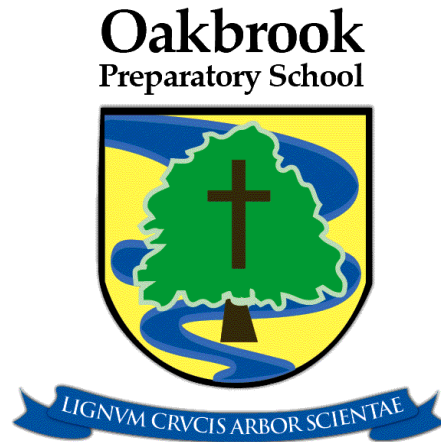


Family Handbook



2009-2010

**190 Lincoln School Road
Spartanburg, SC 29301
Phone: (864) 587-2060
Fax: (864) 587-2092**

“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

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

TABLE OF CONTENTS

Mission, Vision, Core Values, History.....pages 3 - 4

GENERAL.....pages 5 - 14

Accreditation	Gambling
Admission	Health
After School Care	Harassment
Annual Fund	Health
Arrival	Harassment
Athletics	Immunization Records
Attendance	Knight Shift
Automobiles	<u>Knighly News</u>
Before School Care	Libraries
Books	Lockers
Carpool	Lunches & Snacks
Cell Phones	Medication
Change of Address, Phone Number, email Address, etc.	Off-limits Areas
Chapel	Parent Conferences
Code of Conduct	Parents' Club
Communication	Parking
Computers	Personal Property
Deliveries	Sexual Abuse and Molestation Prevention Policy
Delayed Opening	Snow Days
Devotions	Student Records
Dismissal/Carpool	Student Reporting of Threatening/Uncomfortable Situations
Dress Code	Tardy Policy
Early Bird	Telephone Use
Electronic Equipment	Tobacco & Alcohol
Emergency Procedures	Toys, Money, Valuables
Field Trips	Tutoring
Finances	Visitors
	Weapons, Firearms, etc.

PRESCHOOL.....pages 15-16

Attendance	Parties and Birthdays
Curriculum	Progress Reports
Disciplinary Procedures	Tardy Policy
Dress Code	Toys, Money, Valuables

LOWER SCHOOL.....pages 17-22

Achievement Testing	Dress Code
Attendance	Grading/Report Cards
Curriculum	Promotion
Disciplinary Procedures	Tardy Policy

UPPER SCHOOL.....pages 23-30

Academic Probation	Exams
Achievement Testing	Grading
Attendance	Graduation Requirement Guidelines
Automobiles	Honor Code
College & Career Planning	Leaving Campus
Disciplinary Procedures	SAT/PSAT
Dress Code	School-sponsored Events
Electronic Equipment	Tardy Policy
	Testing

APPENDICES.....pages 31-54

“Who to Call For___”
SC Uniform Grading Scale
Computer Use Policy
Athletic Handbook
Sexual Abuse and Molestation Prevention Policy
Crime/Abuse/Neglect Reporting Procedures
Upper School Master Schedule
School Calendar 2009-2010
Upper School Honor Code
**Honor Code Signature Page (for Upper School students)
**Handbook Signature Page (for ALL students)

**Oakbrook Preparatory School Family Handbook
2009-2010
190 Lincoln School Road --- Spartanburg, SC 29301
Phone: (864) 587-2060 --- Fax: (864) 587-2092
www.oakbrookprep.org**

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.

Core Values

Academic Excellence

Oakbrook seeks to provide academic opportunities and learning experiences that fully develop a student's intellectual potential. The school offers a rigorous broad-based college preparatory curriculum for prekindergarten through grade 12 with numerous Advanced Placement courses available.

- South Carolina Independent Schools Association ranks Oakbrook as one of the top college preparatory schools in the state of SC.
- Students consistently average 1200 on the math and verbal portions of the SAT examination and receive entrance into their college of choice.
- Over a half a million dollars was offered in scholarships to the 24 students in the Class of 2008.
- Recognized by the National Merit Scholarship Program - in its five-year graduation history, two Oakbrook students have been recognized as National Merit Finalists; eight have received Commended status.

Cultural Diversity

From its international blend of students to an academic emphasis on world languages and cultures, Oakbrook celebrates its ethnic, economic and religious differences.

- Students are instructed in French, German, Chinese, and Spanish in the Lower School. They then may choose German or Spanish through the Advanced Placement level.
- Oakbrook's International Festival overflows with the ambiance of the world and cultures we share.

Creativity

Students are challenged to become creative and critical thinkers. Students engage with novelists, poets, philosophers, scientists, mathematicians, artists, musicians, historians, and explorers; when they wonder "Why?" and "How?" Attention to the mind, body and spirit is expressed throughout the Oakbrook experience as the classics, the sciences, athletics and the arts are embraced to the fullest.

Character

In cultivating the habits of citizens with a Christian world view, Oakbrook strives to prepare students to live full and satisfying lives, rich in devotion to God and service to others. Daily devotions, weekly chapel services, Old and New Testament survey courses help build the foundation as each student discovers servant leadership. Oakbrook students serve on campus and through mission trips, and participate in community service as well as national and international humanitarian efforts.

Community

First and foremost, Oakbrook is an educational community of parents, teachers, and students working to develop self-discipline, responsibility, and accountability. They inspire one another to discover and cultivate their God-given potential.

The Story of Oakbrook

The story of Oakbrook began a little over 15 years ago with a large vision and a small school called the Village School. 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 The Village School.

Rosemary Moore founded The Village School in 1992 with 18 students in the basement of a church, although no affiliation with a particular church guided the school's direction or growth. 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 curriculum was 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. Miss Mason's approach was to offer 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, and they were expected to achieve as well. This philosophy has proven successful for more than a century.

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 our preschool through fifth grade students, while our 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 our main campus, and Oakbrook Preschool was adopted for K-4 through K-5 at our 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 their careers. 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 from her post as Director and was given the honorary title of Director Emeritus. Steven Smith accepted the position of School Director and built on the foundation that Mrs. Moore had established.

2006 brought more changes to Oakbrook. As of 2006-07, due to the support of our "Unification Project" by our school families and donors, all of the Oakbrook family is housed on the same campus.

Currently, Nancy Seay, Interim Director, and her team of administrators continue in the same tradition begun in 1992. As of May 2009, 76 students will have left a legacy at Oakbrook begun by the first six in 2005. We look forward to those yet to come.

I. 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.

Accreditation

Oakbrook is accredited by the *South Carolina Independent School Association*. Oakbrook's teachers are highly trained college graduates who meet all certification requirements of the accrediting agencies. Learn more at www.scisa.org.

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 1st 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 are due.

Oakbrook admits all students on a probationary basis. During the probationary period, each student will be evaluated to determine his/her willingness to work and the school's ability to meet the student's academic needs. Parents will be notified in writing of final acceptance for each student.

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 must reach the age of five before September 1st 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, national or ethnic origin in administration of its admission, educational policies, scholarships, or athletic programs.

After School Care

Knight Shift is a school-operated program providing adult-supervised care for students in grades K5-8 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 escorted to Knight Shift.

Charges will be invoiced as follows: A weekly fee of \$50.00 or a drop-in fee of \$5/hour. Hours are from dismissal until 6:00pm daily (M-F).

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 helps keep tuition increases to a minimum. Parents are encouraged to support the Annual Fund. Your participation in the Annual Fund is a powerful statement of enthusiasm and support. When school family participation is high, outside contributors are more likely to donate.

Arrival

School begins at the following times:

- K4 & K5 > 8:30 a.m.
- Grades 1 & 2 > 8:15 am
- Grades 3 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.
Follow the same procedures for drop-off as described in the *Dismissal* section.

Athletics – See Appendix for Athletic Handbook

Attendance

According to the South Carolina Independent School Association guidelines, the school offers classes for a minimum of 180 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 retention.

- *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 101 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 of assignments.
- *Planned absence* - A planned absence is absence due to travel or some event scheduled during school hours. Parents should notify the Director to schedule a planned absence. Students (parents, if younger children) are responsible for gathering assignments from all teachers before the time of departure.
- *An excused absence or excused tardy* is 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. (K4 & K5 – 8:30 am; Grades 1 & 2 – 8:15 am; Grades 3 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.** Any student who is going to come in later than 8:45 a.m. and needs to order lunch should call the school with the lunch order (by 8:45 a.m). **See Tardy Policy.**
- *Athletic Attendance* – In order to be eligible to participate in athletics on a given day, a student must be in school for four classes of that day.
- *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 assess the need to see the school nurse. Notification of student illness and/or dismissal will be carried out only by the school nurse or designee.

Automobiles

All drivers are cautioned to make the safety of students their top priority. Parking is permitted in designated parking spaces and on the grassy area in front of the main building only. Drivers may form two moving lanes for drop off and pickup after

passing the primary building exit. While in carpool lines, please refrain from using cell phones.

Before School Care

Students may arrive at school as early as 7:30 a.m. (grades K-12) Adults will be on hand to supervise early arrivals. **Please do not drop off any children before 7:30 a.m.**

Early Bird Hours:

K4 & K5 > 7:30-8:15 a.m.

Grades 1-2 > 7:30-8:00 a.m.

Grades 3-5 > 7:30-7:50 a.m.

Students in grades 6 and up will remain in the main building until 7:50.

Students are tardy if not in class by:

K4 & K5 > 8:30 a.m.

Grades 1-2 > 8:15 a.m.

Grades 3 and up > 8:00 a.m.

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 books.) 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.

Carpool – See Dismissal

Cell Phones – See Electronic Equipment

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 Christ-like perspective. Chapel services are held once a week; 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

The school should function as the extension of the home. Parents delegate authority to the school director and teachers. The parents do not withdraw their responsibility upon this delegation, but meet periodically with their child's teacher for planning and coordination. Teachers schedule conferences at the close of the first term. Parents may schedule a conference as needed at any time.

Please use proper channels of communication by first expressing concerns to your child's teacher, rather than to the director, board member, or another student's parent. Escalation, if necessary, must be according to the following pattern:
Teacher>Grade Level Director >Director>Board

If a child comes home complaining about a policy or decision, please follow this procedure:

- Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
- Give the staff your support and the benefit of the doubt.
- Call or email to get all the facts.
- Follow the guidelines set out in Matthew 18:15-16 for the biblical approach to problem solving: *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.*

Computers – See Appendix for Computer Use Policy

Crime/Abuse/Neglect Reporting Prodecures – See Appendix

Deliveries

Deliveries of items such as flowers and balloon bouquets will not be delivered to students during the school day. They may be picked up at the office at the end of the day.

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, WYFF-TV, and FM 98.9, AM 950, or FM 93.7. Parents may call the school message line for information (School phone number, then press 2). Parents, of course, should use their good judgment as to whether the conditions in their neighborhood permit a safe ride to school.

Devotions – See Chapel

Dismissal

Dismissal times:

- K4 > 11:30
- K5 & Lunch Bunch > 2:20
- Grades 1 - 2 > 2:30
- Grades 3 - 5 > 2:45
- Grades 6 – 12 > 3:00

Instructions for pick-up ONLY at the Primary Building (K4 – Grade 2):

Keep to the RIGHT side of the Main Carpool Loop. Enter the Primary Loop. Pull forward to the line if you are in front of the line or immediately behind the car in front of you. **Resist the urge to stop in front of your child.** Teachers will walk your child to you. Exit through the middle of the Main Building parking lot. Watch carefully for cars pulling around the Main Loop and cars in the parking lot who may be exiting.

Instructions for pick-up ONLY at the Main Building (Grades 3 - 12):

Remember to come at the time your oldest child is dismissed. (i.e. If you have to pick up a child in 2nd and 6th grades, come at 3:00. Your 2nd grader will be supervised until then.)

Keep to the LEFT side of the Main Carpool Loop. Please be considerate. DO NOT STOP in front of the Primary Building exit driveway. Stay in the Main Loop. Pull forward to the line if you are in front of the line or immediately behind the car in front of you. **Resist the urge to stop in front of your child.** Do not block the crosswalk. Exit from the loop.

Watch for cars pulling out of the parking lot.

Do not stop at the mailbox for pick-up or drop-off. This interferes with traffic flow through the parking lot. Please reserve handicapped spaces for the legitimately handicapped.

Instructions for pick-up at BOTH BUILDINGS:

Remember to come at the time your oldest child is dismissed. (i.e. If you have to pick up a child in K5, 2nd, and 8th grades, come at 3:00. Your other child(ren) will be supervised until then. The latest pick up time for Primary Building is 3:00 p.m.) Keep to the RIGHT side of the Main Carpool Loop. Enter the Primary Loop. Pull forward to the line if you are in front of the line or immediately behind the car in front of you. **Resist the urge to stop in front of your child.** Teachers will walk your child to you. Turn to the right and merge into the Main Loop when you exit the Primary Loop. Pull forward to the line if you are in front of the line or immediately behind the car in front of you. **Resist the urge to stop in front of your child. Do not block the crosswalk.** Exit around the Main Loop.

Do not stop at the mailbox for pick-up or drop-off. This interferes with traffic flow through the parking lot. Please reserve handicapped spaces for the legitimately handicapped.

DO NOT drop off or pick up in parking lot of Gym Building.

Dress Code

Oakbrook Preparatory School's dress code was established to provide a consistently attractive and neat appearance for all students that is conducive to learning, to eliminate distractions and competition among the children, and to establish an atmosphere of love and acceptance. Only the official uniform and non-official options are acceptable attire. Consequences for non-compliance with the school dress code is at the discretion of the grade level director.

A detailed listing of uniform options and requirements are included in each grade-level division of this handbook and on the school's website.

Early Bird – See Before School Care

Electronic Equipment

Electronics have no place in school except under faculty direction. Cell phones, CD or Mp3 players, GameBoys, or other electronic equipment should NOT be used during school hours. School staff will confiscate such equipment. When calculators are allowed they must be cleared of all games, etc., prior to their use at school. Laptops may be used for the express purpose of academics. However, the protection from damage or loss of this expensive equipment is solely the responsibility of the student.

Any of the above items being used between the hours of 8:00 and 3:00 will be confiscated.

See specific policy for Upper School in Upper School section

Emergency Procedures

In the event of an illness or accident at school, every effort will be made to contact parents immediately. In emergency cases when a parent cannot be contacted, it will be the responsibility of the director or designated alternate to decide the appropriate course of action.

- **Accidents/Injuries:** *Parents must complete an emergency health information form at the beginning of the school year. The nurse and designated staff administer first aid. If a more serious injury or illness occurs, 911 will be called and parents will be notified immediately.*
- **Fire, Tornado, Intruder, and Lock Down:** *Students and faculty hold practice drills in the event of these emergency situations.*
- **Insurance** *The school holds a basic insurance policy on each student covering the time that a student is involved in a school activity.*

Field Trips

School trips are an important part of the academic program at OPS. The purpose of a field trip is to provide an enriched learning experience for students that complements classroom studies. Any Upper School student who does not attend

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 overnight Upper School trips use approved charter buses or the Oakbrook bus. Parents will be billed as appropriate for trips.

Finances

Oakbrook encourages families to pay tuition on an annual basis. Payments are, however, accepted on a semi-annual, quarterly or 10-month basis. Payments may be made by check, money order, cash, or credit card.

Late Payment Policy

In order for OPS to meet its financial obligations it is imperative that tuition and fee invoices be paid in a prompt and timely manner. While special circumstances do arise, (see Special Circumstances section below) OPS families are expected to pay invoices in a timely manner.

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 \$25 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.

If it becomes necessary for OPS to assess multiple late fees during a single school year, the family may receive a phone call and / or a certified letter stating the concerns for on-time payment. Chronically delinquent accounts will be contacted by the Business Manager. Families will be requested to bring their account current and maintain that status for the remainder of the school year.

The family may be asked to withdraw the student or students from OPS if they are unable to make satisfactory arrangements for the payment of their account on a timely basis. A family will be given a two week grace period in order to make arrangements for transitioning the affected student or students to another school.

If a student is withdrawn from OPS for any reason and there are outstanding tuition and fees, OPS will withhold all school records until the balance is paid. The family is subject to OPS 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 previous year's account has been paid. 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.

Oakbrook Preparatory School reserves the right to require full payment of tuition and fees in advance from those families with whom chronic collection problems have been experienced, as determined by the Director in consultation with the Business Manager.

Special Circumstances

OPS is well aware that special circumstances can arise that hinder a family's ability to pay tuition and fees in a timely manner. These circumstances, however, should be the rare exception rather than the rule. To deal with special circumstances, the family is strongly encouraged to contact the Director of the school before the situation becomes untenable to the school. The Director of the school does not have the authority to forgive outstanding tuition and fees.

Gambling

Gambling is strictly prohibited. Violation will result in disciplinary action and possibly 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 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.

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 an emergency health information form (Health Form) at the beginning of the school year. The nurse 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 school nurse or designee.

Fever

According to OPS General Operating Procedures, your child should not come to school if, in the last 24-hour period, he/she has had any of the following symptoms: fever over 101 F, vomiting, severe cold, diarrhea, or any known contagious disease.

Lice

Please notify the School Director or the School nurse immediately if you find lice or nits on your child at night or on the weekend. Please call the appropriate person at home. If lice or nits are found on your child at school, a parent or guardian will be notified and your child will be sent home.

Medication

No medication, including acetaminophen and ibuprofen, will be given to students without a medical prescription or parental permission. All medications must be provided by the parent and checked in with school nurse or designee in the health room. It is the responsibility of the parent to notify the school office of any chronic or special medical problem.

Immunization

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.

2009-2010 Schedule Of Required Vaccinations, Screenings, And Immunizations For School Admittance

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades five year old kindergarten through twelve (5K-12).

Minimum Requirements:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday.
This immunization requirement only applies to students entering five-year-old kindergarten, first, second, third, fourth, and fifth grades in school year 2009-2010.
If the fourth dose of DTaP, DTP, or DT is administered before the fourth birthday, a fifth dose is required at 4-6 years of age. The fifth dose is not required if the fourth dose was given on or after the fourth birthday. The minimum interval between DTaP doses #3 and #4 or #4 and #5 is six months.
- Three (3) doses of oral and/or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday.
If four (4) polio doses are administered after 6 weeks of age and are all separated by at least 4 weeks, a fifth dose is not needed, even if the fourth dose was administered before 4 years of age.
- Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
Three (3) doses of Hepatitis B vaccine
- One (1) dose of Varicella vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, and ninth grades.

Immunization Records – See Health

Knight Shift – See After School Care

Knightly News

The *Knightly News* is Oakbrook's weekly newsletter. It is distributed each Thursday via email.

Libraries

The school libraries operate under accreditation standards established by the South Carolina Independent School Association. Students are encouraged to use the resources of the school libraries, which feature technological sources as well as books and other printed materials.

Lockers

The school reserves the right to inspect lockers or storage space and personal property from time to time, to insure 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.

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 by upper school students only. Drink machines are for upper school students only. Lower school students may only purchase a drink from the vending machine when accompanied by a parent.

Medication – See Health

Off-Limit Areas

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

- Wooded areas surrounding the campus
- The parking lot and cars
- The Gymnasium
- Unsupervised classrooms
- Portable Building

Parent Conferences

A scheduled Parent Conference Day is held at the end of Term 1; however, parents or teachers may schedule a conference at any time it is deemed necessary.

Parent's Club

The Parents' Club is a 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 \$20 in the fall to support the Parents' Club.

Parking

Do not park in the carpool loops at any time during the school day. Do not park in the parking lots except in lined spaces. Please leave the "Vendor Parking" spot open for our vendors who deliver during the day. Please reserve handicapped spaces for the legitimately handicapped.

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.

Sexual Abuse – See Appendix for Sexual Abuse and Molestation Prevention Policy

Snow Days – See Delayed Opening

Student Records

A student's 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.

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 they feel comfortable confiding in.

Tardy Policy

A student is late if he/she enters the classroom after the designated arrival time. (K4 & K5 – 8:30 am; Grades 1 & 2 – 8:15 am; Grades 3 and up – 8:00) 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. **See Tardy Policies in each grade level section for more details.**

Telephone Use

The telephone is provided for school business, not for student use. Please make arrangements for student pick up before the school day begins. **Cell phones should not be used by students during school hours.** Phones will be confiscated if they are used during the school day. (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, **only the school nurse** or designee will contact the parent, NOT the student or classroom teacher.

Tobacco 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. Any student bringing to school, or possessing at school, any such items will face disciplinary action and possibly expulsion.

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.

Tutoring

Parents are discouraged from initiating independent tutoring without 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.

Visitors

All visitors, including parents, must sign in at the office (Main and Primary) and receive and display a visitor badge during the time of the visit. Parents are always welcome at Oakbrook Preparatory School. 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 prearranged through the appropriate director.

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 and possibly expulsion.

II. PRESCHOOL INFORMATION

Attendance

Parents should call the Preschool before 8:45 A.M. to inform the teacher of a child's absence. Parents are responsible for picking up their child within fifteen minutes of the child's dismissal time. Students who have not been picked up will be taken to Knight Shift. The exception is preschool students who have older siblings. They may be picked up at the time of the oldest child's dismissal time. All preschool students should be picked up by 3:00 pm.

Curriculum

Oakbrook Preschool offers a rich, broad based curriculum centered on the teachings of British educator, Charlotte Mason. The Preschool provides a hands-on learning curriculum focusing on academics. Children in 5-year-old kindergarten receive a firm foundation in math, phonics, social studies, science, and handwriting. This program also includes early foreign language instruction and physical education. Our K4 program involves a strong balance of academics and fun, incorporating arts and crafts into lessons on science, math, and learning letters and numbers. Art and music classes taught by trained teachers enrich both our K4 and K5 programs. Both 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 designed to promote each child's self esteem and build a positive outlook toward learning.

Disciplinary Procedures

Upper School students at OPS 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.

Dress Code

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.

Consequences for non-compliance with the school dress code are at the discretion of the grade level director.

Official uniform:

Red 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 - red or white polo shirts (short or long sleeve), Oakbrook t-shirts or sweatshirts, red cardigan from Lands' End (optional) OPS 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 Parker 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 socks

Parties and Birthdays

Each child's birthday is a significant event. All preschool and elementary children will be acknowledged in our Chapel Service. Parents may send cupcakes 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

the school unless the whole class is invited. Please do not bring any presents or favors to school. *Flowers and balloon bouquets will not be delivered to students.*

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. K5 students are assessed at the end of each term. K4 students are assessed at the end of the first and third terms.

Tardy Policy

It is important for students to come to school on time. When they come to school late, it interrupts the flow of the class and they've missed important information and the morning devotion. The habit of "being on time" helps set patterns that will follow children through life. Students with 5 or more tardies will be contacted by the Director.

"If we fail to ease life by laying down habits of right thinking and right acting, habits of wrong thinking and wrong acting fix themselves of their own accord." Charlotte Mason

III. LOWER SCHOOL INFORMATION - Grades 1-5

Achievement Testing

Standardized tests are given to students in third grade through 5th grade each spring. Results are distributed to parents when they are received.

Attendance

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 retention.

Curriculum

The curriculum at Oakbrook Preparatory School matches the goals set forth by former U.S. Secretary of Education William J. Bennett in his report, *James Madison Elementary School*. Student enrichment is ensured by following the guidelines of the *Core Knowledge Curriculum* developed under the direction of Professor E.D. Hirsch, Jr., who first explained the meaning of cultural literacy to the nation.

In addition to these U.S. authors, we embrace 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. Her academic emphases were to put children in touch with nature and classics in literature, art, and music. Charlotte Mason accomplished this by presenting great works of literature to children. A structured syllabus is used at each developmental level with emphasis on a wide curriculum. We see the elementary school years as a time for sampling and experimenting.

The Core Knowledge series is the framework for Oakbrook's Lower School curriculum. It is a "solid, sequenced, specific, shared core curriculum" that helps children "establish strong foundations of knowledge, grade by grade." Science & Social Studies topics studied are selected from the Core Knowledge guide to provide students with both breadth and depth of knowledge and experience.

Oakbrook uses the Open Court reading series. "Open Court Reading is a research-based curriculum grounded in systematic, explicit instruction of phonemic awareness, phonics and word knowledge, comprehension skills and strategies, inquiry skills and strategies, and writing and language arts skills and strategies. 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."

The Saxon Math curriculum is the primary math instruction guide. The Saxon approach stresses "incremental development and continual practice and review." Topics are introduced in "easily understandable pieces (increments), permitting the assimilation of one facet of a concept before the next facet is introduced. 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.

The Sitton Spelling approach is used in grades 3 through 6. The program focuses on teaching students spelling skills and patterns rather than memorization of an arbitrary list of words. Class work emphasizes the inquiry approach to discerning spelling patterns. Students learn to spell where it counts—in their writing.

Students in grades 3 through 5 are taught English grammar using the Shurley Method. "The Shurley Method is the end result of twenty-five years of research. The Shurley Method never teaches concepts in isolation. A concrete set of questions about each word in a sentence is used to teach students how all the parts of a sentence fit together. Students always have a clear picture of how to write in complete sentences, they are exposed to "see it, hear it, say it, do it" activities that meet the visual, auditory, and kinesthetic learning styles of students."

Students have numerous opportunities to improve their writing and speaking skills through the annual Literary Meet. OPS bases its writing program on the premise that all children can and should write. Teachers provide an accepting climate for students to write in, using a variety of genres on a variety of topics. Students “learn to write” using the writing process beginning with pre-writing and ending with the final copy. Students study the craft of various authors and incorporate those techniques into their own writing. Whether students are writing a math problem, journaling a science experiment or creating a travel brochure in Social Studies, students demonstrate their ability to “write to learn” across the curriculum. At the end of each year, each classroom produces a class book containing a piece of each student's writing.

Oakbrook enjoys many special academic events and festivals during the year such as the Greek Festival and Agora, Roman Festival, Famous American Day, Literary Meet, International Festival, and Medieval Feast.

All students in grade five participate in the Science Fair, with winners advancing to the Regional Science Fair at USC Upstate.

Disciplinary Action

Upper School students at OPS 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 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.

Dress Code

Oakbrook Preparatory School's dress code was established to provide a consistently attractive and neat appearance for all students and to avoid peer pressure in matters of dress. Only the official uniform and options are acceptable attire. Uniform non-official options vary slightly from grade to grade. The official uniform must be worn for field trips, special functions, and picture days, 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. *Consequences for non-compliance with the school dress code are at the discretion of the grade level director.*

Boys - Grades 1-3 Official Uniform

Tops

White OPS crested polo shirt (short sleeve or long sleeve)

** OPS or Knights outerwear may be worn on any day in addition to any solid red, navy blue, or white sweater, jacket, or sweatshirt. Any outerwear is acceptable when worn outside the building.

Bottoms

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

Navy blue or black belt

Footwear

Navy blue socks, plain (without emblems)

Black, brown or navy blue shoes - leather or suede - completely enclosed (no more than two colors)

Accessories

Navy or black belt

No piercings

Hair must be of natural tone or color

Hair must be neat, out of eyes, and off collar.

Hair style and length is at the discretion of the administration.

Boys— Grades 4-5 Official Uniform

Tops

Red OPS crested polo shirt (long or short sleeve)

** OPS or Knights outerwear may be worn on any day in addition to any solid red, 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 knit.

Footwear

Navy blue socks, plain (without emblems)

Black, brown or navy blue shoes - leather or suede - completely enclosed (no more than two colors)

Accessories

Navy blue or black belt

No piercings

Hair must be of natural tone or color

Hair must be neat, out of eyes, and off collar.

Hair style and length is at the discretion of the administration.

Girls – Grades 1-3 Official Uniform

Tops & Bottoms

White polo shirt (long sleeve or short sleeve) OPS crest allowed, but not required. No other monograms or emblems on shirts. No scalloped edges or lace on collars.

Worn with Parker plaid jumper (Must be knee length) www.parkersu.com

OR

Parker Plaid skirt worn with white crested shirt. (Must be knee length)

** OPS or Knights outerwear may be worn on any day in addition to any solid red, navy blue, or white sweater, jacket, or sweatshirt. Any outerwear is acceptable when worn outside the building.

Footwear

White socks or tights, plain without lace, emblems, etc.

Black, brown, or navy Blue shoes - leather or suede - completely enclosed (no more than 2 colors)

Accessories

No piercings other than ears

Hair must be of natural tone or color

No makeup and jewelry must be understated and is at the discretion of the administration

Girls – Grades 4-5 Official Uniform

Tops

Red crested polo shirt (short sleeve or long sleeve)

** OPS or Knights outerwear may be worn on any day in addition to any solid red, navy blue, or white sweater, jacket, or sweatshirt. Any outerwear is acceptable when worn outside the building.

Bottoms

Parker Plaid Skirt or Jumper (Must be knee length) www.parkersu.com

Footwear

White socks or tights, plain without lace, emblems, etc.

Brown, Black, or Navy Blue shoes - leather or suede - completely enclosed (no more than 2 colors)

Accessories

No piercings other than ears.

Hair must be of natural tone or color

No makeup and jewelry must be understated and is at the discretion of the administration

Boys Daily Wear, Grades 1-5

Tops

White or Red polo shirt (long or short sleeve), OPS crest optional

OPS crest allowed, but not required. No other monograms or emblems on shirts.

Other Options:

Lands' End red vest, OPS crest optional

** OPS or Knights sweatshirts and T-shirts may be worn on Friday only. OPS or Knights outerwear may be worn on any day in addition to any solid red, 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 knit.

Footwear

White or navy blue socks -plain (without emblems)
Black, brown, or navy blue shoes - leather or suede - completely enclosed (no more than two colors)
Tennis shoes may be worn on NON-OFFICIAL days ONLY. Tennis shoes must be neutral colors - no neon or bright colors, no light-up or noise makers, closed toe and heel, non-skid sole.

Accessories

Navy or black belt
No piercings
Hair must be of natural tone or color
Hair must be neat, out of eyes, and off collar.
Hair style and length is at the discretion of the administration.

Girls Daily Wear, Grades 1-5

Tops

White or Red polo shirt (long or short sleeve), OPS crest optional
OPS crest allowed, but not required. No other monograms or emblems on shirts. No scalloped edges or lace on collars.

Other Options:

Lands' End red vest, OPS crest optional

** OPS or Knights sweatshirts and T-shirts may be worn on Friday only. OPS or Knights outerwear may be worn on any day in addition to (any) solid red, navy blue, or white sweater, jacket, or sweatshirt. Any outerwear is acceptable when worn outside the building.

Bottoms

Navy blue pants, shorts, skort, or skirt (Must be knee length) - Please remove any visible brand labels.
Parker plaid shorts (Parker School Uniforms) www.parkersu.com
Parker plaid skirt (Must be knee length - Parker School Uniforms)
Navy Jumper (Knee length)
No cargo pockets; no corduroy, nylon, or knit. No low-rise.

Footwear

White or navy blue socks -plain (without emblems)
White, red, or navy tights or navy leggings during cold weather
Black, brown, or navy blue shoes - leather or suede - completely enclosed (no more than two colors)
Tennis shoes may be worn on NON-OFFICIAL days ONLY. Tennis shoes must be neutral colors - no neon or bright colors, no light-up or noise makers, closed toe and heel, non-skid sole.

Accessories

Navy or black belt
No piercings other than ears
Hair must be of natural tone or color
No makeup and jewelry must be understated and is at the discretion of the administration

Dress Code on Non-Uniform Days

- Students may not wear cut-offs, 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.
- Jeans must not be extremely tight, have holes, rips, or chains.
- “Sagging” pants, cut-offs, or low midriff attire is not acceptable.

- Girls' shorts and skirts should be AT LEAST fingertip length.
- No platform shoes, heels, or flip-flops.
- Students must not wear shirts with alcohol, tobacco, or obscene messages or pictures that would compromise the integrity of Oakbrook standards.
- Accessories and make-up rules still apply.

Grading/Report Cards

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. All students 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. Most children do not attain an integrated maturity level before age nine, and we do not compare their accomplishments before that time.

In grades four and five, 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.

Kindergarten – Grade 3 and Grade 4 Science, Social Studies, & Creative Writing:

E	93-100	E = Excellent
S+	85-92	S = Satisfactory
S	77-84	P = Progressing
S-	70-76	N = Needs to Improve
P/N	Below 70	

Grade 3 - 4 Math and Language Arts (South Carolina Uniform Grading Scale):

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	0 - 69

Grade 5 – All Subjects (South Carolina Uniform Grading Scale):

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	0 - 69

Promotion

A student will normally be promoted if the year averages are S (Satisfactory) or above 70 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 director, shall approve promotion.

Tardy Policy

It is important for students to come to school on time. When they come to school late, it interrupts the flow of the class and they've missed important information and the morning devotion. The habit of "being on time" helps set patterns that will follow children through life. Students with 5 or more tardies will be contacted by the **Director**. Repeated tardiness may result in consequences such as lunch detention or school clean up.

"If we fail to ease life by laying down habits of right thinking and right acting, habits of wrong thinking and wrong acting fix themselves of their own accord." Charlotte Mason

Testing – See Achievement Testing

UPPER SCHOOL INFORMATION – Grades 6-12

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.

Achievement Testing

Students (grades 6-8) are formally evaluated on the Stanford Achievement Test each March. All Juniors (and Freshmen and Sophomores who elect to) take the PSAT each fall. Juniors and Seniors may take the SAT and ACT on appointed dates throughout the year. Eighth graders have the option to take the PSAT, the qualifying test for the Junior Scholars program.

AP Testing

Oakbrook administers AP tests to its students in early May.

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 Director. 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 her or his learning and the integrity of the course.

Students who fail a course required for graduation must repeat and pass the course in order to graduate.

Automobiles

Student Drivers

Students in grades 10 and up 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 between 7:30 a.m. and 4:30 p.m. 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 students without written permission from both sets of parents.**

All Drivers

All drivers are cautioned to make the safety of students their top priority. On the main drive, the right lane (past the main parking lot exit) is for the Primary Building ONLY; the left is for the Main Building ONLY. DO NOT make left turns from the right lane. Drivers may form two moving lanes for drop off and pickup after passing the primary building exit. Please refrain from cell phone usage during drop-off and pick-up.

Parking is permitted in designated parking spaces and on the grassy area in front of the main building only. Reserve handicapped spaces for the handicapped.

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. All students in the eleventh grade (and ninth and tenth graders who elect to do so) will take the PSAT in October, and eleventh grade students will be encouraged to take the SAT or ACT in the spring semester.

Disciplinary Procedures

Upper School students at OPS are expected to behave in ways that show respect for self, others, and property.

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. Consequences may include, but are not limited to, lunch detention, after-school detention, service hours, in-school suspension, and out-of-school suspension.

Students who receive repeated discipline referrals may be placed on disciplinary probation. Continued disciplinary probation could lead to expulsion.

In instances on severe infractions, some steps may be deleted, leading to automatic detention, suspension, parent conference, and/or expulsion.

Dress Code

Oakbrook Preparatory School's dress code was established to provide a consistently attractive and neat appearance for all students and to avoid peer pressure in matters of dress. Only the official uniform and options are acceptable attire.

Uniform options vary slightly from grade to grade. The official uniform is required dress for many field trips and special programs.

Grades 6-8 Official Uniform – Boys & Girls

Top

Navy Oakbrook-crested polo shirt (short sleeve or long sleeve) from Land's End or Educational Outfitters.

Shirts MUST be tucked in

Girls should show no cleavage or midriff

No visible camisoles or undershirts (boys – 2 open buttons allowed)

Bottoms

Dark Khaki pants (No shorts or capris for official days)

Girls may choose dark khaki skirt or skort – fingertip length or longer

Only small, non-pleated pockets are allowed on bottoms

No jumpers; no all-around pleated skirts; no low-rise; no cargo

No corduroy on official days

Footwear

Shoe color must be in the neutral color range (white, ivory, tan, burgundy, brown, black, navy, etc.)

No bright or neon colors

Accessories

Belts should blend with the uniform and are at the discretion of the administration.

No piercings other than ears for girls; no piercings for boys; no visible tattoos

Hair must be of natural tone or color

Hair must be neat, out of eyes, and off shoulders for boys.

Hair style and length are at the discretion of the administration.

Makeup and jewelry must be understated and are at the discretion of the administration

Fitness & Dance

Official dance or fitness uniform should be worn during each dance or fitness class. Students should dress out for dance and fitness even on non-uniform school days unless otherwise instructed.

Grades 6-8 Non-Official Uniform – Boys & Girls

Tops

Any solid polo shirt (short sleeve or long sleeve)

Oakbrook crest or small emblem allowed

Shirts MUST be tucked in (M-Th)

Girls should show no cleavage or midriff

No visible camisoles or undershirts (boys – 2 open buttons allowed)

Oakbrook or Knights t-shirts or sweatshirts allowed any non-official day EXCEPT Chapel day

(Chapel-day attire – solid polos and khakis only)

Oakbrook/Knights team pullovers or other Oakbrook/Knights outerwear allowed at any time

NO words (school names, sports teams, business names, etc.) or LARGE symbols or pictures on clothing other than Oakbrook or Knights or as approved by Administration, including any outerwear worn inside the building

Bottoms

Khaki pants or shorts – fingertip length or longer
Girls: Uniform khaki skirt or skort – fingertip length or longer
Girls: Plain Khaki Capri pants
No bell-bottom and hip-hugger pants
No jumpers; all-around pleated skirts; no low-rise
Khaki corduroy may be worn on non-official days only
No cut-off "fringes" on shorts, shirts, or skorts

Footwear

Tennis shoes or any close-toed shoes, heels no higher than 2"
Shoe color must be in the neutral color range (white, ivory, tan, burgundy, brown, black, navy, etc.)
No bright or neon colors

Accessories

Belts should blend with the uniform and are at the discretion of the administration.
No piercings other than ears for girls; no piercings for boys; no visible tattoos
Hair must be of natural tone or color
Hair must be neat, out of eyes, and off shoulders for boys.
Hair style and length are at the discretion of the administration.
Makeup and jewelry must be understated and are at the discretion of the administration

Fitness & Dance

Official dance or fitness uniform should be worn during dance or fitness class. Students should dress out for dance and fitness even on non-uniform school days unless otherwise instructed.

****NOTE****

School officials have the discretion to determine appropriate attire and accessories. Coming to school in non-regulation uniform is a disciplinary offense and could result in a discipline referral. The Director reserves the right to call parents to bring a change of clothing. Hair must be well-groomed and color, length, or style must not be extreme.

If clothing is deemed inappropriate, one or more of the following actions will be taken:

- The student will receive an infraction/detention for dress code violation.
- The student will be directed not to wear the item again.
- The student will be given a change of clothes to wear for the remainder of the school day.
- The student or teacher/director will call home to request that a change of clothes be brought.
- The student will be sent home to change clothing.
- If it is deemed necessary, additional disciplinary action will be taken.

Dress Code for "Jeans Days" or Non-Uniform Days

- The only tops allowed are Oakbrook or Knights shirts or other Oakbrook APPROVED shirts (such as FCA, Awanita, etc.)
- Students may not wear cut-offs, tank tops, spaghetti straps, midriff tops, or hats.
- No visible camisoles or undershirts (boys – 2 open buttons allowed)
- All tops should completely cover the student from collarbone to below the waist, including back and shoulders.
- Jeans must not be extremely tight, have holes, rips, or chains.
- "Sagging" pants or low midriff attire will not be acceptable.
- Girls' shorts and skirts should be AT LEAST fingertip length.
- No platform shoes, heels, or flip-flops.
- Accessories and make-up rules still apply.
- NOTE: Upper school students are still required to wear fitness and dance uniform to classes on non-uniform days, unless otherwise instructed.

Grades 9-12 Official Uniform - Girls

Tops

Solid white cotton dress shirt or blouse (long, short, or 3/4 sleeved, with or without crest)

ONLY the Short blouse style may be left untucked; Shirt style must be tucked
Girls should show no cleavage or midriff
No visible camisoles
Oakbrook/Knights team pullovers or other Oakbrook/Knights outerwear allowed at any time

Bottoms

Khaki Skirt (calf-length) or pants
On official days, the color is Khaki; not Golden Tan, Sesame, or Sand
No cargo or low-rise
No corduroy
No jumpers; no low-rise; no all-around pleated skirts

Footwear

Hose, natural color
Shoes with closed toe & heel, brown, black, or navy leather or suede dress shoe (heels no more than 2")

Accessories

Belts should blend with the uniform and are at the discretion of the administration.
No piercings other than ears; no visible tattoos
Hair must be of natural tone or color
Hair must be neat and out of eyes
Hair style is at the discretion of the administration.
Makeup and jewelry must be understated and are at the discretion of the administration

Fitness & Dance

Official dance or fitness uniform should be worn during dance or fitness class. Upper school students are still required to wear fitness and dance uniform to classes on non-uniform days, unless otherwise instructed.

Grades 9-12 Official Uniform - Boys

Tops

Solid white cotton dress shirt or blouse (long or short sleeved, with or without crest)
Shirt must be tucked (all day)
No visible undershirts – 2 open buttons allowed
Tie: Solid navy (with or without crest)
Oakbrook/Knights team pullovers or other Oakbrook/Knights outerwear allowed at any time

Bottoms

Uniform Khaki Pants
On official days, the color is Khaki; not Golden Tan, Sesame, or Sand
No cargo pockets, carpenter's loops, or corduroy

Footwear

Brown or black suede or leather dress shoe, no open toes
Socks

Accessories

Belts should blend with the uniform and are at the discretion of the administration.
No piercings; no visible tattoos
Hair must be of natural tone or color
Hair must be neat, out of eyes, and off shoulders
Hair style and length are at the discretion of the administration.

Fitness & Dance

Official dance or fitness uniform should be worn during dance or fitness class. Upper school students are still required to wear fitness and dance uniform to classes on non-uniform days, unless otherwise instructed.

Grades 9-12 Non-Official Uniform – Boys & Girls

Tops

Any solid, striped, or plaid polo shirt (short sleeve or long sleeve)
Any solid, striped, or plaid button-front (Oxford-style) shirt
Oakbrook crest or small emblem allowed
Shirts MUST be tucked in (M-Th)
Girls should show no cleavage or midriff

No visible camisoles or undershirts (boys – 2 open buttons allowed)
Oakbrook or Knights t-shirts or sweatshirts allowed any non-official day EXCEPT Chapel day
(Chapel-day attire – polos and oxfords only)
Oakbrook/Knights team pullovers or other Oakbrook/Knights outerwear allowed at any time
NO words (school names, sports teams, business names, etc.) or LARGE symbols or pictures on clothing other than Oakbrook or Knights or as approved by Administration, including any outerwear worn inside the building

Bottoms

Khaki pants or shorts – fingertip length or longer
Girls: Uniform khaki skirt or skort – fingertip length or longer
Girls: Plain Khaki Capri pants
No bell-bottom and hip-hugger pants
No jumpers; all-around pleated skirts; no low-rise
Khaki corduroy may be worn on non-official days only
No cut-off "fringes" on shorts, shirts, or skorts

Footwear

Tennis shoes or any close-toed shoes, heels no higher than 2"
Shoe color must be in the neutral color range (white, ivory, tan, burgundy, brown, black, navy, etc.)
No bright or neon colors

Accessories

Belts should blend with the uniform and are at the discretion of the administration.
No piercings other than ears for girls; no piercings for boys; no visible tattoos
Hair must be of natural tone or color
Hair must be neat, out of eyes, and off shoulders for boys.
Hair style and length are at the discretion of the administration.
Makeup and jewelry must be understated and are at the discretion of the administration

Fitness & Dance

Official dance or fitness uniform should be worn during dance or fitness class. Students should dress out for dance and fitness even on non-uniform school days unless otherwise instructed.

****NOTE****

School officials have the discretion to determine appropriate attire and accessories. Coming to school in non-regulation uniform is a disciplinary offense and could result in a discipline referral. The Director reserves the right to call parents to bring a change of clothing. Hair must be well-groomed and color, length, or style must not be extreme.

If the clothing is deemed inappropriate, one or more of the following actions will be taken:

- The student will receive an infraction/detention for dress code violation.
- The student will be directed not to wear the item again.
- The student will be given a change of clothes to wear for the remainder of the school day.
- The student or teacher/director will call home to request that a change of clothes be brought.
- The student will be sent home to change clothing.
- If it is deemed necessary, additional disciplinary action will be taken.

Dress Code for “Jeans Days” or Non-Uniform Days

- The only tops allowed are Oakbrook or Knights shirts or other Oakbrook APPROVED shirts (such as FCA, LookUp Lodge, etc.)
- Students may not wear cut-offs, tank tops, spaghetti straps, midriff tops, or hats.
- No visible camisoles or undershirts (boys – 2 open buttons allowed)
- All tops should completely cover the student from collarbone to below the waist, including back and shoulders.
- Jeans must not be extremely tight, have holes, rips, or chains.
- “Sagging” pants or low midriff attire will not be acceptable.
- Girls’ shorts and skirts should be AT LEAST fingertip length.
- No platform shoes, heels, or flip-flops.
- Accessories and make-up rules still apply.

- NOTE: Upper school students are still required to dress out for fitness and dance classes on non-uniform days, unless otherwise instructed.

Electronic Equipment

Electronics have no place in school except under faculty direction. Cell phones, CD or Mp3 players, GameBoys, or other electronic equipment should NOT be used during school hours. School staff will confiscate such equipment. When calculators are allowed they must be cleared of all games, etc., prior to their use at school. Laptops may be used for the express purpose of academics. However, the protection from damage or loss of this expensive equipment is solely the responsibility of the student.

Any of the above items being used between the hours of 8:00 and 3:00 will be confiscated.

1st time => Parent must come in to pick up phone from Upper School Administrator

2nd time => After-school detention and/or service time (school clean-up)

3rd time => In-school suspension

4th time => Out-of-school suspension and possible parent conference

Exams

Examinations become part of the standard course of study beginning as early as seventh grade. At the high school level, students will take examinations in all their core academic classes, whereas, 7th and 8th grade students will take examinations for Algebra I, Geometry, and Physical Science (classes that earn high school credit). Exams are given at the end of each semester.

Grading

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 B average), and a teacher recommendation. The rigor of the honors curriculum will prepare students for the opportunity to select Advanced Placement courses in their Junior and Senior years. Students will need to maintain a B average in order to remain in honors classes.

Grade Point Averages are weighted according to South Carolina Uniform Grading Scale.

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	62-69 (Partial GPR credit)
F	Below 62 (No GPR credit)

For example:

A grade of 100 will carry a CP weighting of a 4.87, an Honors weighting of 5.37, and an AP weighting of 5.87. A grade of 90 has a CP weighting of 3.62, an Honors weighting of 4.12, and an AP weighting of 4.62.

Some scholarships, however, may be based on unweighted values. For these calibrations, every A is weighted as a 4.0, every B as a 3.0, every C as a 2.0, and every D as a 1.0.

See Appendix for South Carolina Uniform Grading Scale.

Grade Reporting

A midterm report will be emailed home at the half-way point of each term. At the conclusion of each 9-week term, students will receive a printed report card. The grade on the progress report will reflect an average of the grades received that previous term. Upper School students will have graded work returned to them by their individual teachers throughout the year.

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 6-8 fail English or math or a combination of any

two classes, they may not be promoted. Students in grades 9-12 who fail a course required for graduation must repeat the course the following year or at an approved summer school.

Graduation Requirement Guidelines (SC Diploma Requirements)

Courses	Units
English/Language Arts	4
Mathematics	4
Science	4 *
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
Senior Project	1
Other Electives	4 ****
	25.5 total

*The 3 of the 4 science units must be in a laboratory science class. At least 2 of the units must be in different fields and selected from biology, chemistry, or physics. Physical Science is a required non-lab science for students in Class of 2013 and beyond.

** College entrance will require at least 2 units of the same foreign language (Clemson University and other competitive schools require 3.)

***Including keyboarding and/or programming.

****Most colleges want to see at least 1 unit in Fine Arts (appreciation, history, or performance).

Honor Code – See Appendix for Oakbrook Honor Code

Leaving Campus

A student must remain on campus for the duration of the school day unless permission has been previously granted for the student to leave campus. When students leave school, they must sign out in the Main Office. Leaving campus without the permission of an administrator may result in suspension.

SAT/PSAT

Students in upper grades will be offered specific instruction in preparation for the SAT (Scholastic Aptitude Test) and ACT (America 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. Juniors are required and sophomores and strongly encouraged to take the test. Selected ninth graders may also be encouraged to take the test. 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

ACT— www.act.org

School-Sponsored Events

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

Tardy Policy, Upper School

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. All classroom teachers will keep a log of students arriving tardy to class.

- 3 tardies in a term - lunch detention

- 6 tardies in a term - after-school detention and/or school service (clean up)
- 9 tardies in a term - in-school suspension

Testing – See Achievement Testing

APPENDICES

A	WHO TO CALL FOR -	page 31
B	SC Uniform Grading Scale	page 32
C	Computer Use Policy	pages 33-34
D	Athletic Handbook	pages 35-40
E	Sexual Abuse and Molestation Prevention Policy	pages 41-42
F	Crime/Abuse/Neglect Reporting Procedure	pages 43-45
G	Upper School Master Schedule	pages 46-48
H	Preschool/Lower School Master Schedule	pages 49-50
I	School Calendar 2009-2010	page 51
J	Upper School Honor Code	page 52
	*Honor Code Signature page (for Upper School students)	page 53
	*Handbook signature page (for ALL students)	page 54

Who to Call

Academic Concerns	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Athletics	Marie Tewkesbury
Billing	Cyndi Thorne
College Planning	Nancy Seay or Cathy Zion
Counseling	Nancy Seay or
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Discipline Issues	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Dress Code Questions	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Faculty or Staff Concerns	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Health Concerns	Carol Foil or Lindacarol Nail, School Nurses
Lunch Services	Laurie Settlemyre
Planned absences	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Progress Reports	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Schedules, U.S.	Dawn Rollins or Nancy Seay
Technology	Dawn Rollins
Testing	
Lower School	Debbie Locke
Middle School	Dawn Rollins
PSAT/SAT	Nancy Seay or Dawn Rollins
AP	Nancy Seay or Dawn Rollins
Tutoring	
Preschool	Vickie Bolduc
Lower School	Debbie Locke
Middle School	Dawn Rollins
High School	Nancy Seay
Travel, Upper School	Dawn Rollins

South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	AP
100	A	4.875	5.375	5.875
99	A	4.75	5.25	5.75
98	A	4.625	5.125	5.625
97	A	4.5	5	5.5
96	A	4.375	4.875	5.375
95	A	4.25	4.75	5.25
94	A	4.125	4.625	5.125
93	A	4	4.5	5
92	B	3.875	4.375	4.875
91	B	3.75	4.25	4.75
90	B	3.625	4.125	4.625
89	B	3.5	4	4.5
88	B	3.375	3.875	4.375
87	B	3.25	3.75	4.25
86	B	3.125	3.625	4.125
85	B	3	3.5	4
84	C	2.875	3.375	3.875
83	C	2.75	3.25	3.75
82	C	2.625	3.125	3.625
81	C	2.5	3	3.5
80	C	2.375	2.875	3.375
79	C	2.25	2.75	3.25
78	C	2.125	2.625	3.125
77	C	2	2.5	3
76	D	1.875	2.375	2.875
75	D	1.75	2.25	2.75
74	D	1.625	2.125	2.625
73	D	1.5	2	2.5
72	D	1.375	1.875	2.375
71	D	1.25	1.75	2.25
70	D	1.125	1.625	2.125
69	F	1	1.5	2
68	F	0.875	1.375	1.875
67	F	0.75	1.25	1.75
66	F	0.625	1.125	1.625
65	F	0.5	1	1.5
64	F	0.375	0.875	1.375
63	F	0.25	0.75	1.25
62	F	0.125	0.625	1.125
0-61	F	0	0	0

Oakbrook Preparatory School Computer Use Policy

We envision that computer technology for the faculty, staff and students of OPS...

- will be a tool to enhance education; not an end in itself.
- will be ongoing in its growth, access, training and use.
- will be used ethically and thoughtfully.
- will be carefully supervised/monitored when utilized with students.
- will be used in an appropriate manner for educational use.
- will be used in a generally increasing fashion in grades 1-12.

Rationale

Computers and related technology are tools in education to be used toward a productive end. This access is to the entire school body as deemed appropriate by the instructor. The purpose of this policy is to make explicit guidelines regarding the use of this electronic community.

Policy

People have a right to expect that their work will be treated respectfully by others. The school has a responsibility to help foster and maintain attitudes and behavior which promote mutual respect and integrity. In general, this means fairness, honesty and sensitivity. Any use which is dishonest, unfair, offensive or blatantly insensitive will not be tolerated. Our general code of conduct as explained in OPS handbook applies to all uses of computer technology at school including local, Internet, and e-mail. OPS standards will be higher than that dictated by civil law as people willingly associate with this school.

Guidelines

Computer access is both a privilege and a responsibility. The academic network is provided for OPS community to conduct research, extend instruction, and communicate with others. Access is given to students who agree to act in a responsible and considerate manner. All rights have corresponding responsibilities; willful irresponsible actions will not be tolerated.

- Each user has the right to expect that their work will not be tampered with or used without their permission.
- Plagiarism is to be avoided by citing sources.
- Users are not to share passwords or use other people's accounts. Students should only use the STUDENT login. (OPS reserves the right to monitor usage to maintain system integrity and to insure responsible usage.)
- Computer technology should not be used to bring to school (by disk or from Internet) any material, which would be offensive to others in our community. A document which might be considered offensive, harassing, or disruptive should not be sent, sorted, or distributed; this includes anonymous or misrepresented messages.
- Never give personal information (address, phone number, etc.) to strangers.
- Please advise any teacher about any inappropriate activities.
- Technology is provided for productive use. "Productive use" may include some "learning by exploring." The computers, network, e-mail and Internet systems are not to be used in ways which limit, discourage, or hinder productive use by others.

These guidelines also prohibit the following specific activities:

- Changing or corrupting the basic set-up parameters, control panels, or administrative programs of the computers.
- Loading or installing of any software without the technology coordinator's (or designee's) permission (i.e., games, any disk from home, etc.).
- Disk-clutter caused by downloading and saving useless files. Files will be deleted at the end of each term unless authorized by the teacher or technology coordinator.
- Unnecessary printing. (Students need teacher permission before printing. Printing is expensive; please, use copy machines for multiple copies.)
- Connecting a notebook or personal computer to the school's network without permission of technology coordinator/designee or school director.

- Student emailing. (The exception is students emailing teachers their assignments/projects or students emailing their projects to themselves at school via a Internet email account.)
- Saving any programs (from disk, Internet, etc.) anyplace on network or local hard drives.
- Playing any games unless specifically authorized by a teacher for academic purposes.
- Visiting ANY websites without teacher permission.

Credited Sources for the Acceptable Use and Guidelines Policy:

Pace Academy, Atlanta, Georgia

Hughes Academy of Science and Technology, Greenville, South Carolina

Christ Church Episcopal School, Greenville, South Carolina



OAKBROOK PREPARATORY SCHOOL

Athletics Handbook

Mission: To provide students with athletic competitive experiences that will help them to grow and succeed in their athletic skills, teamwork, sportsmanship and enjoyment of the game.

Vision: To provide a foundation for a lifetime enjoyment of physical activity.

Philosophy

Student-Athlete. Athletics teaches lessons that carry over to the classroom and life and there is room to balance both athletics and academics and do well in both. Student athletes are responsible for balancing the commitments of the classroom with the commitments of the sport. Our athletic program will provide athletic competitive experiences that will enable as many students as possible to participate on at least one athletic team. We do not require students to participate in athletics. However, we do encourage all students to participate in some type of physical activity.

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 for consequences.

Teamwork. Working together as a team, even in the “individual” type 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. 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.

Enjoyment/Success. Enjoyment of the game, or success, 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.

Fellowship of Christian Athletes.

Oakbrook supports a growing and active Fellowship of Christian Athlete (FCA) organization. The mission of FCA is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.”

Athletic Awards

The following Athletic Awards are awarded at the end of the year Honors Day Program.

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 is Silver Sword Award winners.

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 recognize each player’s contributions to the team.

Oakbrook Preparatory School

2009-2010 Athletic Offerings for Grades 6-12

Fall:

Boys Soccer - Middle School and Varsity

Girls Volleyball – Middle School and Varsity

Cross Country – Grades 6-12

Swimming – Grades 6-12

Winter:

Girls Basketball – Middle School and Varsity

Boys Basketball – Middle School and Varsity

Cheerleading – Middle School and Varsity

Spring:

Girls Soccer – Middle School and Varsity

Golf - Middle School and Varsity

Middle school teams are for students in grades 6-8.

Varsity teams for swimming and cross country are for students in grades 6-12.

Varsity teams for all other sports are for students 9-12. Eighth graders may participate on a varsity team with parents and Athletic Director permission. (See Inherent Risk on the SCISA Agreement for Participation.)

Our varsity teams are a member of the South Carolina Independent School Association (SCISA) conference and will participate in tournaments at the end of the year. Middle school volleyball and basketball will compete against the same schools that high school teams compete and will have an end of the year tournament. Middle school for soccer and golf will participate in the CMSC conference.

Running club for 1-5th graders meet on Tuesday afternoons at Oakbrook along with Fun Runs scheduled throughout the season.

Criteria for Athletic Participation

All athletes must be full-time students at Oakbrook Preparatory School.

All athletes must be academically eligible to participate on an athletic team. SCISA Academic Requirements state that a student in grade 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses each semester to be eligible. Students below the 9th grade playing a varsity sport, must pass four (4) subjects each grading period/semester. At Oakbrook, students must maintain an overall C-average and any student failing a course will be evaluated by the School Director and Athletic Director. For middle school academic eligibility, any student failing a class or not maintaining a C average will be evaluated by the Middle School Director and Athletic Director. Students not maintaining grades or keeping up with assignments during the season will have a parent conference to determine academic eligibility for the remainder of the season.

Each athlete must have three forms completed before participating in practice or games: a Medical Examination Form completed with physician's signature; SCISA Agreement for Participation; and Warning of Inherent Risk. Copies of these forms may be downloaded from SCISA's website at www.SCISA.org.

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 encouraged to attend the 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. One 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 may impact playing time.

Any uniforms or equipment issued to an athlete are the athlete's responsibility. Lost or damaged equipment and/or lost uniforms will be charged to the athlete. School uniforms are only to be worn for games, not practices or other functions.

In order to participate in a practice or game for that day, the student must be in school for at least four classes of that day or participate in an approved school activity. Exceptions should be approved by the Athletic Director prior to missing classes. These exceptions include scheduled doctor or dentist appointments.

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, all players are required to ride to and from the game on the bus. Coaches will use this time to talk to players allowing students to stay in class longer and to leave the game promptly.

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 restaurant beforehand. Players may eat on the bus. The bus will be cleaned of all trash upon return.

Athletes' Code of Conduct

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.

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 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 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 scorekeepers may sit with at scorer's table/bench. Food and drink are not allowed in the Oakbrook gym and please throw away your trash after games.

Sexual Abuse and Molestation Prevention Policy

Oakbrook Preparatory School does not permit or allow 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 patient’s or 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 Preparatory School.

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to the School Director – Nancy Seay. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee 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 & 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 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 an involuntary leave of absence or reassigning 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; and
- 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; and
- 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 improperly 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.

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 or results 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 high school, junior high school and elementary 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.

2. 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.

3. 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".

4. 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

5. 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 Director of Student Services.
- 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.

6. Notices

- a. All schools shall post a notice at each entrance stating that all persons entering the premises of the school are treated as having consented to a reasonable search, with or without probable cause, of such persons and their effects, including without limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets and satchels.
- b. 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.

7. 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.”

Upper School Master Schedule 2009-2010

	1	2	3	4	5	6	7
Atherton	5 Band Room 269	8 Band Room 269	7 Band Room 269	Band HS (sem 1) Room 269 Band HS (sem 2) Room 269	Band 7 Room 269	6 Band Room 269	
Autenzio	English 1 Room 208	English AP Room 208	English 1 Room 208		English 3 Room 208	English 3 Room 208	
Brown		6 Ch Ed (sem 1) Room 252	6 Ch Ed (sem 1) Room 233	CH Ed HS (sem 1) Room 231	7 Ch Ed (sem 1) Room 233	7 Ch Ed (sem 1) Room 233	CH Ed HS (sem 1) Room 233
		7 Ch Ed (sem 2) Room 252	6 Ch Ed (sem 2) Room 233	CH Ed HS (sem 2) Room 231	8 Ch Ed (sem 2) Room 233	8 Ch Ed (sem 2) Room 233	CH Ed HS (sem 2) Room 233
Burnett	Global 2 Room 204		7 Fitness Gym	Gov Room 204	AP Gov Room 204	Global 2 Room 204	Warfare Room 204
Cerra	6 Spanish (TTh) Room 212						
Coomes	Algebra 3 Room 231	Algebra 2 Room 231	Algebra 2 Room 231		Algebra 2 Room 231	Geometry Room 231	Geometry Room 231
Ford	Chemistry Room 205	Biology Room 205	Physics Room 203	SAT Room 203	Biology Room 205		
Garrison		7 Art (sem 1) Room 263		AP Art (Ind) Room 263	8 Art (sem 1) Room 263	AP Art (Ind) Room 263	Bible Art (sem 1) Room 263
		6 Art (sem 2) Room 263		TBA (sem 2) Room 263	7 Art (sem 2) Room 263	TBA (sem 2) Room 263	TBA (sem 2) Room 263
Gillespie	Stats Room 211	8 Fitness Gym	6 fit (sem 1) Gym		Fitness HS (sem 1) Gym	8 Fitness (sem 1) Gym	Fitness HS (sem 1) Gym
			6 fit (sem 2) Gym		Fitness HS (sem 2) Gym	7 Fitness (sem 2) Gym	Fitness HS (sem 2) Gym
Griem	7 Spanish (MWF) 6 Spanish (TTH) Room 241		German 1a Room 216				

Huminski		6 English Room 211	6 English Room 211	7 English Room 211	7 English Room 211	6 English Room 211	7 English Room 211
Ledbetter		Journalism (sem 1) Room 233		Yearbook (sem 1) Room 233			
		Journalism (sem 2) Room 233		Yearbook (sem 2) Room 233			
Liu	6 Chinese (TTh) Room 203						
Macdonald	German 3 Room 215	German AP Room 210	German 1b Room 203	German 2 Room 215			
Milner							
Myers							TBA (sem 2) Room 212
Pucetas		Chemistry Room 203	A & P Room 205	Fitness HS (sem 1) Gym	Chemistry Room 216	AP Bio Room 205	
				Fitness HS (sem 2) Gym			
Rica	7 Spanish (MWF) Room 212	7 Spanish (MWF) Room 212	Spanish 1A Room 212	Spanish 1A Room 212			
Rhoads	Algebra 1 Room 252		Algebra 1 Room 252	Algebra 1 Room 252	Pre-Algebra Room 252	Pre-Algebra Room 252	Pre-Algebra Room 252
Steller	8 English Room 209	English 4 Room 209			English 2 Room 209	English 2 Room 209	8 English Room 209
Stanley	6 Computer (MWF) Room 262			6 Science Room 205		CH Ed HS (sem 1) Room 212	6 Science Room 205
	7 Computer (TTH) Room 262	7 Computer (TTH) Room 262				CH Ed HS (sem 2) Room 212	
Stansell	6 Computer (MWF) Room 236		6 Math Room 215	Computer HS (sem 1) Room 262	6 Math Room 232		Web Design (sem 1) Room 262

	7 Computer (TTH) Room 236			Computer HS (sem 2) Room 262			Web Design (sem 2) Room 262
Tewkesbury			Econ Room 209	Econ Room 209			Senior Proj Room 218
Thalassenos	Spanish 3 Room 213	Spanish 1b Room 213	Spanish 2 Room 213	Spanish 1b Room 213	Spanish 3 Room 213	Spanish AP Room 213	
Tinkler	5 Drama Room 254	6/7/8 Drama Room 254	LS Drama			8 Drama (sem 1) Room 254	Drama HS (sem 1) Room 254
				TBA (sem 2) Room 254		7 Drama (sem 1) Room 254	Drama HS (sem 2) Room 254
Tucker	US History Room 216	US History Room 216		Non- Western Room 216		US Hist Room 216	Religions (sem 1) Room 216 TBA (sem 2) Room 216
Turner	7 Science Room 210		Marine Bio Room 210	7 Science Room 210	Phy Sci Room 210	Phy Sci Room 210	7 Science Room 210
Williams	Global 1 Room 232	7 SSt Room 232	7 SSt Room 232	Global 1 Room 232		7 SSt Room 232	Global 1 Room 232
Womick	AP Calc Room 233	PreCal Room 236	PreCal Room 236				
Zion	Senior Pr Room 218		Senior Pr Room 218	6 SSt Room 208	Senior Pr Room 218		6 SSt Room 208

2009-2010 Preschool/Lower School Activity Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Reinhardt	PE 9:00-9:30	WL 9:15-9:45	Library	ART 9:00-9:30	MUSIC 9:00-9:30
Thomas	PE 9:35-10:05	WL 9:15-9:45	Library	ART 9:35-10:05	MUSIC 9:35-10:05
Johnston	PE 10:10-10:40	ART 9:15-9:45	Library	WL 9:15-9:45	MUSIC 10:10-10:40
Smith	PE 10:45-11:15	ART 9:50-10:20	Library	WL 9:15-9:45	MUSIC 10:45-11:15
Cannon	ART 9:30-10:15	WL 12:30-1:00	MUSIC 10:25-11:10 PE 1:20-1:50	WL 12:30-1:00	PE 10:25-10:55
Culbreth	ART 10:20-11:05	WL 12:30-1:00	MUSIC 9:35-10:20 PE 11:35-12:05	WL 12:30-1:00	PE 11:35-12:05
Hardee	ART 11:10-11:55	WL 12:30-1:00	MUSIC 8:45-9:30 PE 12:45-1:15	WL 12:30-1:00	PE 11:00-11:30
Hollingsworth	PE 12:45-1:15	WL 1:05-1:35	MUSIC 11:15-12:00 ART 9:30-10:15	WL 1:05-1:35	PE 12:45-1:15
Putnam	PE 1:20-1:50	WL 1:05-1:35	MUSIC 1:00-1:45 ART 10:20-11:05	WL 1:05-1:35	PE 1:20-1:50
Nethery	WL 12:15-1:00	PE 10:45-11:15	WL 12:15-1:00	MUSIC 8:30-9:30 PE 10:45-11:15	ART 8:45-9:30
Patterson	WL 12:15-1:00	PE 11:20-11:50	WL 12:15-1:00	MUSIC 9:35-10:35 PE 11:20-11:50	ART 9:35-10:20
Reeves	WL 12:15-1:00	PE 9:00-9:30	WL 12:15-1:00	MUSIC 10:40-11:40 PE 9:00-9:30	ART 10:25-11:10
Lumms	WL 11:05-11:55	MUSIC 9:30-10:30	WL 11:05-11:55 PE 9:00-9:30	ART 10:30-11:15	PE 9:00-9:30

West	WL 11:05-11:55	MUSIC 10:35-11:35	WL 11:05-11:55 PE 9:35-10:05	ART 11:20-12:05	PE 9:35-10:05
Hudson	WL 9:10-10:00 Music 10:15-11:00	PE 10:10-10:40	WL 9:10-10:00	PE 10:10-10:40	ART 11:15-12:00
Rivers	WL 9:10-10:00 Music 11:05-11:50	ART 11:15-12:00 PE 9:35-10:05	WL 9:10-10:00	PE 9:35-10:05	

Oakbrook Preparatory School

Important Dates, 2009-2010

August 12	New Teacher Orientation (W)
August 13	Orientation for Teachers (Th)
August 14	Orientation for Teachers (F)
August 17	Orientation for Students (M) Drop In Grades K4-5 th grade; 9:00-11:00am Drop In Grades 6-12; 1:00-3:00pm
August 18	First Full Day of School (Tu)
September 7	Labor Day Holiday (M)
September 9	School Pictures (W)
September 10	Parents' Club/Open House, 7:00 pm for Primary School (K4-2 nd grade) (Th)
September 18	Open House 6:00pm-7:00pm Grades 3-12 (F) Family Social 7:00pm-9:00pm Grades K4-12 (F)
October 19	End of Term 1 (M)
October 22	Famous American Day, Grades K5-5 (Th), Half-day
October 23	Student Holiday, Parent Conferences (F)
November 18	Literary Meet, Lower School (W)
November 19	Literary Meet, Upper School (Th)
November 25-27	Thanksgiving Holiday (W-F)
December 16, 17, 18	Exams, Grades 8-12 (W-Th-F), Friday Half-day
December 21- January 4	Christmas Holidays
January 4	Teacher Workday (M)
January 5	Students Return to School (Tu)
January 11	End of Term 2 (M)
January 18	Holiday for Dr. Martin Luther King, Jr. (M)
February 12	Father/Kid Talent Show and Luncheon, grades 1-5 (F)
February 15	President's Day-Student Holiday, Teacher Inservice (Possible Make-up Day) (M)
March 1-12	Standardized Testing, grades 3-8
March 17	End of Term 3 (W)
March 19	Half-day (F)
March 22-26	Adventure Week/Spring Intensive, Grades 6-12
March 29- April 2	Spring Break
April 16	International Festival (F)
May 7	Mother's Day Program, grades 1-5 (F)
May 17,18,19	Senior Exams (M-Tu-W)
May 21	Honors Day, Grades 6-12 (F)
May 22	Graduation (Sat)
May 24,25,26	Exams Grades 8-11 (M-Tu-W), Tu-W Half-days
May 25	K4-K5 Recognition (Tu)
May 26	End of Term 4, Last Day of School, grades 1-11 (W) Recognition Services, grades 1-2, 3-5

<p>Half-day Dismissal Times</p>
--

<p>K4-K5 – 11:20 am Grades 1-2 – 11:30 am Grades 3-5 – 11:45 am Grades 6-12 – 12:00 pm</p>

Details for all events are available through [The Knightly News](#) and www.oakbrookprep.org Revised 8/12/09

Oakbrook Preparatory School 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

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

More serious violations or repeat offenses could result in suspension or even expulsion.

HONOR CODE

SIGNATURE PAGE FOR UPPER SCHOOL STUDENTS AND THEIR PARENTS.

As a member of the Oakbrook Preparatory School (OPS), 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 OPS.

Name: _____ Grade: _____
(Please Print)

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 OPS 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.

Parent Signature: _____ Date: _____

FAMILY HANDBOOK

SIGNATURE PAGE FOR ALL STUDENTS AND THEIR PARENTS

My signature below indicates that I have received and read the Student Handbook in its entirety, including the policies described in the Computer Use Policy, Athletic Handbook, Sexual Abuse and Molestation Policy, and Honor Code.

Parent Signature: _____ Date: _____

Student Name: _____ Homeroom: _____

****All Upper School students and their parents must also sign the Honor Code on the previous page.***