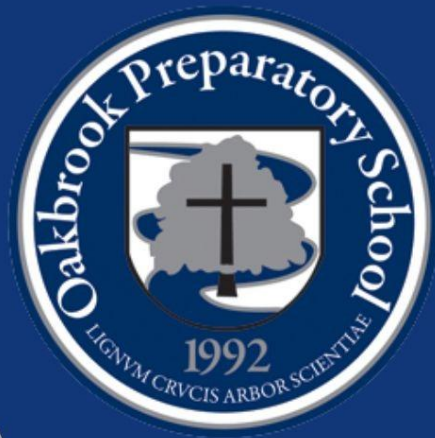


# OAKBROOK FAMILY HANDBOOK



*"Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the LORD, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers." – Psalm 1:1-3*

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Updated 5/23/23

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# SCHOOL INFORMATION

## Handbook Purpose

Oakbrook Preparatory School provides this handbook to students and parents in order to familiarize them with the school's policies and procedures. The school administration and/or the Board of Directors may amend, modify or discontinue the policies and procedures to which it refers as necessary.

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### Mission

Built on a foundation of Christian faith, Oakbrook educates students to be independent learners in a changing world.

### Vision

Oakbrook's vision is to be an exemplary educational community where individuals discover and cultivate their God-given potential.

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## **Oakbrook Preparatory School Core Values**

Oakbrook's core values are rooted in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul, and with all your mind," and "Love your neighbor as yourself." Matthew 22:37-40.

Members of the Oakbrook Community will strive to demonstrate:

**Academic Excellence** as lifelong learners prepared through a rigorous curriculum that promotes knowledge, understanding, and wisdom.

**Character** as persons of integrity, living their Christian faith through words and deeds.

**Community** as listeners and communicators who recognize the radical importance of Christian community characterized by living, learning, and serving together.

**Creativity** as individuals who embrace and appreciate the arts, critical thinking, and innovation as image bearers of a creative God.

**Diversity** as advocates for all God's people, based on a Biblical worldview, appreciating the richness of different cultures and viewpoints.

We have established these core values with the expectation that our students will cultivate them through the experiences and opportunities of an Oakbrook Preparatory School education.

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### Motto

Lignvm Crvcis Arbor Scientiae  
(The Wood of the Cross is the Tree of Knowledge)

### Mascot

Victor, the Knight

### School Colors

Blue & Silver

### Social Media

Facebook - Oakbrook Preparatory School  
@OakbrookPrep on Twitter (General)  
@OPS Knights on Twitter (Athletics)  
@oakbrookprep on Instagram

---

### School Yearbook Equites Christi (Knights of Christ)

## **Alma Mater**

Words by Steve Smith, Music by Sharon Atherton

*Echoes of our laughter  
Will linger in these halls  
Our love will stay long after  
In Oakbrook's sturdy walls.*

*From the Village of our childhood,  
We must go our separate ways,  
But to our Alma Mater, Oakbrook,  
We'll always voice our praise.*

### **Administrative Staff**

Genia Batson	<a href="mailto:genia.batson@oakbrookprep.org">genia.batson@oakbrookprep.org</a>	ext.506	Bridges Program Director
Vickie Bolduc	<a href="mailto:vickie.bolduc@oakbrookprep.org">vickie.bolduc@oakbrookprep.org</a>	ext. 113	Dean of Lower School
Kyle Boyles	<a href="mailto:kyle.boyles@oakbrookprep.org">kyle.boyles@oakbrookprep.org</a>	ext. 131	Head of School
Kelly Byrd	<a href="mailto:kelly.byrd@oakbrookprep.org">kelly.byrd@oakbrookprep.org</a>	ext. 145	Dean of Christian Studies
Travis Casey	<a href="mailto:travis.casey@oakbrookprep.org">travis.casey@oakbrookprep.org</a>	ext. 130	Dean of Students
Amberly Deloach	<a href="mailto:amberly.deloach@oakbrookprep.org">amberly.deloach@oakbrookprep.org</a>	ext. 134	Business Director
Ashley Hairr	<a href="mailto:ashley.hairr@oakbrookprep.org">ashley.hairr@oakbrookprep.org</a>	ext. 127	Student Counseling Director
Amanda Ledbetter	<a href="mailto:amanda.ledbetter@oakbrookprep.org">amanda.ledbetter@oakbrookprep.org</a>	ext. 128	Dean of Admissions & Marketing
Beverly Long	<a href="mailto:beverly.long@oakbrookprep.org">beverly.long@oakbrookprep.org</a>	ext. 138	Registrar/Technology
LindaCarol Nail	<a href="mailto:lindacarol.nail@oakbrookprep.org">lindacarol.nail@oakbrookprep.org</a>	ext. 255	School Nurse
Chris Raymond	<a href="mailto:chris.raymond@oakbrookprep.org">chris.raymond@oakbrookprep.org</a>	ext. 101	Security Director
Allison Roesler	<a href="mailto:allison.roesler@oakbrookprep.org">allison.roesler@oakbrookprep.org</a>	ext 312	Middle School Director
Scott Watson	<a href="mailto:scott.watson@oakbrookprep.org">scott.watson@oakbrookprep.org</a>	ext. 135	Facilities Director
Alicia Womick	<a href="mailto:alicia.womick@oakbrookprep.org">alicia.womick@oakbrookprep.org</a>	ext. 144	Dean of Academics/Upper School Director
Cathy Zion	<a href="mailto:cathy.zion@oakbrookprep.org">cathy.zion@oakbrookprep.org</a>	ext. 132	College Guidance Director

### **2023-2024 Board of Directors**

Brent Babb, Finance Chair  
Lee Ann Ballew, Vice Chair  
Geoff Haas, Past Chair  
Edward Jabour  
Hank Jolly  
Kim Land  
Bryan Lawson  
Brooks Moss, Governance Chair  
Gabe O'Sullivan, Chair  
Martin Wildeman  
Kyle Boyles, Head of School

*Oakbrook Preparatory School does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or religion.*

## **The Story of Oakbrook**

The story of Oakbrook began in 1992 with a large vision and a small school called the Village School founded by Rosemary Moore with 18 students in the basement of a church. Her vision was to create a cross-cultural school where children from various denominations were united by their willingness to work and to learn. The Village School began with the purpose of teaching children ideas that matter. Children are thinkers who thrive on a diet of challenging ideas and questions. This philosophical approach has worked for over one hundred years in England and forms one of the cornerstones of Oakbrook Preparatory School.

The curriculum is primarily influenced by the work of the great English educator Charlotte Mason, who established village schools in England at the turn of the century. Her academic emphasis was to put children in touch with nature and classics in literature, art, and music. She offered a classical, broad-based curriculum to all children, regardless of economic or social background. The children of farmers and shopkeepers were taught the same wide curriculum as the young lords in the manor. Miss Mason's work is founded on scripture; she saw God, the Holy Spirit, as the supreme educator of all humankind. Miss Mason saw no separation between the intellectual and spiritual life of children.

When Mrs. Moore founded the school, she never intended for the school to continue beyond grade five. Due to the tremendous support and insistence from parents, it was decided that the Village School would become a true college preparatory school and continue through grade 12. Changing the structure of the school brought about a need to change the name of the school as well. The 2001-2002 school year was a year of transition. The Village School remained the name used for the preschool through fifth grade students, while the middle school students adopted the name Oakbrook. Beginning in August 2002, the name Oakbrook Preparatory School was adopted for all students in grades one through 12 at the main campus, and Oakbrook Preschool was adopted for K-4 through K-5 at the Covenant campus.

The year 2005 brought many changes to Oakbrook. Six outstanding students became Oakbrook's first graduating class. The group averaged 1230 on their SAT's, received scholarship offers in excess of \$150,000, and participated in independent study projects that kindled their imaginations and provided them with the motivation, leadership skills, and discipline to be successful in college and in life. Among them were a National Merit Scholar, A National Commended Scholar, and two Palmetto Scholarship recipients. Trips to Ireland, Charleston, or local retreats to Windy Gap and Awanita were other highlights of a year filled with enrichment opportunities. At the end of 2005, Oakbrook's founder, Rosemary Moore, retired and was given the honorary title of Director Emeritus.

Today Oakbrook continues, built on a foundation of Christian faith and in the Charlotte Mason tradition, to educate students to be independent learners in a changing world. Due to the generous support of the Unification Project by school families and donors, the entire Oakbrook family is housed on a beautiful 33 acre campus on the west side of Spartanburg. Oakbrook alumni matriculate to top universities, play collegiate sports and serve in their communities. The core values of academic excellence, creativity, character, community and diversity guide Oakbrook Preparatory School's vision to be one of our nation's premier Christ-centered, college preparatory schools.

## **Christian Education**

Oakbrook is a non-denominational Christian School that seeks to complement the work of the family and church. We teach children that all truths are God's Truths and do not separate the secular education from the sacred one. We seek to naturally integrate discussions and application of the Christian faith into the full educational experience, both inside and outside of the classroom. Oakbrook seeks to lay a strong Biblical foundation with an emphasis on memorization of key Bible verses, general Biblical literacy and training

students how to look to God's word to guide behavior and distinguish right from wrong. During their time at Oakbrook, students will enjoy the following Christian life activities:

- **Weekly Chapel Lessons** – Students learn from Old and New Testament heroes and the life of Jesus and his disciples and learn to apply this knowledge in the classroom, family and in the community.
- **Daily Devotions** – Teachers chose age appropriate devotions to read and discuss with students that support the weekly chapel lessons and provide a classroom community of spiritual growth and godly character.
- **Weekly Scripture Memory** – verses are chosen from the Old and New Testament and support the quarterly topics and school-wide theme. We place a high emphasis on hiding God's Word within the hearts and minds of our students. Topics include -The Fruit of the Spirit, Building Godly Character, Bible Truths, Choosing God's Way and Missions.

## II. GENERAL SCHOOL-WIDE INFORMATION

*The faculty and administration of Oakbrook acknowledge that rules and procedures are written for safety, fairness, and benefit of all Oakbrook community members.*

### Accidents/Injuries – See Health

### Accreditation

Oakbrook maintains state, regional, and national accreditation through the following agencies:

- AdvancEd/Cognia
- SCISA

### Admission

Oakbrook Preparatory School seeks academically qualified students who meet the criteria listed below:

- Applicants must demonstrate the potential to achieve academic success as determined by entrance testing, previous transcripts, and recommendations from previous schools. Further, they should demonstrate a desire and potential to contribute to the school community. Students who are not in good standing in the school from which they are transferring will not be considered.
- Priority for available space will be given to qualified applicants whose siblings are currently enrolled at Oakbrook or whose parent(s) is an employee of Oakbrook schools. New applications for all students will be processed beginning February 1<sup>st</sup> each year.
- Factors to be considered for all applicants shall be according to the following guidelines: applicant's desire and potential to contribute to the school community, applicant's academic strength, discipline record, and date of the completed application.
- Upon notification of acceptance, an enrollment contract and a non-refundable registration fee is due.

Oakbrook's admission policy reflects the state of South Carolina's legal age for school entrance. According to present statutes, a beginning student in kindergarten (K5) must reach the age of five before September 1<sup>st</sup> of the year in which he/she wishes to enroll. The Oakbrook Admissions Committee will consider qualified students with September birthdays.

Oakbrook Preparatory School does not discriminate on the basis of race, color, gender, age, religion, national or ethnic origin in administration of its admission, educational policies, scholarships, or athletic programs.

## After School Care

**Lunch Bunch** is a school-oriented program providing adult-supervised care for students in K3 and K4 and is available from 11:30 a.m. until 2:30 p.m. for an additional fee of \$12 per day. Students may also purchase lunch or bring lunch from home.

**Knight Shift** is a school-operated program providing adult-supervised care for students in grades K3-8 from dismissal until 6:00 P.M. Parents may use this service on a daily or drop-in basis. All children who are at school 15 minutes after the dismissal time of the oldest sibling will be dismissed to Knight Shift. Charges will be invoiced as follows: A fee of \$7/hour, with a \$100/week maximum to be billed in 15 min increments for every hour after the first hour. Hours are from dismissal until 6:00 pm daily (M-F). Pick-up after 6:00 pm is billed at \$1 per minute.

## Annual Fund

The Annual Fund is an opportunity for parents, grandparents, and community friends to contribute toward the operating costs of the school. Unlike tuition, these contributions are tax-deductible and help keep tuition increases to a minimum. Parents are strongly encouraged to support the Annual Fund. Your participation in the Annual Fund is a powerful statement of enthusiasm and support. It is a great opportunity for grandparents to enhance Oakbrook's educational experience.

## Arrival

School begins at the following times:

K3, K4, K5 - 8:15 a.m. Grades 1 and up - 8:00 a.m.

Students who arrive after these times are considered tardy. Please see **Tardy Policy** in each grade level section. Students may arrive as early as 7:30 a.m. Please see **Before School Care**.

**DO NOT** drop-off any student before 7:30 a.m.

See drop-off procedures in the **Carpool** section.

## Athletics – See Appendix C

## Attendance

According to the South Carolina Independent School Association guidelines, the school offers classes for a minimum of 175 days in a given school year. Attendance in all classes and chapel is required. Please schedule medical, dental, and personal appointments and family vacations to avoid missing class time.

The development of good habits and consideration of others is shown through timely arrival and regular attendance at school. All absences beyond ten (10) days within an academic year must be documented by a physician's statement. Absences beyond ten (10) days that are not documented by a physician will require review by administrator in coordination with classroom teacher(s). Consequent action could include recommended or required tutoring and, in extreme cases, recommendation for dismissal.

- **Unplanned absence** - You should not come to school if, in the last 24-hour period, you have had any of the following symptoms: fever above 100.0 degrees F, vomiting, severe cold or asthma, diarrhea, or any known contagious disease. The school should be notified by 9:00 A.M. if your child will be absent. Arrangements can be made then for pick-up or electronic delivery of assignments.
- **Planned absence** - A planned absence is absence due to travel or some event scheduled during school hours. Parents should notify the Dean of Lower School (K3 - 4th) or Dean of Students (5th - 12th) at least one week prior to schedule a planned absence. Students (parents, if younger children) are responsible for gathering assignments from all teachers before the time of departure.



- **Excused absence or excused tardy** - An absence or late arrival due to illness, quarantine, or professional services concerning the student's health and welfare. No absence or tardy will be excused without written documentation.
- **Tardiness** – A student is late if he/she enters the classroom after the designated arrival time. (K3, K4, K5 - 8:15 am; Grades 1 and up - 8:00) Please prepare students to be conscientious workers by making sure they are at school on time. Students who are tardy must sign in at the office before going to class. In addition, students in upper school are expected to be on time for each class. Tardies will be marked, and consequences will be rendered.
- **Tardy Policy**  
*Tardiness is a detriment to the learning process and must be addressed. Students who arrive after 8:00 a.m. must sign in at the Main Office and receive a tardy slip.*
  - 3 warning tardies will be given for each nine week period
  - All tardies after 3 will result in Disciplinary Referrals
  - Teachers will also monitor tardies to individual classes which may result in disciplinary action
- **Athletic Attendance** – In order to be eligible to participate in athletics on a given day, a student must be in school for four classes that day (two on block days) unless cleared by the Head of School.
- **Make-up Work** – It is the responsibility of the parent and/or student to get missed assignments from the teacher (depending on the age of the child). If absence is planned, every effort should be made to get assignments ahead of time. The due date for the work will be at the discretion of the teacher and/or administration.
- **Projects and Long-term Assignments** - A long-term assignment is due on the due date. If a student is ill, the assignment is due when the student returns. There may be exceptions at the teacher's discretion.
- **Early Dismissal** - Please notify the office in advance, by note, email or phone call, if your child will be dismissed early. Students will remain with their class until an authorized person calls for them. Please schedule your child's appointments outside regular school hours. If an appointment must be made during school hours, please return your child to the school office and sign in. Students who are dismissed from Oakbrook Preparatory School for any reason must sign out in the office when leaving school and sign in upon their return. A student must be in attendance a minimum of 4 school hours to be counted as present for the day.
- **Illness During the School Day** - If a student becomes ill during school, the teacher will send the student to the School Nurse if deemed necessary. Notification of student illness and/or dismissal will be carried out only by the School Nurse. Students that are dismissed due to illness during the day are not eligible to participate in afterschool activities unless cleared by the nurse.

## Automobiles

All drivers are cautioned to make the safety of students and other pedestrians their top priority. Parking is permitted in designated parking spaces only. While driving on campus or in carpool lines use of cell phones is prohibited. Please refrain from parking in the carpool loops at any time of day. Please reserve handicapped spaces for the handicapped.

## Before School Care

Students may arrive at school as early as 7:30 a.m. (grades K3-12) Supervisors will be available beginning at 7:30 a.m. **Please do not drop off any children before 7:30 a.m.** ALL Middle and Upper School students who arrive before 7:45 a.m. will go directly to Early Bird in the Gym . At 7:45, all students will report to their first class of the day. They should enter the Gym Building door.

## Books

Students are responsible for the care of books issued to them. (To lessen the wear and tear, students should use book covers on all physical textbooks.) Allowing for normal wear, the book should be returned as issued. Damages will be assessed when the book is returned and students will be charged. Students are responsible for payment of lost books.

## Bullying – See Appendix G

## Carpool Instructions

- Our most important objective during drop-off and pick-up is **safety**. Second is **efficiency**.
- Cell Phone usage in the carpool line is prohibited at all times.
- We work to train all students to safely **cross the roads at crosswalks** – not between unsuspecting vehicles. Please help us teach this important lesson by using the crosswalks when you cross the roads as well.
- Please **do not park in any of the carpool loops at any time**. If you ever need to come inside the building, please park in the lot and use the crosswalk. This includes game-day sports carpools.
- All roads are **one way**, with two exceptions: the short stretch of road from the gym parking lot to the stop sign and the small section that is clearly marked in the Main Building loop.
- Remember to come at the time your oldest child is dismissed. (i.e. If you have to pick up a child in 2<sup>nd</sup> and 6<sup>th</sup> grades, come at 3:00. Your 2<sup>nd</sup> grader will be supervised until then.)
- Please **do not stop** at the Main Building mailbox or in the Gym parking lot *beside the crosswalk* for pick-up or drop-off. This interferes with traffic flow through the parking lot.
- Reserve handicapped spaces for the **handicapped** as well as any spaces designated as reserved. Violators will be towed.
- If you need to get out of your car, please park in the lot. Do not leave an **unattended** car in the loops.
- During afternoon pick-up, the loops can become congested. It is important that all vehicles continue to **pull as far forward as they can before stopping**. Have your child walk forward to meet you (but not beyond the sidewalk) rather than stopping to meet him/her. This allows us to **utilize the full length of our sidewalks and load more students** - and **keep them in our line of sight**. Student safety is our priority.

If you have any children in the Primary Building, pick up at the Primary Building **first**.

If you have a 3<sup>rd</sup> or 4<sup>th</sup> grader, turn right into the Main Building loop.

For grades 5-8 pick up at the GYM Building.

Grades 9-12 pick up is the outer lane of Main Building Loop. Form a single line and pull forward. During morning drop-off, pull to the end of the **double** sidewalks at the Gym Building. In the afternoon, utilize the full sidewalk by pulling all the way to the end of the **single** sidewalk.

## Cell Phones – See Electronic Equipment/Telephone

## Change of Address, Phone Number, and Email Address

It is vital that address, phone number, and email address changes are kept current in the office. Please notify the school of any changes right away to insure that we can stay in contact with you.

## Chapel

The purpose of chapel services and classroom devotions is to encourage students to develop a Biblical

worldview and Christ-like character. Required Chapel services are held once a week for each grade-level division; the homeroom teacher leads devotions daily.

## Code of Conduct

The purpose of rules is to protect students from harm, to develop personal responsibility, and to provide equal opportunity to learn. Education is the primary mission of the school. In order to carry out our educational mission, all students are expected to abide by the following rules:

1. Respect those in authority. (Romans 13:1-2) Follow directions the first time. Speak politely to your teachers.
2. Honor others above yourself. (Philippians 2:4) Treat your classmates with kindness.
3. Practice self-control. (Galatians 5:22) Keep your hands and feet to yourself. No fighting, roughhousing, or boisterous behavior is permitted. Raise your hand to be recognized. Stay in your assigned seat. Walk; do not run in the building.
4. Do all things in a proper and orderly manner. (1 Corinthians 14:40) Bring materials to class every day. Sit down at your teacher's signal. Do not litter. Use playground equipment properly. Turn in homework on time. Follow uniform regulations.
5. Guard what comes out of your mouth. (Psalm 19:14) Do not yell, argue, whine, complain, or use bad language. Speak in an uplifting way.

## Communication and Matthew 18 Principle

*If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love.*

*Matthew 18:15 (The Message)*

The essence of Matthew 18 is when we have an issue with another person, we are to go to that person first. Then, if unsatisfied, we work our way up the chain of command. Our Lord has admonished us to operate that way. It makes sense that the person you are having an issue with will always have the most information. For example, if you have a question about a grade, it is far better to contact the teacher directly since he or she will have the full information about the assignment and how it was graded. Matthew 18 is one of our core principles and we encourage all of us to follow it in love. Therefore, please use proper channels of communication by first expressing concerns to your child's teacher, rather than to the Head of School, Board member, or another student's parent. Escalation, if necessary, must be according to the following pattern:

**Teacher → Dean of Students or Dean of Lower School → Head of School → Board**

**Parents are also reminded not to address someone else's child regarding any school-related disciplinary issue. Please direct concerns to the appropriate teacher or dean and the school will handle this issue from that point forward.**

Oakbrook utilizes multiple forms of communication such as:

- FACTS Student Information System, Formerly Renweb (See Appendix for additional information)
- Thursday Folders (Lower School)
- Knightly News*, e-newsletter
- Newsletters
- Email
- Standardized Test Reports
- Progress Reports
- Report Cards
- Automated phone/text messages
- Informal parent-teacher email and phone communication

Parent-Teacher conferences  
Social Media (Facebook, Twitter, Instagram)

## Computers – See Appendix for Technology Policy

## Crime/Abuse/Neglect Reporting Procedures – See Appendix

### Deliveries

Deliveries of items such as flowers, balloon bouquets, or food will not be delivered to students during the school day. They may be picked up at the office at the end of the day. This includes lunches from restaurants. Emergency lunches are available if a student forgets to order or bring lunch.

### Delayed Opening

Oakbrook does not necessarily follow the Spartanburg County School's closings or delays during inclement weather. Information stating whether school will be closed or operating on a delayed schedule will be released to WSPA-TV and WYFF-TV and their websites. You will be notified by our parent alert system, our website, and Oakbrook's Facebook page of any changes in school schedule. Parents, of course, should use their good judgment as to whether the conditions in their neighborhood permit a safe ride to school.

### Disclosure

Governing documents and financial statements are currently available upon written request.

### Dismissal

#### **Dismissal times:**

K3 & K4	11:30 a.m.
K5 & Lunch Bunch	2:30 p.m.
Grades 1-4	2:45 p.m.
Grades 5-12	3:05 p.m.

## Dismissal Pick-up – See Carpool

### Dress Code

Oakbrook Preparatory School's dress code exists to provide a uniform appearance that is conducive to learning, eliminates distractions and peer pressure, and establishes an atmosphere of love and respect.

Only the official uniform and dress code standards are acceptable attire. Consequences for non-compliance with the school dress code are at the discretion of the division level director.

**A detailed listing of uniform options and requirements are included in Appendix H**

## Early Bird – See Before School Care

### Electronic Equipment

Approved electronic equipment for educational purposes will be allowed as specified by each division.

Approved electronic equipment will be permitted at the discretion of the teacher. Personal Electronics for entertainment purposes are not permitted during school hours. The protection from damage or loss of this equipment is solely the responsibility of the student. Cell phones are not to be used in the classroom as educational devices unless given specific permission by the teacher. See Appendix for Acceptable Computer/Network Policy.

## Emergency Procedures

Students and faculty hold practice drills in the event of emergency situations, including fire, tornado, intruder, and lock down.

## Field Trips

School trips are an important part of the academic program at Oakbrook. The purpose of a field trip is to provide an enriched learning experience for students that complements classroom studies. Any Middle and Upper School student who does not attend a school trip (other than for an illness) is required to attend school for the duration of the trip to comply with South Carolina school attendance law. All Preschool, Lower School, and Middle and Upper School trips use approved charter buses, the Oakbrook bus, or Oakbrook Mini-bus. If additional costs are applicable, parents will be notified and billed for trips.

## Gambling

Gambling is strictly prohibited. Violation will result in disciplinary action, including possible expulsion.

## Harassment

Oakbrook is a community in which individuals are treated with civility, tolerance, and respect. When differences of opinion or misunderstandings occur, individuals should attempt to resolve their differences on their own. If that is not possible, teachers and administrators should be asked to mediate.

Harassment, whether verbal, physical, or electronic, is contrary to school standards. The school will not tolerate harassment of individuals for reasons of ethnic background, handicaps, physical characteristics, religion, gender or race. If a student thinks he or she has been the victim of harassment, he or she should consult with a school administrator. Consultation does not commit a student to pursuing a grievance.

## Hazing

Any type of hazing will not be tolerated by the Oakbrook Preparatory Athletic Department, coaches and the school administration. Hazing will be dealt with swiftly and could result in suspension or expulsion along with other discipline actions according to the handbook.

## Health

Oakbrook abides by all South Carolina Department of Health and Environmental Control student immunizations, school employee's tuberculosis screening, and OSHA and SCISA requirements for bloodborne pathogens.

### **Accidents/Injuries**

Parents must complete emergency health information forms on FACTS at the beginning of the school year. (See instructions under Medication) The Health Room staff and designated staff administer first aid. If a more serious injury or illness occurs, 911 will be called and parents will be notified immediately.

Notification of student illness and/or dismissal will be carried out only by the Health Room staff or designees. Injuries must be reported to a school official when the injury occurs. Insurance forms may be

obtained from the business manager.

### **Fever**

Oakbrook defines a fever as an oral temperature of 100.0 degrees Fahrenheit (°F) or higher. Your child should not come to school if, in the last 24-hour period, he/she has had any of the following symptoms: Fever of 100.0 °F or higher, vomiting, diarrhea, severe cold, or any known contagious disease. Students with temperatures of 100.0 °F or above will be sent home and should remain at home until fever-free (without fever-reducing medications) for at least 24 hours.

### **Lice**

Parents should regularly check their child's hair and notify the school office as soon as possible if head lice are discovered. Treat head lice as soon as you spot them. You should check everyone in the household and begin treating anyone with lice on the same day. If lice are found on your child at school, a parent or guardian will be notified, and in most cases the student can remain at school through the end of that day. Your child will need to be treated and should remain at home until treatment has been completed. Consult with your health care provider for the most appropriate treatment as there are several options available. Your child can return to school the day following treatment if nit combing reveals no active lice. Oakbrook has a protocol for managing lice that includes home care advice. A copy will be made available should an incident occur.

### **Medication**

No medication (except diphenhydramine – Benadryl) will be administered to students without a parent's written permission. This includes over-the-counter (OTC) medications including acetaminophen and ibuprofen.

If your student requires medication to be administered during school hours on a regular basis:

1. K3-4<sup>th</sup> grades – a written prescription is required for ALL medications including OTC.
2. 5<sup>th</sup>-12<sup>th</sup> grades – a written prescription is required for all medications except those considered OTC.

Special circumstances may dictate the need for short-term medication (i.e., managing cold/allergy symptoms). The Oakbrook policy is to administer medications for up to three days without a written prescription. (5<sup>th</sup>-12<sup>th</sup> only)

All medications must be delivered to the School Nurse in the original container and be clearly labeled (including student's name). Medications will not be administered past the listed expiration date and will only be given according to the manufacturer's dosing guidelines.

DO NOT send medications to school with your student.

Any LS or MS student requiring a rescue inhaler should also provide an administration chamber.

It is the parents' responsibility to keep all student health information, including all medications, current on their FACTS ParentWeb account. Parents have the ability to update records at all times through FACTS.

Current health and subsequent changes can be made by following these directions:

- Click on School Tab (left hand side)
- Click on Web Forms (also left hand side)
- Click on Family Demographic Form
- Click on Student Medical Form

### **Counseling**

Ashley Hairr, LMFT and Luke Justice, LMFT-A, counselors at Oakbrook, offer individual counseling, group counseling, and the facilitation of social/emotional learning programs. Your child has access to all of the above services as a student at Oakbrook Preparatory School. If your child should start receiving ongoing individual therapeutic services from either of the counselors you will be notified by phone or email.

### Immunization Requirements

South Carolina state law requires that every student provide the school with a South Carolina Certificate of Immunization. Students will not be allowed to attend school until this form, signed by a physician, is on file at the school. For full list of requirements: <http://www.scdhec.gov/Health/Vaccinations/>

### Inclement Weather – See delayed Opening

### Knight Shift – See After School Care

### Library

The school library operates under accreditation standards established by the South Carolina Independent School Association and AdvancEd/Cognia.

### Lice – See Health

### Lockers/Inspections

The school reserves the right to inspect lockers or storage space, backpacks, automobiles, and personal property to ensure compliance with school policy. Neither necessary nor probable cause need be present for an inspection to take place. It is the responsibility of each student to keep his/her space clean at all times. All items must be inside lockers and/or cubbies. Any items left on the floor or on top of lockers may be confiscated.

### Lunches and Snacks

Students have the option of bringing their lunch or ordering from the school menu. They will be notified of the vendor schedule at the beginning of school. If a student forgets his/her lunch, emergency lunches are available. Please do not rely on these lunches as a lunch option for your child as they are for emergency purposes only. Parents will not be called concerning a forgotten lunch. All charges incurred in the lunchroom will be billed on your monthly statement.

Students may bring a snack for their daily snack break. Snacks may be purchased during daily break when available.

### Medication – See Health

### Off-Limit Areas

The following areas are off-limits to students without faculty authorization:

- Wooded areas surrounding the campus
- The parking lots and cars
- The gymnasium
- Unsupervised classrooms
- Student Life Building
- Athletic Fields / playgrounds / dugouts

## Parent Alerts

Oakbrook uses a parent alert system for emergency communication. Messages may be sent to your cell phone and/or email address. Please make sure the office has your correct email address and cell phone number on record.

## Parent Conferences

A scheduled Parent Conference Day is held at the end of term one; however, parents or teachers may schedule a conference at any time it is deemed necessary. All teachers will hold office hours on Monday afternoons when not in faculty meetings.

## Parent's Club

The Parents' Club is an organization that supports Oakbrook with several fundraising projects during the year. The proceeds are used to fund special school programs. The Parents' Club sponsors the annual Fall Festival and also provides appreciation to teachers and volunteers during the year. All Oakbrook parents are invoiced \$35 in the fall to support the Parents' Club.

## Parking

Do not park in the carpool loops at any time during the school day. Park only in lined spaces. Please reserve handicapped spaces for the handicapped, as well as any spaces designated as reserved. Students must have a parking permit to park on campus.

## Personal Property

Personal property of significant value, such as musical instruments, laptop computers, sports equipment, or cash is brought to school at the owner's risk and is not covered under the school insurance policy.

## Release of Students

In all emergency or non-emergency situations Oakbrook Preparatory School students will only be released to parents or other adults who are listed on the authorized carpool pickup section of the Student Information Card. If changes in pickup need to be made, please notify your child's teacher and the front desk of their respective divisions.

## Release of Academic Records

Students who have outstanding financial obligations will not receive diplomas, final report cards, or official transcripts. It is the parent's responsibility to ensure all financial arrangements have been made.

## FACTS ParentsWeb Account

### **How to set up a Renweb/FACTS ParentsWeb Account:**

1. Go to <https://factsmgmt.com/>
2. Choose LOGINS from the far right of the menu at the top. Select ParentsWeb.
3. Click "Create New ParentsWeb Account" on the bottom left underneath the login information.
4. Enter information as follows:  
DISTRICT CODE: OB-SC  
USER NAME: Enter the EMAIL ADDRESS that Oakbrook has on record for you
5. You will be sent a message at that address with a link to a page where you can create a username and



password.

6. After you have set up your user name and password, login to ParentsWeb. \*<https://factsmgt.com/> (Parentsweb) is optimized for mobile devices in order that they may be easily utilized to check grades, order lunch, etc.

## **Safety and Security**

Safety is one of Oakbrook's top priorities. To that end, we employ a Director of School Safety to ensure Oakbrook is doing its very best to provide a safe campus for our students. Oakbrook has an emergency plan that is closely coordinated with the Spartanburg County Sheriff's office. Various drills (fire, tornado, intruder, and others) are run throughout the year. In the event of any incident, parents will be notified through Parent-Alert, email, and our website on when and where to pick-up your children.

## **Sexual Abuse and Molestation Prevention Policy – See Appendix**

## **Snow Days – See Delayed Opening**

## **Student Records**

Students' educational records are strictly confidential and available to staff only. If the custodial parent wishes to transfer records, a request must be made through the school office. All tuition payments must be current before student records are released.

## **Student Reporting of Threatening/Uncomfortable Situations**

Students who feel threatened or feel they need help for any reason should immediately report the situation to any staff member in whom they feel comfortable confiding.

## **Substance Abuse**

The Oakbrook Prep community believes that students should be tobacco, alcohol and drug free and actively supports programs and initiatives that aim to reduce risky behavior and unhealthy lifestyle choices. At the least, we must be assured that our students do not use, are not in possession of, or are not under the influence of alcohol or illegal drugs while on this campus or at school-related events. A student who disregards this guideline shows the greatest disrespect for our community and violates its trust to such a degree that he/she will be asked to leave the school immediately and possibly expelled.

If the School becomes aware of a student's alcohol or illegal drug use outside of school, the School may make any number of recommendations depending on the nature of the incident, its legal disposition, the danger posed to others, and the impact it has on the Oakbrook Community.

Courses of action may include a required professional assessment of drug or alcohol dependence, counseling for the student and family, possible suspension or withdrawal from the school community, dismissal, or expulsion. The School believes parents and students should take seriously the issue of substance use by our students, and it will take steps to educate, to support non-users, and to do all in its power to help students make wise decisions.

An effective alcohol and drug policy will provide specific expectations for students and families regarding alcohol, nicotine and other drugs. Students are expected to comply with school rules at all times. Infractions of school rules include, but are not limited to:

1. Use of alcohol, tobacco, vape products, or any other illegal drugs
2. Use of any prescription drug without proper medical prescription
3. Possession of alcohol, any illegal drug, or any legal drug without proper medical prescription
4. Possession of alcohol or vape/drug paraphernalia
5. Selling alcohol, any illegal or prescription drug, or vaping paraphernalia
6. Student distribution of any medication to another student.

Student use and/or possession of tobacco, illegal drugs, vape, and alcohol in any form are strictly prohibited on campus or at off-campus school functions. All prescription drugs must be delivered to and kept in the Health Room for the duration of the student's need for the medication. Any student breaking these rules will face disciplinary action, including possible expulsion and referral to civil authorities.

Families are reminded that making available any form of alcoholic beverage to minors is illegal in the state of South Carolina. Families who make available any form of alcoholic beverages or other controlled substances to students are in violation of the substance abuse policy. Infractions may result in the family being asked to withdraw from the school community.

## Tardy Policy-See Attendance

## Telephone Use

Please make arrangements for student pick up before the school day begins. Cell phones should not be used by students during class time and middle school students are expected to keep their phones put away all day, even during lunch and break. (See Electronic Equipment) Parents should call the school office if they wish to deliver a message to their child during the day. Please do not call or text your child's cell phone. In the event of student illness and/or dismissal, a health room manager or designee will contact the parent, NOT the student.

## Toys, Money, Valuables

The school requests that students do not bring these items to school unless it is for a class assignment. The student is responsible for these items brought from home.

## Tobacco, Drugs, and Alcohol

Student use and/or possession of tobacco and alcohol in any form is strictly prohibited on campus or at off-campus school functions. All prescription drugs must be delivered to and kept in the Health Room for the duration of the student's need for the medication. Any student bringing to school, or possessing at school, any such items will face disciplinary action, including possible expulsion.

## Tuition and Fees - See Appendix J

## Tutoring

Parents are discouraged from initiating independent tutoring without first consulting the classroom teacher. Instructors are available to provide reasonable assistance to students. Students may contact their teachers for extra help at a convenient time for both. Should a child require extended tutoring, the teacher will consult parents. The school keeps a list of recommended tutors. The student's classroom teacher may not be that child's paid tutor.

## Visitors

All visitors, including parents, must sign in at the Main Office and receive and display a visitor badge during the time of the visit. If you would like to visit, please be considerate of the teacher, the other students, and your child's instruction time by making an appointment.

All student visitations must be pre arranged through the appropriate administrator.

## Weapons, Firearms, etc.

Firearms, knives, lighters, mace, fireworks and any other explosive or potentially harmful instruments are strictly forbidden on campus at any time. The administration will confiscate any such items. Any student bringing to school, or possessing at school, any such items will face disciplinary action, including possible expulsion.

## III. LOWER SCHOOL INFORMATION – K3-Grade 4

### Charlotte Mason Education

Oakbrook embraces the philosophy of the great English educator, Charlotte Mason. Miss Mason's work is founded on scripture; she saw God, the Holy Spirit, as the supreme educator of all mankind. Miss Mason saw no separation between the intellectual and spiritual life of children. Her academic emphases were to put children in touch with nature and the classics in literature, art and music. She saw the elementary years as a time for sampling and experimenting.

### Curriculum

#### **K3, K4 (preschool) and K5 (kindergarten)**

Oakbrook's preschool and kindergarten programs offer a rich, broad-based curriculum centered on the teachings of British Educator, Charlotte Mason. Our Kindergarten provides a hands-on learning curriculum focusing on academic and social skills. Children in 5-year-old kindergarten receive a firm foundation in math, phonics, social studies, science, and handwriting. Our preschool program provides a strong balance of academics and fun, incorporating arts and crafts into lessons on science, math, and reading readiness. Creative arts and music classes enrich both our preschool and kindergarten programs. Our Preschool and Kindergarten programs also include early foreign language instruction and physical education. All programs strive to instill independence and responsibility, as well as positive character traits and moral values in the children. Our staff recognizes each child's unique rate of development, and therefore our curriculum focuses on different levels of ability, individual needs and learning styles. Student activities are designated to promote each child's self-esteem and a positive outlook toward learning.

#### **Kindergarten through 4**

Oakbrook Lower School seeks to provide our students with a rich and rigorous curriculum. We build a strong foundation for future learning in the core subjects and related arts through hands-on, project-based learning while preparing our students for 21st century skills of critical thinking, creativity, communication and collaboration.

- **Math:**

For over 30 years Saxon Math has been delivering proven results for students in Grades K-12. The

Saxon Math curriculum has an incremental structure that distributes content throughout the year. This integrated and connected approach provides deep, long-term mastery of content and skills. Topics are never dropped, but are instead increased in complexity and practiced every day, providing the time required for concepts to become totally familiar. Teachers hold “math meetings” to stress application of skills and concepts. Students become involved through activities and visual displays.

- **English/Language Arts:**

**Open Court** (Grades K3-1st grade) is a research-based curriculum grounded in systematic, explicit instruction of phonemic awareness, phonics and word knowledge, strategies in comprehension, inquiry, writing and language arts skills. Reading fine literature is one of the founding principles of Open Court Reading. As children read classic and contemporary literature, they discover the importance of clarity of thought and word. They enjoy an abundant reading experience that moves them toward independent, self-directed learning.

**Amplify CKLA** (Grades 2-4) is a comprehensive reading/vocabulary, writing, spelling, and grammar language arts program. The remarkable vocabulary instruction builds better readers and writers while also providing intervention for struggling students. Explicit instruction of Foundational Skills ensures mastery of basic reading and decoding skills. Exemplar Texts provided throughout each level offer rich, high-quality literature and give students the opportunity for close reading and analysis using full-length trade books. Daily Classroom Conversations help students clearly express their ideas in a variety of settings.

- **Science and Social Studies:**

**The Core Knowledge Series** is the framework for Oakbrook’s Science and Social Studies curriculum. It is a “solid, sequenced, specific, shared core curriculum” that helps children establish strong foundations of knowledge, grade by grade. The Core Knowledge series believes that for the sake of academic excellence, greater equity and higher literacy, elementary schools need to teach a coherent, cumulative and content-specific core curriculum. In addition, FOSS kits are used for investigative hands-on inquiry.

**Science** topics for preschool- 2nd grade include plants/seeds, insects, animal habitats, nature studies, weather, the human body, earth’s layers, and oceans.

**Science** topics for Grades 3-4 include animal habitats (worm dissection in 3rd), weather, solar system (field trip to Challenger Museum in 3rd), rocks and minerals, human body (cow’s heart dissection in 4th).

- **Social Studies** topics in Preschool – 2nd grade include Native Americans (Thanksgiving Feasts) Prairie life (Little House on the Prairie Day in K5), Famous Americans, map skills, time lines, Revolutionary War, Egypt, Japan, Greece (Greek Agora in 2nd), and Immigrants(Welcome to Ellis Island in 2nd).

**Social Studies** topics for Grades 3-4 include geographical studies of the world’s rivers and mountain ranges, Colonial Life (field trip to Walnut Grove in 3rd and Camp Thunderbird in 4th), SC history (field trip to State House and State Museum in 3rd), Famous Americans (Wax Museum in 4th), Revolutionary War (Literature Circles in 4th), Ancient Rome, and Medieval Times (Medieval Feast in 4th).

- **World Languages:** (German and Spanish) Oakbrook introduces languages to students beginning in our K3 program through 4<sup>th</sup> grade with a “survey class” of the two languages taught one day a week.

Each class rotation lasts one semester and introduces students to the vocabulary and culture of that language. At the end of 4<sup>th</sup> grade, students (with their family) choose a language to study the remaining years of their education at Oakbrook.

- **Physical Education:** (Sports, Play and Active Recreation for Kids-SPARK) is a unique program designed with activities that are inclusive, highly active, integrate academic and wellness concepts and are fun for all students. Instructional units are designed to develop students' motor, cognitive and social skills.
- **Creative Arts:** The Lower School Creative Arts class provides opportunities for students to experiment and create in the areas of Visual Art.
- **Music:** The goal of Oakbrook's Lower School Music program is to build a foundation for music expression and music appreciation. Students sing, move and play percussion instruments. They are given an introduction to music theory.
- **Computer Lab** Lower school students come to the computer lab to enrich their classroom experiences through educational videos, web quests and games. Our youngest students, K4 and K5 practice reading and math skills that incorporate computer skills with fun activities. First, second, and third grade students expand their knowledge of the world and practice skills with a wide variety of educational websites. Third and fourth grade students learn keyboarding skills with an online typing program. Completing this program will provide the students with the knowledge and ability to touch type.

### Disciplinary Procedures

Lower School students at Oakbrook are expected to behave in ways that show respect for self, others, and the environment. When a student behaves in ways contrary to the values of the school, the following procedures will be followed:

1. Classroom teacher will follow his/her classroom management plan to correct behavior.
2. Classroom teacher will notify parent of continued behavior.
3. Classroom teacher will issue discipline referral to appropriate administrator. Consequences depend upon the severity of the offense and are at the discretion of the administrator.
4. Corporal punishment will not be used.

### Dismissal Pick-up - See Carpool, School-Wide Information

### Dress Code - See Appendix

### Grading/Progress Reports

Teachers send home folders containing samples of student work every Thursday. This is a very important avenue of communication for the teacher, parent, and administration. Please sign the folder and return it the following morning. Report cards will evaluate each student's progress in every subject area. Teachers send home folders containing samples of student work every Thursday. This is a very important avenue of communication for the teacher, parent, and administration. Please sign the folder and return it the following morning.

K5 students are assessed at the end of each term. K3 and K4 students are assessed at the end of the first and third terms. Kindergarten and Students in grade 1 through 4 will receive a report each nine weeks of the academic calendar. Children in grades one through three will be rated Excellent, Satisfactory, Progressing, and Needs Improvement according to their demonstrated potential. In grades four percentage averages

are calculated and reported as letter grades. Grade four continues to report social studies, science, and creative writing with ratings of Excellent, Satisfactory, Progressing, or Needs to Improve.

Grades 1 - 3 and Grade 4 Science, Social Studies, and World Language:

E	90-100	
S+	80-89	E = Excellent
S	70-79	S = Satisfactory
S-	60-69	P = Progressing
P/N	Below 60	N = Needs to Improve

Grade 3 - 4 Math and Language Arts

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

### Parties and Birthdays

Each child's birthday is a significant event. All lower school children will be acknowledged in our Chapel Service. Parents may send snacks and drinks for the entire class. The teacher will determine when to serve birthday treats. Please make arrangements with your child's teacher. If you are sending party invitations, please do not send them through or at the school unless the whole class is invited. Please do not bring presents to school; Flowers and balloon bouquets will not be delivered to students.

### Promotion

A student will normally be promoted if the year averages are S (Satisfactory) or above 60 and the student has attended school dependably. Approved tutorial work will be required for second semester or year average of N or F. Testing by a faculty member is required following tutorial work. The homeroom teacher, in consultation with the Dean of Lower School, shall approve promotion.

### Standardized Testing

Standardized tests are given to students in third grade and fourth grade each fall. Results are distributed to parents when they are received.

### Tardy Policy – See Attendance

## IV. MIDDLE & UPPER SCHOOL INFORMATION – Grades 5-12

### Academic Probation

A student who fails two or more courses for a term will be placed on Academic Probation for the subsequent term. The student's record and performance will undergo faculty review at the end of the term to determine whether the student is making sufficient progress to remain at Oakbrook.

**Note:** No student on probation is allowed to run for any school office and driving privileges for upper school students may be suspended. An athlete's standing is also affected by academic progress.

## Achievement Testing

Students (grades 5-8) are formally evaluated on the Comprehensive Testing Program achievement test in September.. Most students in grades 8-11 take the PSAT each fall. Juniors and Seniors may take the SAT and ACT on appointed dates throughout the year. Eighth graders who qualify, based on their PSAT score, may be identified as Junior Scholars. PSAT scores of students taken in their junior year are used by the College Board to determine National Merit Scholarships.

## AP Testing

Oakbrook administers AP tests to its students in early May. Families are responsible for the textbook rental and testing fees.

## Athletic Eligibility – See Appendix

## Attendance

Class attendance is necessary for academic success. If, for any reason, there are more than eight absences in any class in any one semester, credit for the course will be subject to review by the Dean of Students. A loss of academic credit can occur if a student's total absences from class approach a level which is felt by the school to compromise his or her learning and the integrity of the course.

## Automobiles

Students with a valid SC Driver's License are permitted to drive on campus and park in designated areas. Vehicles must be registered in the school office. Students must park in the designated areas. Students who drive recklessly, park illegally, or violate other traffic laws will lose their driving privilege. Students are not permitted to visit cars during school hours without permission. **No students have permission to drive any other student to Oakbrook school-sponsored activities without written permission from all sets of parents.** Vehicles may be inspected by school personnel at any time.

## College and Career Planning

Students and parents are encouraged to attend college and career events, on and off campus. Personnel will assist upper school students in identifying talents and vocational interests. They will also provide instruction for SAT and ACT preparation, applications for admission, and scholarship opportunities. For more information, see Appendix – College Planning Guide.

## Courses for Credit

### **Carnegie Units**

The South Carolina Uniform Grading Scale (see appendix) and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle high school level (i.e. Algebra I, Geometry, Physical Science, and level one world language.)

### **Minimum Course Load**

All students in grades 9-11 are required to have a full class load. Seniors are required to have a minimum of four classes. In special circumstances, students may be given a period for study.

### **Levels of Courses**

**CP:** These courses are designed to fulfill the requirements to earn a high school diploma and prepare students for college. They earn weighted grade points as designated on the South Carolina Uniform Grading Scale.

**HONORS:** These courses are designed to be academically challenging and preparation for advanced placement courses.

**AP (Advanced Placement):** These courses are designed to be academically challenging and are taught on the college level. AP courses follow the curriculum provided by the College Board. College Board National AP Exams are in May of each year. Students should contact specific colleges to learn of their specific policy concerning awarding advanced placement credit. Parents will be invoiced for AP Exams and AP textbooks. It is our expectation that students will take the AP Exam.

### **Retaking the Same Course**

Students may only retake the same course under the following conditions:

1. If the student earned a grade lower than a C in the course. The course must be retaken within the following academic year. In this case, the grades earned in both classes will be computed in the student's GPA.
2. A student may retake any course that was taken prior to the ninth grade year. The course should be retaken within the following year. In this case, only the grade earned in the second course will be counted, regardless of which grade was the highest.

## **Curriculum**

### **Middle School Curriculum**

Our Middle School curriculum is academically rigorous, filled with opportunities for project-based learning led by teachers who are specialists in their field. Our program allows students to be creative, collaborate, and develop other 21st Century Skills essential to success as independent learners.

### **Curriculum**

- **Math:** Math courses are taught with a top-down approach, keeping in mind where students are headed.
- **Science:** Students have many hands-on opportunities for exploration of science in project-based classes. The general science studies of fifth graders provide an introduction to chemistry and living things with an emphasis on botany. Sixth graders study our physical earth, while our seventh graders receive an introduction to biology, and our eighth graders participate in a high school physical science.
- **Social Studies:** There are many opportunities for group and independent project work in social studies classes. Fifth graders study various aspects of world history. Our sixth grade students focus their studies on the history of America from the perspective of our state. Seventh and eighth graders use a research and project-focused class to study world geography and world history, respectively.
- **English:** Oakbrook's language arts curriculum focuses on four areas. Reading Comprehension is built through the purposeful teaching of reading strategies and text analysis. Vocabulary is increased through contextual study and instruction of vocabulary-building strategies. Writing is developed through assignments which relate to selections read in the literature text. Grammar is consistently addressed through reading/writing assignments as an integral part of the clear communication of ideas.
- **World Languages:** In all grades, world language (Spanish or German) studies continue to focus on understanding of the spoken language and culture as in lower grades but begin to add more focus to written language.
- **Technology:** Fifth, sixth, and seventh grade students attend computer class two or three times a week. Students become more proficient at using computer tools and learning to apply those tools in the classroom. In addition to the computer lab, students use iPads to access most of their textbooks and use various Apps to enhance their productivity and understanding.



- **Fine Arts:** All students have the opportunity to explore their visual and/or performing arts interests in classes such as band, chorus, fine or graphic art, dance, drama, and robotics. Students in Middle School may also audition for our annual fall play and/or spring musical.
- **Physical Education:** All Middle School students have the opportunity to participate in fitness as an elective class. Students are also encouraged to be an active member of one (or more) of the school's sports teams.

### Community

- **Service:** We seek not only to help our students become better students, but also to help them become better people through an emphasis on good character and service.
- **Our Five Talents – Student-Created Giving Foundation:** Collaborative community – an annual Bazaar is held offering incredible goods made by student artisans. The funds received go directly to the foundation for students and teachers to apply for, allowing them opportunities to live out the gospel. We desire to be faithful stewards of all that God has given.
- **Clubs/Organizations:** Qualifying students may be members of the MATHCOUNTS Team, Middle School Math Team, and Beta Club. Students have opportunities to be involved with the Glee Club and/or the Book Club as well.
- **Retreat:** An overnight retreat, held at the beginning of each year for students encourages students to step outside their comfort zone and try something new. There is also an emphasis on team-building activities, encouraging students to build each other up and focus on the Christian values and traits of character that will strengthen and sustain them through their teen years. 5th graders will travel and return all in the same day.
- **Spring Intensive:** For one week each year, students are encouraged to learn beyond the classroom through a variety of on- and off-campus intensives.

### Christian Studies

- **Bible Class:** Christian Education at the Middle School level is designed to help students develop an overview of the Bible, a historical understanding of God's Word, and how the truths learned apply to us today.
- **Chapel:** Students gather together for a weekly Chapel service. We enjoy opportunities to gather the entire school together for special services such as National Day of Prayer, See You at the Pole, or Ash Wednesday.
- **Devotion:** All students start their morning with a devotion and prayer time with their homeroom class. This is a special time for students and their advisors.

### Upper School Curriculum

The Upper School at Oakbrook fuses academic rigor with Christian values and a sense of community. Students are challenged to think deeply and creatively, research and question, express themselves confidently, develop a strong personal faith, and serve others humbly.

Students are taught to be responsible citizens where self-discipline is promoted. Students sign the Honor Code and pledge to honor academic and personal integrity and uphold the values of honesty, respect, and responsibility.

The Upper School includes grades nine through twelve.

### Curriculum

The Upper School offers a rich curriculum that is designed to provide a comprehensive and intellectually challenging academic program that prepares students to perform at the highest level in college as well as to lead and serve in the greater community.

- **AP Placement Offerings:** English Language, English Literature, Spanish Language, German Language, Statistics, Calculus AB, Chemistry, Biology, Physics 1, Computer Science Principles, Computer Science A, US History, World History, US Government & Politics, Human Geography, Psychology, Microeconomics, Studio Art, Art History, Music Theory, Seminar, and Research.

- **Senior Project/AP Capstone:** Our seniors work throughout their senior year on an individual senior project. Students may elect to do a traditional senior project or the AP Capstone research project.
- **College Connect:** Students meet with an advisor once each week to determine career interests, speak with college representatives, receive guidance in the college application process, learn of available scholarships, and other activities designed to ensure the students' college success.
- **SCOIR:** [www.Scoir.com](http://www.Scoir.com), a website for students and families, provides access to online resources, communication tools and college and career collaborative activities.

### Christian Studies

As a non-denominational Christian school, Oakbrook has the unique opportunity to help our students discover what it means to live by faith. We believe that education cannot be divided into spiritual and secular components, but that all truth is God's truth.

- **Chapel:** Each weekly chapel service is a time to worship through music and a message from a speaker. Speakers get their inspiration from our yearly themes.
- **Christian Studies Courses:** Upper School students are required to earn 1.5 credits before graduation. Students can choose from a variety of courses to complete the requirement.
- **Devotion:** Students begin their morning with a devotion and prayer in homeroom.

### Community

In keeping with our core value of Community, Upper School students are encouraged to engage in our school community. Ninety percent of our Upper School students participate in some type of "beyond the classroom" experience. We are committed to educating our students to the challenges of the broader community and to foster a sense of servant leadership and responsibility.

- **Missions and Ministry:** Nicaragua Team, Chapel Band, FCA, school and community service projects
- **Clubs and Organizations:** NHS, Glee, Senior Beta Club, Student Government, International Thespian Society, National Hispanic Honor Society
- **Fine Arts:** Musical, choral and dance productions, band and visual arts competitions
- **Academic Teams:** Math and Quiz Bowl Teams, Science Olympiad
- **International Exchange:** Germany and Spain
- **Retreat:** An overnight retreat, held at the beginning of each year for students encourages students to step outside their comfort zone and try something new. There is also an emphasis on team-building activities, encouraging students to build each other up and focus on the Christian values and traits of character that will strengthen and sustain them through their teen years. 5th graders will travel and return all in the same day.

## Middle and Upper School Discipline

### Discipline / Conduct and Procedures

A goal of the Oakbrook Preparatory School faculty is to develop eager, skilled learners who are not afraid to tackle difficult tasks and try different ideas. Our approach to discipline should reflect this goal and shift the responsibility for behavior to the student. Personal discipline in an orderly environment is required for the safety and well being of all.

#### **Knight's Honor Expectations for Oakbrook Students**

1. Respect those in authority (Romans 13:1-2)
2. Honor others above yourself. (Philippians 2:4)

3. Practice self-control. (Galatians 5:22-23)
4. Do all things in a proper and orderly manner. (I Corinthians 14:40)
5. Guard what comes out of your mouth. (Psalm 19:14)

Obedience to Oakbrook Preparatory School rules and respectful compliance to the direction of the Oakbrook faculty, staff, and administration is expected at all times. Oakbrook students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. Oakbrook is systematic in its approach to discipline. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature. Students may be held accountable for behavior both on and off campus, including when school is not in session. The Oakbrook administration retains, at their sole discretion, the prerogative to assign specific consequences up to and including suspension/expulsion.

**Major** Infractions will be dealt with immediately by school administration.

Disciplinary action that will be taken for each **major** infraction:

- First offense of the year: One day of In-School Suspension
- Second offense of the year: Two days of In-School Suspension
- Third offense of the year: Indefinite Suspension from school. Expulsion recommended.

***Possible Major Infractions May Include:***

- Insubordination
- Cheating/Plagiarism
- Destruction or misuse of school property or another student's property
- Fighting
- Vaping / Smoking / Possession of Paraphernalia
- Harassment or Bullying
- Leaving campus without proper permission
- Possession or use of pornographic material

**Minor** infractions will be based upon a point system with each infraction given a point rating.

Disciplinary action that will be taken relative to the number of points accumulated during the 9 week grading period:

- 15 points - One day of In-School Suspension
- 25 points - Two days of In-School Suspension
- 35 points - Two days of Out-of-School Suspension
- 45 points - Expulsion Recommended

***Suspension***

In-School or Out-of-School Suspension results in the loss of participation in extracurricular activities for the day. Any assignment posted on Google Classroom the day of OSS will result in a "0" grade if not completed on time.

***Disciplinary Probation***

A student who is placed on probation will begin the nine weeks period with the following Points consequence procedure:

- 15 points - Two days of In-School-Suspension
- 25 point - Expulsion Recommended

A student will be placed on probation as a result of any of the following:

- Any Major Infraction that resulted in immediate suspension
- Accumulation of 25 points in any single nine week period
- Accumulation of 15 points in two separate nine week periods

### ***Expulsion / Withdrawal***

A student who has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense may be dismissed from Oakbrook Preparatory School. Immediate out-of-school suspension and possible expulsion may be expected from the following offenses:

- Possession of knives, firearms, or any other weapons on campus, or at any school function
- Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription drugs on or off campus
- Any misdemeanor or felony on or off campus
- Sexual impropriety, and/or harassment
- Communicating a threat to another person or the Oakbrook community

The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. A student who has been expelled from Oakbrook Preparatory School may not return to the Oakbrook campus for any reason except (1) if accompanied by his or her parent(s) or guardian(s) to apply for readmittance or (2) if accompanied by opposing coaching staff while competing in an athletic contest as a member of an opposing team on the Oakbrook campus. Students who have been expelled from Oakbrook may not attend Oakbrook sponsored events or athletic contests on the Oakbrook campus as spectators.

Dismissal Pick-up – See Carpool, School-Wide Information

Dress Code - See Appendix

Dual Credit

### Dual Enrollment/Online Enrollment

Dual enrollment refers to being enrolled in any college-level class while in high school, but ONLY earning college credit. No credit is earned toward graduation requirements. Oakbrook does not award graduation credit for any online or college classes, not offered through Oakbrook, except in special circumstances for which a student has written administrative permission. Oakbrook will list online classes, but not college classes on the transcript and

neither will factor into the Oakbrook GPA. Online courses offered through Oakbrook will be listed on the transcript and will be factored into the GPA.

## **Exams**

Examinations become part of the standard course of study beginning as early as seventh grade. At the upper school level, students will take cumulative examinations in all their core academic classes. Exams are given at the end of each semester and will count about 15% of the semester grade. Exams may also be in the form of projects and/or presentations.

## **Grading**

### **Grade Point Averages**

All Carnegie unit courses offered by Oakbrook will be designated and weighted as College Preparatory, Honors, or Advanced Placement. Students will be encouraged to pursue Honors level work based on standardized test scores, academic performance (minimum 85 average), and a teacher recommendation. The rigor of the honors curriculum will prepare students for the opportunity to select AP courses. Students will need to maintain an 85 average in order to remain in honors classes. Students must be enrolled at Oakbrook since 9th grade to be included in our rank. Student rank is released for scholarship purposes and to colleges after graduation.

The grade on the progress report will reflect an average of the grades received that previous term. (Not sure what this means. It is under Grade Reporting)

A	90 – 100	F	51-59 (Partial GPR credit)
B	80 – 89	F	50 and below (No GPR credit)
C	70 – 79		
D	60 – 69		

See Oakbrook Curriculum Guide for additional information and details.

<https://drive.google.com/file/d/1bhJYwz5jar8a9BIAzt4z5IV3s5PDFXMX/view?usp=sharing>

***See Appendix A for South Carolina Uniform Grading Scale.***

### **Grade Reporting**

Graded work will be returned to Middle and Upper School students by their individual teachers throughout the year. Parents are able to track grades via Renweb. At the conclusion of each 9-week term, students will receive a report card (via Renweb). The grade on the progress report will reflect an average of the grades received that previous term.

### **Requirements for Promotion**

At the end of the year all term grades will be averaged to determine the year's average in each subject area. Grade point averages will be calculated from these yearly averages. If students in grades five through eight fail English or math or a combination of any two classes, they may not be promoted. Students in grades nine through twelve (and Middle School students taking credited courses) who fail a course required for graduation may be required to repeat or complete the course or attend summer school.

### **Academic Probation**

A student who fails two or more courses for a term will be placed on Academic Probation for the subsequent term. The student's record and performance will undergo faculty review at the end of the term to determine whether the student is making sufficient progress to remain at Oakbrook. Note: Students on probation are not allowed to run for any school office and may be subject to other restrictions as communicated in the Athletic Handbook and other extracurricular participation contracts.

### **Valedictorian/Salutatorian**

The GPA and/or class rank is used for school activities requiring rank placement such as top GPA award (presented to student with highest GPA in grades nine, ten, and eleven); junior marshals (top six in junior class) and various senior honors and scholarships. The valedictory and salutatory awards are presented to the seniors with ranks of one and two, respectively. Students must be enrolled at Oakbrook since 9th grade to qualify.

### **Capstone Program**

Each year a graduation requirement of seniors at Oakbrook is to complete a culminating Senior Project or an Independent Research Paper. The student-created Senior Project is pre-approved by an administrative committee and is designed to create either a service or a product. It involves exploration, independent research, project management, mentorship and an oral presentation. Projects demonstrate engagement with such 21st Century Skills as creativity, critical thinking, collaboration, time management, leadership, communication and research. As an independent study the Senior Project process is as important as the finished product or service. Over the past five years Senior Projects have included such projects as establishing international mission trips, writing a book, creating events for underserved populations, building computers, and composing original music.

Students that take AP Seminar their Junior year may choose to complete the AP Capstone Diploma Program. This program cultivates the skills and disciplines necessary to conduct independent research and inquiry in order to produce and defend their scholarly work. The end product is a 4000-5000 word, year-long research paper accompanied by an oral defense. Students may choose their area of research and have completed research on subjects like waste-water testing, analyzing school safety plans, and the effects of the opioid crisis in South Carolina.

### **Graduation Honors**

Cum Laude- Students who have earned a GPA of 4.25 or higher.

Magna Cum Laude - Students who have earned a GPA of 4.5 or higher.

Summa Cum Laude- Students who have earned a 4.75 or higher.

(GPA is truncated for graduation awards)

### **Graduation Requirement Guidelines (SC Diploma Requirements)**

<b>Courses</b>	<b>Units</b>
English/Language Arts	4
Mathematics	4
Science	3 *
US History & Constitution	1
Economics	1
US Government	0.5
Other Social Studies	1
Physical Education	1*****
World Language	2**
Computer Science	1***
Christian Education	1.5
Senior Project	1
Other Electives	6 ****
Total:	27.5

\* Physical Science is an Oakbrook prerequisite for Chemistry and Physics but does not count toward the three required lab sciences required for graduation. Three sciences must be from at least two different

fields (chemistry, biology, physics, or engineering).

\*\* College entrance will require at least two units of the same foreign language (Clemson University and other competitive schools require three.)

\*\*\* ½ unit must be earned from a programming-based class

\*\*\*\* One of the six elective units should be Fine Arts (appreciation, history, or performance).

\*\*\*\*\* ½ unit of fitness credit may be earned by playing two sports during one school year OR a sport for all 4 years. The remaining ½ unit needed to graduate must be in the form of a class.

## Harassment (See Appendices on Sexual Abuse and Bullying)

Oakbrook is a community in which individuals are treated with civility, tolerance, and respect. When differences of opinion or misunderstandings occur, individuals should attempt to resolve their differences on their own. If that is not possible, teachers and directors should be asked to mediate.

Harassment, whether verbal, physical, or electronic, is contrary to school standards. The school will not tolerate harassment of individuals for reasons of ethnic background, handicaps, physical characteristics, religion, gender or race. If a student thinks he or she has been the victim of harassment, he or she should consult with a school director. Consultation does not commit a student to pursuing a grievance.

## Honor Code – See Appendix I

## Leaving Campus

All students must remain on campus for the duration of the school day unless permission has been previously granted for the student to leave campus by the parent and/or school administrator. Only seniors may leave campus for lunch. They must sign out when they leave and back in when they return. Students may not drive other students. Violation of these policies may result in suspension.

## Online Courses

Credit is only given for online courses preapproved by administrator. Reasons for approval may include: unresolvable schedule conflict, approved academic need, approved elective, or a course not offered at Oakbrook.

## SAT/PSAT

Students in upper grades will be offered information in preparation for the SAT (Scholastic Aptitude Test) and ACT (American College Testing). Students should plan to take one or both of these tests by the conclusion of their junior year. The PSAT is administered each fall to all students in grades eight through eleven.

Our College Guidance faculty will assist students with scholarship and college admission forms.

For more information regarding the SAT and ACT, visit their respective websites:

SAT– [www.collegeboard.com](http://www.collegeboard.com)      ACT– [www.act.org](http://www.act.org)

## School-Sponsored Events

School rules apply to all school sponsored sport and social functions, whether on or off campus.

## Testing – See Achievement Testing

## **V. APPENDICES**

A.	SC Uniform Grading Scale	page 28
B.	Acceptable Computer/Network Use Policy	pages 29-30
C.	Athletic Handbook	pages 31-35
D.	College Counseling	pages 36
E.	Sexual Abuse and Molestation Prevention Policy	pages 37-38
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## 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## Appendix B

### Acceptable Computer/Network Use Policy

**Applicable to the use of Computers, Internet Access, Internet Applications, and Mobile Devices**

- **User** includes anyone using technology, including, but not limited to, computers, networks, Internet, email, and other forms of technology services and products.
- **Network** includes wired and wireless technology networks including school networks, cellular networks, or other wireless networks accessible to users.
- **Equipment** includes cellular phones, smartphone-type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets, and netbooks, as well as portable storage devices.

Oakbrook supports the use of technology for the purpose of enhancing learning and is pleased to offer users access to computer networks any time of the school day.

It is Oakbrook's goal to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through devices owned by Oakbrook or Oakbrook's wired and wireless networks inside or outside of school is unacceptable and may result in disciplinary action. Oakbrook also recognizes that users have widespread access to both technology and the Internet not owned or operated by the school; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

**Access to Oakbrook's network is a privilege, not a right.** The use of technology, whether owned by Oakbrook or supplied by the users themselves, necessitates personal responsibility. It is expected that users will comply with Oakbrook rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and the Oakbrook Honor Code. Failure to comply with such terms and conditions may result in temporary or permanent loss of privilege, as well as other disciplinary or legal action if necessary. Students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher.

#### Privacy

Users should not expect that files and communication are private. Oakbrook reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as necessary. Users should have no expectation of privacy regarding their use of Oakbrook property, network and/or Internet access or files, including email.

#### Security of Records

Oakbrook has a private and secure system for sensitive school records, which will be managed by administrative and technology staff.

#### Email accounts

In order to facilitate transfer of documents from student to teacher and vice versa, having an email account (or easy access to a parent's) is encouraged for middle and upper students.

#### Internet Monitoring and Filtering

Oakbrook provides filtering for Internet access to prevent users from accessing visual depictions that are obscene, pornographic, or harmful to minors. Attempts to get around the content filter are strictly prohibited and will be considered a violation of this policy. Oakbrook will also monitor the online activities of users through direct observation and/or other technological means. With these

provisions in place, it is still possible that inappropriate, objectionable, and/or offensive material may circumvent the filter and the supervision and be viewed by students. Students are to report the occurrence to the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent the network security and supervision.

### **Personal Safety**

In using the network and Internet, users should not reveal personal information such as home address or telephone number.

### **Confidentiality of User Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

### **Mobile Devices**

Students using mobile and cellular devices while at school or during school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use. Teachers control the use of all devices in their classrooms.

## **Policy on Social Networking and Media Use**

Oakbrook Preparatory School recognizes students' use of online social networks. In this context, however, each student must remember that attending Oakbrook Prep is a privilege, not a right. As an Oakbrook student, you represent the school and you are expected to portray yourself, your team, and the school in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, and team, department, and school rules, regulations and policies (including the Guidelines listed below).

### Guidelines

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it.
- Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of student-athletes, to gain information about you, your teammates, or your team.
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
- Similar to comments made in person, the School will not tolerate disrespectful comments and behavior online, such as:
  - o Derogatory or defamatory language
  - o Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
  - o Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct
  - o Comments or photo that bring negative attention to your school (ex. photos in school attire)Content may be monitored by school officials, and violations of this policy violation will result in disciplinary action, including possible expulsion.



## Appendix C

# Oakbrook Knights Athletic Policy Handbook

**Mission:**

To glorify God through a relentless pursuit of excellence.

**Vision:**

To be the school of choice for scholar athletes.

## Philosophy

**Student-Athlete:** Oakbrook is a rigorous academic institution; our athletes are students first. Oakbrook's student-athletes will relentlessly pursue excellence in and out of the classroom. Student athletes are responsible for balancing the commitments of the classroom with the commitments of the sport. We expect them to be proactive with their teachers, and maintain academic rigor in season and out.

**Athletic Skills:** Coaches are responsible for teaching and expecting athletes to properly execute the fundamentals of the game. Athletes are responsible to make a commitment to practice these skills, to attend all practices, and to respect the authority of the coach. Competition and game experiences teach athletes to recognize situations, make decisions, and take responsibility through consequences.

**Teamwork:** Working together as a team, even in the "individual" sports, will be encouraged at every opportunity. Each athlete must be eager, not just willing, to sacrifice personal interests or glory for the welfare of the team.

**Sportsmanship/Character:** Good sportsmanship covers the concepts of fair play, respect for those in authority, and integrity on and off the playing field. Oakbrook strives to be known for fielding competitive, well-disciplined and well-coached teams who know how to win with humility and lose graciously.

**Excellence:** Athletic Excellence is attained when the athlete knows that he/she did everything within the limits of his ability to become the very best that he or she is capable of becoming. While winning events is important and a goal for all teams, success in coaching or playing will not be based on the number of athletic events won or lost. Winning is a by-product of the enjoyment/success of developing athletic skills, teamwork, and sportsmanship.

**Program Goals:** In all sports offered at the School, the three levels of competition, Middle School, Junior Varsity and Varsity, are part of the same program coordinated by the varsity head coach. The Middle School and Junior Varsity interscholastic teams are designed to help students learn the various sports, determine their level of commitment to team based athletics and prepare them for varsity competition. Although all efforts will be made to secure playing time for every student, student athletes are expected to do their part in earning playing time through proper attendance, attitude, and work habits. Other specifics regarding the goals of our program include:

- **Middle School:** The program is designed to meet the developmental needs of its participants. The purpose of the program is to develop skills, sportsmanship, and behaviors that are part of being on a team. Playing time is determined by the Coach based on practice, games, skill level in relation to the competition, and team guidelines. Each Coach's goal is to play each player in most games. However, certain situations may arise, when this is not possible.
- **Junior Varsity:** Team and individual skills are reinforced in preparing student athletes for the more competitive varsity schedule. Playing time is determined by the coach with a goal of providing most students with quality playing time in as many games as possible.

- **Varsity:** The varsity teams play a competitive schedule including both independent and public schools. Our commitment to excellence requires that we field the best team available from among our student athletes. Varsity selection is based on skill and maturity of the student athlete. Each student athlete's skill level is reevaluated at the beginning of the season for team membership. Scheduling and playing time considerations are based on what best prepares the team to pursue season long excellence. Student athletes wishing to play two different sports during the same season may do so only with the approval of the athletic director and the respective head coaches and must make a firm commitment at the beginning of the season to one of the teams in case of a conflict. In many cases, it may not be possible for a student athlete to participate on two teams during the same season.

## Athletic Awards

**Silver Sword:** Oakbrook's annual Silver Sword is awarded to the athlete who demonstrates sportsmanship and Christ-like attitude on and off the court/field/course, not just during the season but throughout the school year. The award is not based on popularity or playing ability or attitude based on playing and not playing. The athlete is a team leader who demonstrates the attitude and character that we believe is an example of Jesus Christ. This character includes a commitment to one self and to the team, one who encourages others, often sacrificing his or her well-being for the sake of the team and one who has earned the respect of teammates and classmates. Teams and coaches present nominations for the Silver Sword Award to the "Knights of the Round Table" whose membership consists of previous Silver Sword Award winners.

**Block "O":** Student Athletes Participating on a Varsity Sport will earn a Block "O" at the Athletic Banquet. Student athletes will receive the Letter only once during an Oakbrook athletic career. Varsity student athletes will thereafter receive a silver service bar each letter year.

**Coach's Award:** Varsity coaches recognize and thank the athlete who consistently demonstrates hard work, commitment, discipline - the key character traits the coaches have worked to instill throughout the team. This person may also be nominated for Silver Sword.

**Sportsmanship Award:** Middle School athletic teams and coaches select one athlete from each team who represents their team and Oakbrook's Athletic Philosophy by: -Consistently demonstrates respect for authority on and off the field (includes coaches, other teams coaches, referees, parents in public, teachers, administration, fellow students, other team athletes) -Displays attitude to win with humility and lose graciously -Demonstrates good character and judgment not only at practice and competition but also school and within the community. Each team may also have team banquets at the end of the season and coaches may recognize each player's contributions to the team.

**Athlete of the Year:** The Middle School Female and Male that excelled in 3 Middle School Sports and earned the respect of their teammates and coaches. The Upper School Female and Male that excelled in 2 Varsity Sports and earned the respect of their teammates and coaches. This award will be given at the Annual Oakbrook Honors Day at the end of the school year.

## Athletic Offerings

### Fall

- Football
- Volleyball
- Cheer
- Cross Country

- Swim

#### **Winter**

- Basketball

#### **Spring**

- Baseball
- Soccer
- Golf

Athletic offerings are provided as long as there is substantial interest to field a team.

Oakbrook is a member of the South Carolina Independent School Association ([SCISA](http://scisa.org)).

All students are encouraged to participate in the athletic program and all efforts will be made to ensure that a student can participate. In cases where teams are limited in size, the athletic department is committed to selecting an appropriate team in a fair and impartial manner. In the case where a student is not chosen for the team of their choice, the athletic department will work with the student to help identify other areas of athletic interest and potential participation.

### **Criteria for Athletic Participation**

All Oakbrook parents and students participating in Oakbrook athletics must attend the Athletic Parent Meeting prior to the season of play.

All athletes must be full-time students at Oakbrook Preparatory School. All athletes must be academically eligible to participate on an athletic team. The South Carolina Independent School Association academic requirements can be found at [scisa.org](http://scisa.org). At Oakbrook, all student athletes are required to maintain a minimum GPA of 2.0 (C-average) with no failing grade at the end of each 9 week grading period. Any student below the minimum requirement will be placed on a 21 day suspension from participation. At the end of 21 days a progress report will be produced to determine eligibility. In the event that eligibility is regained, the student will remain on academic probation throughout the grading period.

**Eight Semester Rule:** A student has Eight (8) Consecutive Semesters of eligibility from the time he/she first enters the Ninth (9th) grade.

Any student interested in trying out for a team must be at the first practice of the season. The coach must be notified ahead of time if the student is going to miss the first practice for an excusable reason (illness, death in family, etc.) All Parents are required to attend the Teams' Parents' Meeting at the beginning of the season. Each coach will set the date and communicate to the parents the team rules for practice, play time, code of conduct and other information. Once a student has joined a team, he/she has committed to that team until the last game is completed. If an athlete quits a team, his/her case will be presented to the Athletic Review Board comprised of Administration, Faculty, and fellow Athletes to determine eligibility for Athletics for the remainder of the school year. Athletes must be at every practice for the whole practice unless excused for: doctor and dentist appointment, personal sickness, death in the family, previously scheduled church commitment. One must notify the coach as soon as possible of any conflicts. Failure to notify the coach will result in punishment from the coach as set forth in his/her team rules. Any uniforms or equipment issued to an athlete are the athlete's responsibility. Lost or damaged equipment and/or lost uniforms will be invoiced to the athlete. Athletic uniforms are only to be worn for games, not practices or any other activity. In order to participate in a practice or game for that day, the student must be in school for at least four hours of the school day or participate in an approved school activity.

Exceptions must be approved by the Athletic Director prior to missing classes. These exceptions include scheduled doctor, dentist appointments, and school sponsored activities.

## **Athletic Bus Policy**

Athletes must abide by the school's policies and procedures for transportation. Any practice held off of Oakbrook property is still considered a part of the school. Transportation for away games will be organized by the coach or Athletic Director. The Athletic Department will use the bus for away games when possible. At other times, parents may be asked to drive players to away games. When parents are driving, the drivers will travel in a caravan group. When teams are riding the bus, parents/guardians must provide the coach with a note that the athlete will ride home with their parent / guardian, prior to departure from school. No Exceptions unless for a medical emergency. When both boys and girls teams are riding on the bus, the girls will occupy the front half of the bus and the boys will ride in the back. No more than two persons per seat. Moving while the bus is in motion should be kept to a minimum. The bus will stop for meals on trips as needed. For longer trips, the AD will make arrangements with the restaurant beforehand. Players may eat on the bus. The bus will be cleaned of all trash upon return.

## **Athletes' Code of Conduct**

Student athletes are expected to be responsible for their behavior both on and off campus, including on social media, and conduct themselves in a manner consistent with the high expectations for all Oakbrook students. Therefore, any behavior that reflects poorly on the Oakbrook Community, Honor Code, and the Athletic Department will result in punishment outlined in the Student Code of Conduct. Student athletes should demonstrate honesty, self-discipline and integrity and serve as role models for other students, particularly for younger students. Student athletes must be respectful of the judgment and decisions of coaches and officials. Student athletes must also respect teammates and opponents. The athletic director and/or head coach will handle any disagreements with coaches, officials, teammates, opponents or fans. Profanity will not be tolerated at any time during the season. Coaches are expected to refrain from the use of profanity and should deal very firmly with any offense by the student athlete.

- **Social Media:** Oakbrook Preparatory School recognizes and supports its student-athletes' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each student-athlete must remember that playing and competing for Oakbrook Prep is a privilege, not a right. As a student-athlete, you represent the school and you are expected to portray yourself, your team, and the school in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, and team, department, and school rules regulations and policies (including the Guidelines listed below).
  - Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it.
  - Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of student-athletes, to gain information about you, your teammates, or your team.
  - Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
  - What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
  - Similar to comments made in person, the Department of Athletics will not tolerate disrespectful comments and behavior online, such as:
    - Derogatory or defamatory language;



- Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
  - Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct.
  - Comments or photos that bring negative attention to your school (ex. photos in school attire)
- o Content may be monitored by school officials, and violations of this policy may result in the forfeiture of your eligibility to compete.
- **Hazing:** Any type of hazing will not be tolerated by the Oakbrook Preparatory Athletic Department, coaches and the school administration. Hazing will be dealt with swiftly and could result in suspension or dismissal from the team along with other discipline action according to the handbook.
  - **Substance Use:** The Oakbrook Prep community believes that students should be alcohol and drug-free and actively supports programs and initiatives that aim to reduce risky behavior and unhealthy lifestyle choices. At the least, we must be assured that our students do not use, are not in possession of, or are not under the influence of alcohol or illegal drugs while on this campus or at school-related events. A student who disregards this guideline shows the greatest disrespect for our community and violates its trust to such a degree that he/she will be asked to leave the School. If the School becomes aware of a student's alcohol or illegal drug use outside of school, the School may make any number of recommendations depending on the nature of the incident, its legal disposition, the danger posed to others, and the impact it has on the Oakbrook Community. Courses of action may include a required professional assessment of drug or alcohol dependence, counseling for the student and family, possible suspension or withdrawal from the school community, dismissal, or expulsion. The School believes parents and students should take seriously the issue of substance use by our young people, and it will take steps to educate, to support non-users, and to do all in its power to help young people make wise decisions. Oakbrook athletes are expected to treat coaches and teammates, along with opponents, officials, and visitors, with respect. We encourage athletes to play hard within the rules of the game, winning with humility and losing without excuses. Athletes are expected to respect the property and equipment of Oakbrook and our opponents. Always remember that as an Oakbrook athlete, you represent our school, our coaches, and your families as well as yourself in and out of school, including on social media.

## Word to Our Parents

Oakbrook Prep encourages parents to support their child in the child's athletic involvement. Please make sure your child is on time for practices and games. Your attendance at games is important to your child and your positive encouragement has a direct impact on your child's performance. If at any time you or your child has a concern or question, have the child/athlete talk to his/her coach first. If your concern is not resolved, then you may call the coach yourself. Any concerns not resolved after talking with the coach may be brought to the Athletic Director to set up a meeting with all parties involved.

## Word to our Spectators

Oakbrook Prep welcomes athletic competition and school spirit for our teams and we encourage parents, family, friends and students to attend athletic events and cheer for our team. We view all expressions of school spirit as reflections of our school. Each of us has the responsibility to encourage Christian sportsmanship including cheering for our team's success and not our opponent's failures, welcoming a visiting team and their spectators, and showing respect for officials. Only members of the athletic team are permitted to sit on a team's bench. Only timers and official score keepers may sit at the scorer's

table/bench. No outside food or drinks. Concessions will be available for purchase at each Home Basketball and Football game. Please throw away your trash after games. Athletes and coaches are expected to exhibit good sportsmanship at all times. It is also essential that spectators exhibit good sportsmanship as well and adhere to the following guidelines during competition. Always cheer in a positive manner. Positive cheering leads to positive results. Do not talk to officials before, during, or after the competition. Keep all comments about officiating to a minimum. We want athletes to concentrate on what is about to happen, not what has already happened. Please leave concern for the officiating to the Athletic Staff. Please do not communicate with our athletes from the start of warm-up until the end of competition, other than to cheer their efforts. We want our athletes to remain focused. Fans should be seated in bleachers or remain in designated areas away from the team and playing areas.

## **Guidelines for Game Officials and Management Regarding Lightning**

The purpose of these guidelines is to provide information to those responsible for making decisions about suspending and restarting games based on the presence of lightning. If at all possible, staff should monitor local weather conditions before and during events.

- If the facility/school has an on-site lightning detection system, those warnings must be heeded.
- In absence of an on-site detection/warning system, use the following criteria for suspension of play and resumption of play:
  - o When thunder is heard or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - o The 30-minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - o Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.
- Schools should develop an evacuation plan, including identification of appropriate nearby shelters.

## **Heat Policy**

[https://www.scisa.org/images/pdf-files/athletics/Heat\\_and\\_Athletic\\_Participation\\_Policy.pdf](https://www.scisa.org/images/pdf-files/athletics/Heat_and_Athletic_Participation_Policy.pdf)

## **Forms**

All Arbiter athletic participation forms must be completed online at PlanetHS.com.

## **Note From the Athletic Director**

Participation in athletics and representation of Oakbrook Prep is a privilege. This honor will only be extended to those athletes worthy of representing our school in a positive light during school, competition, and in the community. We hope you and your student-athlete enjoy this year's athletic competitions at Oakbrook Preparatory School. As with any team, our students will only be successful with your support. So please be involved in your child's athletic participation. Contact The Athletic Director or his/her coach to find out how you can help support the team. If you have any questions or concerns please contact me at [travis.casey@oakbrookprep.org](mailto:travis.casey@oakbrookprep.org). Thank you and GO KNIGHTS!!! -Coach Casey

- Please note that any unforeseen circumstance not mentioned in this handbook will be handled at the discretion of the Athletic Director with consultation from the Head of School. By participating in Oakbrook Athletics you and your student-athlete consent to the rules and policies stated above.



## Appendix D

### Oakbrook College Counseling

#### Mission

At Oakbrook our goal is to prepare graduates to use the gifts and talents God has blessed them with at the post high school institution that fits them best. We desire to aid them in their college search to discover the school where they will continue their academic growth into the young men and women God intended them to be. Our curriculum provides them with the environment to hone their skills and their interests and to prepare them for the academic needs of their education beyond the halls of Oakbrook. While this preparation is a process that involves the general programs offered at the elementary level, significant focus begins in the 8<sup>th</sup> grade and continues through 11<sup>th</sup> grade as students take the Preliminary SAT/National Merit Scholarship Qualifying Test. In the 9<sup>th</sup> and 10<sup>th</sup> grades, course selection is emphasized as a means to support and challenge SAT/National Merit Scholarship Qualifying each student's academic needs and goals. Junior Seminar initiates the formal college preparation process with instruction for taking the ACT and SAT college admission exams, the introduction to the college application process, and the various requirements for college admission. College selection and planning begins in earnest during junior year as conferences are scheduled with our College Guidance Counselor to assist both parents and students in the evaluation of each student's goals and abilities and the identification of potential college choices. And finally, in August Oakbrook College Boot Camp kicks off the intensive campaign of writing college essays, completing college applications, examining financial aid and scholarship availability.

At Oakbrook we encourage each student's individual academic, social and spiritual needs seeking God's direction as we work to match each student to the schools that best fit them. We strive to expand their vision of what is available to them and to push them to pursue that vision.

The mission of Oakbrook Preparatory School College Guidance is to develop in intellectually capable young people the creative minds, healthy bodies, and Christian worldview needed to contribute wisdom, compassion, and leadership to a global society. We provide a rigorous, dynamic academic program through which effective educators lead students to take responsibility for learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences can apply a Christian worldview as they instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

#### Mission Focus

Oakbrook Preparatory fosters the development of citizens capable and committed to employing Christian worldview as they interact compassionately, ethically, and successfully with diverse peoples and cultures to create a more humane, sustainable global society. This focus transforms our learning and our work together.

#### College Counseling Priorities

Oakbrook Preparatory School college guidance uses the following overarching priorities to guide our work and commitment to excellence.

- Provide consistent support of students, their parents and guardians as they explore higher education options.
- Maximize dissemination of information and share expertise with families as they plan for standardized tests, college admission, financial aid and scholarships in appropriate and timely educational forums on campus.
- Maintain professional visibility among colleges and universities while also reaching a range of selective institutions of higher education

- Train students, families and staff on the use of SCOIR the online college guidance tool.

## **Appendix E**

### **Sexual Abuse and Molestation Prevention Policy**

Oakbrook does not condone and takes measures to prevent sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals, and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the child’s care. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Oakbrook.

#### **Reporting Procedure**

All staff members who learn of sexual abuse being committed must immediately report it to the Head of School, a Dean or the School Counselor. If the victim is an adult, the abuse will be reported by the Head of School or director to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the Head of School or director will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

#### **Investigation and Follow Up**

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team, or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on a leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases
- Difficulty walking or ambulating normally

- Stained, bloody, or torn undergarments
- Genital pain or itching
- Physical injuries involving the external genitalia

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person
- Recoiling from being touched
- Bundling oneself in excessive clothing, especially night clothes
- Discomfort or apprehension when sex is referred to or discussed
- Nightmares or fear of night and/or darkness

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

## **Appendix F**

### **Oakbrook Counseling Service**

Oakbrook's Counseling Service serves students in all grades and provides support and expertise to faculty and administration in matters relating to student mental and emotional health. This service is not meant to replace any on-going mental health therapy for a student or family.

#### **MISSION**

To provide hope, encouragement, and healing for students through a professional/ caring counseling relationship that is rooted in biblical principles.

#### **COUNSELING SERVICE GOALS**

- Encourage students to express their feelings and needs in a productive way and help them develop skills to address their needs
- Hold small group sessions as needed to address conflict or relationship issues
- Provide support to faculty and staff in matters relating to student mental health
- Hold faculty training sessions to teach skills needed in the classroom relating to matters of mental health
- Collaborate and communicate with parents on matters of mental health
- Develop student action plans to address specific issues
- Evaluate student mental health
- Work closely with the school nurse and administration
- Meet with families and faculty to exchange needed information and provide updates when appropriate
- Refer students to any necessary outside resources
- Guide students in the development of skills and strategies needed to deal with a problem

- Periodically evaluate the effectiveness of students' services and progress
- Act as a student's advocate
- Teach small group/ class lessons to foster a positive environment for all students
- Maintain confidentiality of Student information
- Offer periodic parenting seminars

## Appendix G

### Crime/Abuse/Neglect Reporting Procedures:

#### Against persons/Property

School administrators shall comply with all reporting requirements imposed by applicable statutes and regulations and shall adhere to reporting procedures set forth in rules established by the superintendent pursuant to this policy.

An immediate report shall be made to law enforcement upon the occurrence of any of the following activities on school property or at a school-sanctioned activity which may result in injury or serious threat of injury to the person or to another person or his property.

1. Assault and battery
2. Extortion
3. Bomb Threat
4. Possession, use or transfer of weapons
5. Sexual offenses
6. Vandalism
7. Trespassing
8. Theft of property
9. Possession or sale of stolen property
10. Arson
11. Furnishing, selling or possession of any unauthorized substances described in the codes of conduct for  
upper school, middle school and lower school students
12. Furnishing, selling or possession of controlled substances, including without limitation drugs, narcotics or  
poisons
13. Distribution, sale, purchase, manufacture or unlawful possession of controlled substances while on,  
or  
within a radius of one-half (1/2) mile of, school grounds
14. Threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their  
immediate family

## **ADMINISTRATIVE RULE**

### **1. Crime Reports**

School administration shall complete the standard school crime reporting form in accordance with South Carolina Code Sections 59-63-320 and 330 and any regulations promulgated by the State Board of Education in connection therewith.

### **1. Firearm Referrals**

School principals shall refer to the law enforcement any student determined to have brought a firearm to school or to any school-sanctioned or sponsored activity.

### **1. Abuse/Neglect Reports**

School teachers and counselors are required by South Carolina Code Section 20-7-510 to make a report orally by telephone or otherwise to the Department of Social Services or to a law enforcement agency in the county where the child resides when they have "reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect".

### **1. Injury/Serious Threat of Injury Reports**

All school administrators are required to contact law enforcement authorities "immediately upon notice that a person is engaging or has engaged in activities on school property or at a school-sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in school policy." School policy defines such activity as including:

- a. Assault and battery
- b. Extortion
- c. Bomb Threat
- d. Possession, use or transfer of weapons
- e. Sexual offenses
- f. Vandalism
- g. Trespassing
- h. Theft of property
- i. Possession or sale of stolen property
- j. Arson
- k. Furnishing, selling or possession of any unauthorized substances described in the codes of conduct for high school, junior high school and elementary school students
- l. Furnishing, selling or possession of controlled substances, including without limitation drugs, narcotics or poisons
- m. Distribution, sale, purchase, manufacture or unlawful possession of controlled substances while on, or within a radius of one-half (1/2) mile of, school grounds
- n. Threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family

### **1. Procedure**

In the event that activities resulting in, or which may result in, injury, or serious threat of injury, occur, or evidence of abuse or neglect is observed, on school grounds or at a school-sanctioned or sponsored activity, the school administrator shall:

- a. Investigate the matter and collect factual evidence. Note: All contraband confiscated by school administrators must be turned over to law enforcement immediately. School administrators



- shall, whenever possible, have a witness present when confiscating contraband from a student.
- b. Report the matter to the Director or the Head of School.
- c. Report the matter, as required by law, to the Department of Social Services or law enforcement authorities. Report to law enforcement agencies regarding non-emergency matters may be made by telephone followed by the filing of a formal report if appropriate.
- d. Suspend any student or students involved when their presence is detrimental to the best interest of the school and notify a parent or guardian of such action as soon as possible.
- e. Maintain a complete written record of action taken and the basis for such action.
- f. Take such disciplinary action with respect to the student or students involved as the school administration deems appropriate in accordance with board policy and the codes of conduct for high school, middle school, and elementary school students.

#### 1. **Notices**

All schools shall post a notice at each entrance requiring all visitors to report to the office to register and obtain a visitor's pass which must be displayed at all times.

#### 1. **Dissemination of Policy and Rules**

School administrators shall disseminate to parents and teachers on an annual basis the board policy and administrative rules regarding reporting of crimes, activities resulting in injury or serious threat of injury and instances of abuse or neglect.

Notwithstanding the duties imposed on school staff members to report the crimes listed above, South Carolina State Law (S.C. Code Sec. 59-24-60, as amended March 1994) requires as follows:

"In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school-sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy."

## **Appendix H**

### **Bullying Policy**

The following policy is made available to staff, students, and parents and follows our core values of building character and creating community in a Christ-centered school.

#### **Aims**

Everyone involved with Oakbrook Preparatory School recognizes that the central aims of education cannot be achieved within an environment where bullying exists. Any form of intentional bullying is totally unacceptable, and will be addressed appropriately for the age and situation of the students involved.

#### **What is bullying?**

Bullying is any action done with the intent or desire to purposely hurt or frighten someone. It can be physical or psychological and can cause psychological damage. The bully is likely to know exactly what he or she is

doing, but it is also possible that he or she may not know it is happening. Depending on the age of the students involved, and the situation in which the perceived bullying has taken place, the intent to bully another student may not be apparent. The victim and the bully are both in need of help. The crucial point is that the “victim” must talk about the situation, and the ‘Bully’ must understand how their actions affect others. The character development of each student at Oakbrook is an integral part of our community, and we strive to help students learn how to preserve relationships with one another regardless of differences or adversity.

Examples of some types of bullying include:

- Emotional: excluding someone from social groups, tormenting
- Physical: pinching, pushing, kicking, hitting, punching, or any use of violence
- Religious: derogatory comments about religious observances or beliefs
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: Misuse of any technology (internet, email, social websites, chat rooms, texting etc.) to cause fear or damage to another person’s reputation or intellectual property.

### **Prevention**

- Appropriate opportunities are taken within the curriculum and chapel to consider issues relating to bullying and character
- Incidents of bullying are reflected upon and discussed when they occur so that lessons can be learned
- All staff are made aware of the importance of recognizing potential ‘bullying’ situations, including new staff and support staff
- Staff contribute to a continuous supervisory presence around the school
- All staff are asked to be vigilant and willing to take appropriate action if they suspect that a student is being bullied

### **Implementation**

A student who is a victim of bullying, or who witnesses an incident of bullying, should feel free to approach any member of staff for help. The member of staff is expected to act in accordance with school policy and discuss the situation with the students involved and/or another member of administration. All staff play a vital part in being vigilant and proactive if they note what may be developing into a bullying relationship. All staff should be approachable and willing to offer help and support to any student who feels the need to discuss an incident.

### **Procedure: Who to tell**

Bullying thrives on fear and silence. It is important to be brave, and to talk. The student and/or student’s parents might want to talk to any one of the following:

- Dean of Students
- Head of School
- Parents
- A teacher, coach, or tutor
- School Nurse
- Lower school guidance counselor

If the student needs support, and they probably will, then they might ask a friend to accompany them. This friend may have witnessed events and will be a useful part of the conversation.

The bully themselves may be acting out of low self esteem, and they too may feel the need to talk to someone about it.

### **Staff will**

- Be provided with the appropriate training to raise their awareness of bullying

- Always listen, take seriously and act upon information received
- Not promise confidentiality, but reassure students that the situation will be dealt with sensitively
- Offer positive role modeling of mutual respect, listening and problem solving
- Be aware of early signs of distress or withdrawal in students
- Build positive self images among the students
- Commend appropriate behavior
- Deal quickly, firmly and fairly with any complaints involving parents
- Keep a written record of information disclosed, using the wording used by the students, the nature of proof, any discussions held and actions taken. This should be dated and signed by the member of staff and copied to the student's file and the Head of School.

#### **Outcome**

- The victim and bully are offered support, including discussions about intent, communication, asking for forgiveness, and offering forgiveness in keeping with our values as a school united by the love that Jesus instructs us to show one another.
- The perpetrator is reprimanded, punished appropriate to age, situation and intent, and warned that there must be no recurrence of such antisocial behavior. The perpetrator is also given suitable help and guidance to rectify behavior.
- Records are kept with students' file as well as with the Head of School
- Parents of both students are informed whenever there is an allegation of bullying
- Finally, if a student is unable or unwilling to stop bullying then further sanctions will follow, including, in extreme cases, expulsion.

## **Appendix I**

## Lower School Uniform and Dress Code Information

### Preschool (K3, K4) and Kindergarten (K5)

The purpose of the preschool dress code is to create a harmonious environment that is conducive to learning. Our goal is to eliminate distractions and competition among the children and to establish an atmosphere of love and acceptance.

#### **Official uniform:**

- Light Blue polo shirt
- Navy or blue denim pants or shorts, skirt or skort
- Tennis shoes or comfortable dress shoes and white socks
- The official uniform is to be worn on all field trips and to any school functions.

#### **Daily clothes**

- Tops – Light blue, gray, or white polo shirts (short or long sleeve), Oakbrook t-shirts or sweatshirts, navy blue cardigan from Lands' End (optional)
- Oakbrook crest allowed, but not required; no other monograms or emblems on shirts
- Bottoms - navy or blue denim pants or shorts, skirt, skort or jumper (if your daughter has a Land's End plaid item, she may wear it but it is not required and may not be worn as official uniform)
- Tennis shoes or comfortable dress shoes and white or blue accessories
- No boots or heels

### Grades 1-4

Oakbrook Preparatory School's dress code was established to promote unity, provide a consistent and neat appearance for all students, and to avoid peer pressure in matters of dress. Only the official uniform and options are acceptable attire. **The official uniform must be worn for field trips, special functions, picture days, and weekly Wednesday chapel, while approved options may be worn on other days.** The only acceptable emblem, lettering, or patch on hats, jackets, sweaters, or other clothing is the school's logo or crest. Students must have warm coats, head covering, and gloves or mittens during the winter months. A parent will be called to bring appropriate dress for field trips or for chronic dress code offenders.

#### Boys - Grades 1-4 Official Uniform

##### ***Tops***

- Light blue Oakbrook crested polo shirt (short sleeve or long sleeve) from [Land's End](#) (or take your own polos to [Spartan Custom](#) for crest); tucked.
- Oakbrook or Knights outerwear may be worn on any day in addition to any solid navy blue or white sweater, jacket, or sweatshirt.
- Any outerwear is acceptable when worn outside the building.

##### ***Bottoms***

- Navy blue pants or shorts with belt; please remove any visible brand labels.
- No cargo pockets; no corduroy, nylon, or sweatpants

##### ***Accessories***

- Socks must be worn with shoes; no bright or neon colors.
- Black, brown or navy blue shoes - leather or suede - completely enclosed (no more than two colors)
- No boots
- Navy, brown or black belt
- No piercings

- Hair must be of natural tone or color.
- Hair must be neat and out of eyes.
- Hair style and length are at the discretion of the administration.

#### Girls – Grades 1-4 Official Uniform (**Every Wednesday**)

##### ***Tops***

- Light blue crested polo shirt (long sleeve or short sleeve) from [Land's End](#) (or take your own polos to [Spartan Custom](#) for crest); tucked.  
The crested shirt is needed when worn with any **Lands' End Classic Navy Large Plaid Skirt**.
- Oakbrook or Knights outerwear may be worn on any day in addition to any solid navy blue or white sweater, jacket, or sweatshirt.
- Any outerwear is acceptable when worn outside the building.

##### ***Bottoms***

- Lands' End Plaid Jumper in **Classic Navy Large Plaid** or any Lands' End Skirt or Skort in **Classic Navy Large Plaid**

##### ***Accessories***

- White or navy blue socks plain without lace, emblems, etc.
- White or navy blue tights or leggings during cold weather (no pants worn under jumper/skirt)
- Black, brown, or navy blue shoes completely enclosed (no more than 2 colors)
- No boots or heels
- No piercings other than ears – no dangling earrings
- Hair must be of natural tone or color.
- No makeup

#### Boys - Grades 1-4 Dress Code (Mon./Tues./Thurs.)

##### ***Tops***

- Light blue, gray, or white polo shirt (long or short sleeve)
- Oakbrook crest optional; no other monograms or emblems on the shirts
- Other Options:
  - Lands' End navy blue vest, Oakbrook crest optional
  - Oakbrook or Knights sweatshirts and T-shirts may be worn on Friday only.
  - Oakbrook or Knights outerwear may be worn on any day in addition to any solid navy blue or white sweater, jacket or sweatshirt.
  - Any outerwear is acceptable when worn outside the building.

##### ***Bottoms***

- Navy blue shorts or pants - Please remove any visible brand labels.
- No cargo pockets; no corduroy, nylon, or sweatpants

##### ***Accessories***

- Socks must be worn with shoes; no bright or neon colors.
- Black, brown, or navy blue shoes completely enclosed (no more than two colors)
- Tennis shoes may be worn on NON-OFFICIAL days only.
- No light-up, noise makers or wheels; must be closed toe and heel
- Navy, brown or black belt
- No boots
- No piercings
- Hair must be of natural tone or color.
- Hair must be neat and out of eyes.
- Hair style and length are at the discretion of the administration.

#### Girls - Grades 1-4 (Mon./Tues./Thurs.)

##### ***Tops***

- Light blue, gray, or white polo shirt (long or short sleeve)
- Oakbrook crest allowed, but not required. No other monograms or emblems on shirts. No scalloped edges or lace on collars.
- Other Options:
  - Lands' End navy blue vest, Oakbrook crest optional
  - Oakbrook or Knights sweatshirts and T-shirts may be worn on Friday only.
  - Oakbrook or Knights outerwear may be worn on any day in addition to any solid navy blue or white sweater, jacket, or sweatshirt.
  - Any outerwear is acceptable when worn outside the building.

##### ***Bottoms***

- Navy pants, Knee-length navy blue shorts, skort, or skirt; please remove any visible brand labels.
- **Any** Lands' End classic navy large plaid jumper, skirt or skort
- Knee-length navy jumper
- No cargo pockets; no corduroy, nylon, or sweatpants.

##### ***Accessories***

- White or navy blue socks -plain (without emblems)
- White or navy tights or leggings during cold weather (no pants under jumper/skirt)
- Black, brown, or navy blue shoes completely enclosed (no more than two colors)
- No boots or heels
- Tennis shoes may be worn on NON-OFFICIAL days only.
- No light up, noise makers, or wheels; must be closed toe and heel.
- Navy, brown, black or Lands' End classic navy large plaid belt
- No piercings other than ears – no dangling earrings
- Hair must be of natural tone or color.
- No makeup

##### **Dress Code on Fridays**

- Only Oakbrook/Knights tops allowed
- Jeans must not be "cut-offs," extremely tight, have holes, rips, or chains.
- "Sagging" pants or low midriff attire will not be acceptable.
- Shorts and skirts must follow the mid-thigh rule.
- No platform shoes, heels, or flip-flops
- Accessory and make-up rules still apply.

##### **Dress Code on other Non-uniform Days**

- All Friday dress code rules apply
- Students may not wear tank tops, spaghetti straps, midriff tops, or hats.
- All tops should completely cover the student from collarbone to below the waist, including back and shoulders.
- Students may not wear shirts with alcohol, tobacco, or obscene messages or pictures that would compromise the integrity of Oakbrook standards.
- Students will be notified of any exceptions to these guidelines (e.g., Homecoming).

#### **Middle School and Upper School Uniform and Dress Code Information**

##### ***Grades 5th-8th***

- Daily
  - Tops: Solid Polo (Acceptable Colors: Any shade of Blue, Gray, Green, or White)

- Bottoms: Navy and Khaki pants / shorts / skirts (no jeans, no holes or rips)
  - Shorts and skirts must be mid-thigh in length.
- Outerwear: Solid (Acceptable Colors: Any shade of Blue, Gray, Green, or White)
  - Oakbrook issued outerwear is acceptable.
- Official Uniform
  - Tops: Navy Polo with Oakbrook Crest
  - Bottoms: Khaki pants / skirts
    - Skirts must be mid-thigh in length.
    - No Shorts
  - Outerwear: Solid Fleece Jacket or Sweater (Navy or Gray only)
- Notes:
  - No leggings, jeggings, sweats, joggers, or athletic shorts

### ***Grades 9th-12th***

- Daily
  - Tops: Any Color, Collared shirt (ladies may wear a blouse)
  - Bottoms: Any Color Pants, Shorts, Skirts or Jeans (no holes or rips; no "cut-off" jeans)
    - Shorts and Skirts must be mid-thigh in length
  - Outerwear is to be a Solid color or any Oakbrook issued apparel
- Official Uniform
  - Boys
    - Tops: White button down collared shirt with Oakbrook Tie
    - Bottoms: Khaki pants
      - No shorts
    - Outerwear: Navy Blazer must be worn on Official Uniform Day
  - Girls
    - Tops: White button down collared shirt or blouse
    - Bottoms: Khaki pants or Khaki skirt
      - Skirts must be mid-thigh in length
      - No shorts
    - Outerwear: Navy Blazer or Cardigan Sweater must be worn on Official Uniform Day
- Notes:
  - No leggings, jeggings, sweats, joggers, or athletic shorts

### ***Friday Wear (Spirit)***

- All students are allowed to wear Oakbrook t-shirts, jeans, sweats, or athletic attire (NO Leggings)

### ***Physical Education / Dance***

- Tops: School issued or solid school colored t-shirts
- Bottoms:
  - Strength Training and Fitness
    - Gym Shorts / Athletic Pants (shorts must be mid-thigh in length; no spandex; no leggings)
  - Dance:
    - Dance / Athletic Pants, Leggings or Capri Leggings (no shorts)

### ***Athletic Teams on Game Day (except Official Uniform Days)***

- Tops: Team Shirt
- Bottoms: Daily Dress Code

### ***Shoes***

Shoes are to be tennis shoes or closed toe shoes (NO bedroom slippers)

### ***Hair and Accessories***

Hair should be neat, maintained, and a natural color. Jewelry should be worn in good taste.

***At no time should undergarments or midriffs be visible.***

***Shoulders should always be covered.***

***Collars are not to be low-cut.***

***School officials have the discretion to determine appropriate attire, hairstyle/colors, makeup, and accessories.***

## **Appendix J**

### **Oakbrook Preparatory School Middle and Upper School Honor Code**

#### **Oakbrook Preparatory School Principles Regarding Academic Integrity**

Students at Oakbrook must adhere to ethical standards. These standards preclude involvement in the following unacceptable behaviors. If a student is unclear as to whether or not his or her actions are in violation of the Honor Code, the student has the responsibility to clarify that action with the proper administrator.

- A. Cheating or attempted cheating
- B. Plagiarism
- C. Fabrication
- D. Obtaining an unfair advantage
- E. Obtaining unauthorized assistance from any source
- F. Falsifying or inventing information to be used as a resource
- G. Working with another person without the teacher's permission
- H. Giving unauthorized help in any form to another student
- I. Falsifying records and official documents
- J. Enabling others to violate the honor code
- K. Unauthorized accessing academic or administrative records or systems

#### **Teacher Responsibilities**

Clearly state the unacceptable behaviors within the teacher's course.  
Be specific as to how much student collaboration on an assignment is allowed.



Address the use of study aids in class work.

### **Student Rights**

Students suspected to be in violation of the honor code have the right to be heard by the teacher and administrator.

### **Consequences**

Students in violation of the code will face the consequences as deemed appropriate by the teacher and/or administrator. The director may impose more serious consequences than the teacher requests. The following are possible penalties that offenders will face:

- A. Zero for the assignment
- B. Parent notification by the administration
- C. Ineligibility for the Honor Roll for the current term/quarter
- D. Detention
- E. More serious violations or repeat offenses could result in suspension or expulsion.

## **HONOR CODE**

### **ALL STUDENTS IN GRADE 5-12 WILL PUBLICALLY SIGN THE HONOR CODE IN A CHAPEL CEREMONY**

***As a member of the Oakbrook Preparatory School, I honor academic and personal integrity. I uphold the values of honesty, integrity, respect, and responsibility.***

***I have fully read and understood the Honor Code as the accepted standard for all academic work related to Oakbrook.***

Honesty, integrity, respect, and responsibility are values that members of the Oakbrook family uphold. Honesty implies a refrain from lying, cheating, or stealing. It involves being truthful, trustworthy, and upright. Integrity is characterized by adherence to sound moral principles. Treating others as you would want to be treated models respect. Responsibility involves being accountable for personal actions and accepting the consequences. The Honor Code represents the values of Oakbrook Preparatory School. It is a guide for faculty, staff, students, and administration. Members of the Oakbrook community should uphold these values outside as well as inside the school. The goal is to do the right thing, even when no one is looking. The Honor Code is a blueprint for behavior. As members of the Oakbrook community, we will hold each other and ourselves accountable to a standard of honesty, integrity, respect, and responsibility.

### **Parent Pledge**

I will support Oakbrook in its goal of encouraging academic honesty in my child. I have read the Honor Code contained in the previous page. I understand and accept the

consequences for failure to abide by the provisions of the policy.

## 2022-2023 Oakbrook Preparatory School Tuition and Fees Schedule

Grade	Tuition (Excludes registration, Knight Shift, lunches, library fines, overnight trips)
K3/K4 Half Day / Full Day	\$4,485/\$6,645
K5	\$6,835
Grades 1-4	\$8,895
Grades 5-7	\$10,215
Grades 8-12	\$10,967

Application Fee	K3/K4/K5	Grades 1-12
	\$75	\$125
New Student Registration Fee	\$415	Grades K3-12
Registration for Returning Students and New Siblings	\$215	\$315
		<i>After Feb. 15</i>
Capital Maintenance Fee	\$225	Per family
Parents' Club Annual Dues	\$35	Per family
Athletic Fee	\$100 per sport	\$200 cap
Security Fee	\$130/child	(already added to tuition)
Early Bird	No charge	7:30am-8:00am
		All grades
Knight Shift After School Care	\$7/hour	2:30pm-6:00pm
	\$100/week maximum	K3-Grade 8
Lunch Bunch	\$12/day	K3-K4 only
	11:30am-2:30pm	Does not include cost of lunch

Financial Aid	Financial Aid is based on demonstrated financial need and is available for students in Kindergarten-12 <sup>th</sup> grade. To be considered, applications must be submitted to Financial Aid for Student Tuition (FAST). Applications will be forwarded to the Financial Aid Committee for consideration. If you experience any problems during application process or have any questions, please email our Business Office at <a href="mailto:business.office@oakbrookprep.org">business.office@oakbrookprep.org</a> . <a href="#">Click Here to apply for Financial Aid</a>
Late Payment	\$35 - Each invoice: Due the first of the month; late after the 10th.
NSF Checks	\$35 - Each
Credit Cards	3 % of amount charged - Each usage

## LATE PAYMENT POLICY

Part of Oakbrook's mission is to offer an affordable, quality education to its families. This requires strict budgetary planning and control. In order for Oakbrook to meet its financial obligations, it is imperative that all outstanding tuition fees and invoices be paid promptly to the school. While special circumstances do arise, (see Special Circumstances section below) Oakbrook families are expected to pay invoices in full and in a timely manner.

### PAYMENT TERMS

- Payments for invoices are due on the first business day of the month. If the invoice is not paid in full by the 10<sup>th</sup> of the month, a \$35 late fee is added to the invoice. Payments received are applied to the oldest outstanding balance and penalties first and then to the current balance.
- both preferred and appreciated.

## LATE PAYMENT POLICY

Part of Oakbrook's mission is to offer an affordable, quality education to its families. This requires strict budgetary planning and control. In order for OPS to meet its financial obligations, it is imperative that all outstanding tuition fees and invoices be paid promptly to the school. While special circumstances do arise, (see Special Circumstances in Parent Handbook) Oakbrook families are expected to pay invoices in full and in a timely manner.

**PAYMENT TERMS** - Payments for invoices are due on the first business day of the month. If the invoice is not paid in full by the 10th of the month, a \$35 late fee is added to the invoice. Payments received are applied to the oldest outstanding balance and penalties first and then to the current balance.

**COLLECTION AGENCY FEES:** I understand and accept that if I fail to pay my student account bill or any monies due and owing Oakbrook Preparatory School by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Oakbrook Preparatory School may refer my delinquent account to a collection agency. I further understand that if Oakbrook Preparatory School refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 25% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

## PAST DUE INVOICES

### 60 Days

- If a past due balance remains unpaid after 60 days, the responsible party has 30 days to bring the balance fully current. Alternatively, they must schedule an appointment and meet with the school's Head of School within this 30 day period in order to work out a Mutually Acceptable Payment Plan (MAPP). Failure to do this will, unfortunately, require that the student be withdrawn from the school immediately.

- Any MAPP would require that the entire past due balance be paid in full by the end of the school year (no later). Furthermore, there would be a minimum requirement of equal, monthly payments. Earlier payment is both preferred and appreciated.
- During the time an invoice exceeds 60 days, the ability to order lunches or incidentals are suspended until the balance is under 60 days past due.

#### 90 Days

The Oakbrook Board of Directors regrets but requires that a student be withdrawn from the school with 2 weeks notification if the following obligations are not met:

- There are outstanding student tuition fees or expenses that are greater than 90 days past due and that a MAPP has not been agreed to with the Business Manager\* by that time.
- Failure to make the first MAPP payment.
- If there are any 2 sequential MAPP payments that are not paid in full.
- Payments for any current monthly tuition expenses incurred are not kept current.

#### MANDATORY WITHDRAWAL FROM Oakbrook

The Oakbrook Board of Directors regrets but requires that a student be withdrawn from the school with 2 weeks notification if the following obligations are not met:

- 1) There are outstanding student tuition fees or expenses that are greater than 90 days past due and that a MAPP has not been agreed to with the Business Manager\* by that time.
- 2) Failure to make the first MAPP payment.
- 3) If there are any 2 sequential MAPP payments that are not paid in full.
- 4) Payments for any incremental monthly expenses incurred are not kept current.

*\*If the Business Manager deems that the family may be a candidate for receiving Financial Aid from the school, the family must follow the below guidelines for Special Circumstances.*

- If a student is withdrawn from Oakbrook for any reason and there are outstanding tuition and fees, Oakbrook will withhold all school records until the balance is paid. The family is subject to Oakbrook placing the account with a collection agency and ultimately enacting a lien against the family. Parents will remain obligated by their enrollment contract for the entire year's tuition, fees and expenses.
- A student re-enrolling for the next year will not be accepted, nor have a space reserved until the family is current with their payment schedule or MAPP.
- No student will be allowed to enroll for an upcoming school year if a balance remains from the previous year. No financial aid award will be granted nor credited to a student's account until such time as the non-financial aid portion of the account is current.

### SPECIAL CIRCUMSTANCES

Special Circumstances are defined as exceptional and unusual events of hardship that make it difficult for a family to meet its full financial obligations to the school during a school year (for example,... death or incapacity of a significant income provider, severe and prolonged illnesses, job losses resulting in a severe drop in income and extended unemployment). If a family is impacted by such special circumstances and is experiencing difficulty in meeting its financial obligations to the school, they should make an appointment to meet with the Business Manager to review the situation as soon as possible. The Business Manager does not have the authority to forgive outstanding tuition fees and expenses. However, the Business Manager can assess the situation and advise the family of their potential options.

### APPLICATION FOR FINANCIAL AID

If a family wishes to seek financial aid from the school during the school year, the Business Manager must make a preliminary determination of whether they might be candidates for such assistance. If so deemed, the family will be asked to fully complete the school's standard and confidential application for financial aid as soon as possible.

Completion and submission of the application for financial aid must be completed before any past due amounts have aged beyond 90 days. Failure to do this will automatically disqualify a family from receiving financial aid. Upon completion of the application for financial aid, the application will then be deemed to be pending\*\* and awaiting a decision by the Oakbrook Finance Committee. The Business Manager will then schedule a meeting with the Finance Committee to present the application package for consideration of approval.

*\*\*A family that has filed an application for financial aid will not be required to withdraw their child from the school during the time that the application remains pending with the Finance Committee, even when past due payments exceed 90 days.*

### **STATEMENT OF RESPONSIBILITIES**

Becoming a member of Oakbrook Preparatory School community brings with it certain expectations and responsibilities. Our school community is based on *common* beliefs and values. Therefore, the responsibilities of the school personnel, the parents and their children shall be as follows:

#### **Deans and Administrative Team shall:**

- Endorse and display a professional attitude and a dedication to a biblical worldview.
- Participate in ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with faculty, students, parents/guardian, the school board, and community.
- Develop and implement educational goals, objectives, and curriculum for Oakbrook Preparatory School.
- Provide leadership in spirituality, curriculum and staff development of the school.

- Supervise the quality of instruction provided to the students.
- Maintain an atmosphere conducive to learning.
- Implement and administer policies as established by the Board of Directors.

**Faculty/Staff shall:**

- Model Christian ideals for their students and parents/guardians.
- Endorse and display professional attitudes
- Participate in ongoing spiritual and professional growth and development.
- Use instructional strategies that are most effective in promoting learning.
- Communicate effectively and routinely with students, and parents/guardians.
- Endorse and actively pursue the educational goals and objectives of Oakbrook Preparatory School through the development of school curriculum.
- Present content using a variety of methods which are sensitive to the individual needs of the students as well as curriculum outcomes.
- Maintain a classroom atmosphere conducive to learning.
- Show support for the policies of the school.

**Parents/Guardians shall:**

- Model Christian behaviors and attitudes and support the spiritual growth of their children.
- As their child(ren)'s primary educator, encourage and help them to learn.
- Support the educational goals and efforts of Oakbrook Preparatory School in the education of their child(ren).
- Provide an appropriate environment, resources and adequate time for completion of schoolwork.
- Share their talent, time and resources with the school and its fund-raisers.
- Assure that their child(ren) learn to follow rules, policies and be punctual in attendance.
- Support efforts and guidelines of Oakbrook Preparatory School Board.

**Students shall:**

- Demonstrate by their language, behavior, and attitude a respectfulness toward adults and other students.
- Maintain an attitude of accountability for their own learning and actions.
- Show respect for the biblical ideals on which our school is centered.
- Display a willingness to share their time and talents.
- Cooperate with school, administration, faculty and other students.

We, as parents or guardians of student listed above, do affirm the school's goals of pursuing academic excellence and character training. As parents (or guardians), we agree to encourage and reinforce these same goals in our homes as well. We understand that Oakbrook Preparatory will promote a Christian school environment. This will include prayer, a biblical worldview, belief in Christian principles, and ethics that are found in the Bible. We pledge our loyalty to the aims and ideals of Oakbrook Preparatory School and will follow the school's communication policy and will follow the chain of command set forth in the family handbook. We agree to bring any criticisms directly to the teacher and then administration so that they may be properly dealt with by those in authority. We further pledge to not gossip or criticize the school, its mission, its personnel, and other students. We pledge that if, for any reason, our child does not meet the academic requirements or cooperate with the disciplinary standards (these standards include care of school property, conduct, and behavior) of Oakbrook, we will withdraw and will cooperate with the administration, avoiding discussion with those not involved, so as to divert a spirit of dissension and division at either our child's or the school's expense. Oakbrook reserves the right to dismiss, suspend, or otherwise discipline any student or parent who does not adhere to the standards stated in the student and parent guidelines.

**OAKBROOK PREPARATORY SCHOOL  
MODEL GRIEVANCE PROCEDURE FOR ALL SCHOOL STAFF AND PARENTS/GUARDIANS**

**PREAMBLE**

1. This procedure has been drawn up following consultations with Policy Governance advisors, Board members, and is in line with the Board's Policy Governance model.
2. It is the school's philosophy to treat all staff, students, and parents/guardians fairly and equitably. As part of that approach, this procedure provides a means for hearing and settling all grievances promptly, fairly and by as simple a means as possible.

## INTRODUCTION

1. A grievance is defined as a matter raised by an employee or a parent/guardian on his or her own behalf which has been discussed with his or her manager but which has not, in the opinion of the employee or parent/guardian been satisfactorily settled.
2. Oakbrook Preparatory School accepts the principle that if individuals have a grievance, they have a right to express it. This includes allegations of acts or statements of discrimination by managers or employees which contravene legislation and Oakbrook School policy on matters of equality.
3. This document is designed to deal with grievances or disputes concerning individual members of staff employed at the school and parents/guardians with students currently enrolled at the school.
4. Staff Grievances can be relatively simple or more complex in nature. They can arise from a variety of sources, whether among members of staff, with the Head of School, or with the Board.
5. Grievances related to Disciplinary Action or Teaching Capability will not be addressed by the Board provided current school policies were adhered to. For instance, it is not the role of the Board to define the appropriate level of discipline, or determine the capabilities of a teacher to perform his or her duties. The Board believes this is best handled at the School management level.

## PRINCIPLES

1. Grievances can be best resolved by raising the issue informally and directly with the member of staff concerned. The use of the formal procedures should only be where the informal approach is inappropriate or has been unsuccessful.
2. It is in the interests of all parties to resolve any grievance as quickly as possible. The time periods referred to in the Procedure are maxima, and every effort should be made to complete the processes as quickly as is practicable in the individual case.
3. A grievance may only be raised by an employee personally
4. A grievance may not be progressed beyond Stage 1 without the exact nature of that grievance having been made clear to the Head of School referred to in Stages 1 and 2 by the aggrieved party.
5. If new complaints are registered at a later stage of the Procedure, these will be dealt with by referring those matters back to Stage 1.
6. All parties in the procedure must conform to the principle of mutual confidentiality.
7. The status quo will maintain until the final outcome of any grievance is settled.

## PROCEDURE

### Stage 1 - Informal

1. It is clearly desirable for a grievance to be resolved informally where possible and it is hoped that every attempt will be made to achieve this.
2. Where an employee or parent/guardian has a grievance, he or she should first endeavor to resolve the matter by direct approach to the member of staff concerned. If this is not possible, the aggrieved person may discuss the matter with the Head of School or other appropriate senior member of staff.
3. Where it has not been possible to resolve the matter informally Stage 2 should be invoked
4. Where this grievance is against the Head of School, Stage 3 of the procedure should be invoked.

### Stage 2 - Referral to Head of School

1. The employee or parent/guardian should request a meeting with the person concerned and the Head of School.
2. The request may be made verbally or in writing, and the meeting should take place on a mutually convenient day, normally within ten working days of the request being made. The Head of School will attempt to resolve the grievance.
3. If the issues cannot be resolved, the Head of School will invite and assist the parties to the grievance to prepare a mutually acceptable statement of facts. At the meeting both parties should seek to resolve the problem by mutual agreement, in consultation with the Head of School. The Head of School may also, with agreement of both parties, seek outside counsel to aid in resolution.

### Stage 3 - Referral to the Governing Body

1. If the grievance is against the Head of School, it will be reviewed by the Board Grievance Subcommittee to determine whether the grievance should be reviewed by the full Board. The Board Grievance Subcommittee shall consist of the three non-officer Board members.
2. It may be advisable for the employee or parent/guardian to obtain legal consult at this stage. When the grievance is against the Head of School, the Head of School will also have a right to obtain legal consult.
3. Where the matter has not been resolved under Stage 2 above, within five working days of the meeting the employee may submit a formal written notice of the grievance to the Head of School, with a copy to the person concerned if other than the Head of School. The Head of School should then issue a formal written report to the Chairman of the Board.
4. The Board Grievance Subcommittee will convene within five working days and determine if the grievance should be viewed by the entire Board. This decision will immediately be communicated to the Head of School.
5. Within five working days of the Head of School receiving guidance from the Board, a letter should be sent to both parties stating that the Board will/will not be convened to discuss the matter on a mutually convenient day (normally within twenty working days of the Head of School receiving the formal written notice of the grievance). The letter will cover the following points:
  - a. state that Stage 3 of the Grievance Procedure has commenced;
  - b. summarize the nature of the grievance to be heard;
  - c. give a minimum of ten working days notice of the date, time, and place of hearing before the Board;
  - d. remind both parties of the right to be accompanied by a legal representative;
  - e. state that all relevant documents should be exchanged at least five working days before the hearing;
  - f. state that the Head of School has a right to attend for the purpose of giving advice, where he is not one of the two parties concerned.
6. The Board Secretary will provide copies of any documents which are timely submitted by the parties, (within five working days before the hearing), to the entire Board and the employee or parent/guardian.
7. Nevertheless, with the agreement of all parties, any new documentation relevant to the case may be



accepted at the commencement of the hearing itself; in such an event sufficient copies should be provided for all parties and an adjournment may be necessary.

The hearing should be conducted as follows:

1. the grievance will be presented by the aggrieved party or his or her legal representative;
2. the aggrieved party or his or her legal representative may call witnesses individually in the presence of the other party;
3. the other party and/or his legal representative may question the aggrieved party and the witness(es);
4. the Board may, through the Chairman or its legal representative, ask questions of both parties and any witness(es);
5. the other party or his or her legal representative will then present his or her case;
6. the other party or his or her legal representative may call witnesses individually in the presence of the aggrieved party;
7. the aggrieved party or his or her legal representative may question the other party and the witness(es);
8. the Board may, through the Chairman or its legal representative, ask questions of both parties and any witness(es);
9. the aggrieved party or his or her legal representative may sum up his or her case;
10. the other party or his or her legal representative may then sum up his or her case;
11. the Board will then consider the matter in private. Only those members of the Board who have been present throughout the hearing will take part in the deliberations leading to a decision or determination of the Board. Any advisors to the Board, including legal counsel, will remain, but both parties and/or their legal representatives will withdraw;
12. the Board may recall the parties only to clarify points of uncertainty on information already given. If recall is necessary, then both parties are to return, even if only one is concerned with the point giving rise to doubt;
13. the Board will come to a decision;
14. Once the decision has been reached, the Chairman will immediately inform both parties and the Head of School (if not otherwise notified) of the decision. This will be confirmed in writing to both parties and the Head of School within five working days of the end of the hearing. The letter of confirmation should state that the case has been properly considered, state the decision, and give reasons for the decision.