequence of a student's behavior.

12.13. Parent-Teacher Relationships

The success of the school depends, to a large measure, upon the fullest cooperation between parents and teachers. Students sometimes complain to their parents concerning matters in which they feel they have been treated unfairly. Parents are asked to notify the Administration in matters of this kind and withhold their judgment until proper investigation can be made. Carefulness along this line usually prevents unhappy consequences.

The parents of our students are always welcome. Prior arrangements with administration must be made before removing students from campus. Parents are encouraged to take an active part in the progress of their children and should make appointments with the teachers at various times during the school year. Appointments should be made by phone or in writing and verified by the teacher.

No parent is allowed to enter the classroom during school hours without the permission of the Principal. Therefore, parents are advised not to go directly to a classroom or to a teacher during class time. Phone calls to teachers should be made before or after school hours. (Except for emergencies)

All parents are expected to be active members of the Home and School Association, an association that bridges the gap between home and school in various ways. Meetings are held monthly. All parents are expected to attend. Parents are encouraged to volunteer some time at school.

12.14. Visitors

Parents are welcome to visit a classroom if arrangements have been made with the teacher. A visitor other than a parent/guardian must have permission before the day of the visit. A visitor's pass must be obtained from the office on/or before the day of the visit. A visit of more than one day must be made in advance with Administration. Identification is required