



## Parent-Student Handbook

### MISSION STATEMENT:

The mission of Oak Island Academy is to "Empower Generations, One Student At A Time."

### VISION STATEMENT

The vision of Oak Island Academy is to inspire and empower every student with the goal of them fulfilling their purpose and destiny in this life. We will accomplish our goal by using the A Beka Book; which is a modern-day cutting-edge curriculum. We will prepare and impart in every student a holistic worldview through extra curricular activities in order for the child to impact culture and transform society.

### HOME AND SCHOOL RESPONSIBILITY

**Deuteronomy 6:7 "Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."**

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in the right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the differences in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of leaving under a free enterprise system of government.

Character training is an important element in Oak Island Academy. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well being of the student. The teacher is authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God, and to always measure one's attitudes against the principles laid out in the Scriptures, are characteristics we strive to instill in each student, thus equipping them for their role in God's plan for their life and for their proper place in society.

## **STANDARDS OF CONDUCT**

OIA conduct as ambassadors on behalf of Christ (II Corinthians 5: 20) therefore our prayer and training is focused on helping our students to learn to live in obedience to authority at home, school and in the world, which surrounds them, in a way that pleases God. Upon this premise they can in turn influence their world in such a positive light that others will see the excellence of God through their lives, as well as His glory.

OIA provides an environment, which will assist the child to develop spiritually. The student at OIA is taught to endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of his own physical, mental, and spiritual well being.

As a result of our convictions based on Philippians 4:8, "**Finally, brethren, whatsoever things are honest, just, pure, lovely, of good report, if there be any virtue, if there be any praise, think on these things.**" The school, therefore, requests parents to assist the academy in instructing and demonstrating to children a proper ethic in relation to God and man as described but not limited to the following ideas:

**Refrain from swearing, indecent language, disrespect to peers and authority, involvement in inappropriate music, printed materials, as well as inappropriate games and toys, or movies which encourage disrespect toward God, persons or property. Refrain from violent behavior towards peers and authority as a means of play or response. Maintain Christian standards in courtesy, kindness, morality and honesty.**

Students are expected to abide by these standards throughout their enrollment. Students and families who are not in harmony with the policies set forth in this document by OIA may be asked to withdraw whenever the general well being of the mission of this academy is at stake, even though there may be no special breach of conduct.

## ADMINISTRATION

Pastor: Victor P. Rodriguez

Principal: Juanita (Janie) Rodriguez

Board of Directors: Abel Lugo

Angela Lugo

Annette Lugo

Fred Rangel

Omar Zambrana

## PAYMENT POLICY PAYMENT INFORMATION

Registration fees are due and payable before a student will be officially enrolled in school. **Tuition payment is due August 15 each year.** As a convenience, payments may be made in two installments, monthly, or in full.

Returned checks by the bank will be assessed a \$25 handling fee. Returned checks will be automatically re-deposited once. If the check still does not clear, the payer will be requested to pick up the check and make the payment, including handling fees, in cash or with a cashier's check. Failure of the responsible parties to pay late fees, returned check fees, and other fees associated with penalties due to lack of funds will result in the student's grades being withheld at the end of the next grading period, unless prior arrangements have been made with the Principal. Delinquent accounts are neither in the best interest of the school or the parents or guardians of the student(s). Once an account is past due, the Principal will make contact with the responsible parties to discuss the delinquent account and counsel, where necessary. If an acceptable payment plan is not agreed upon, the student will be withdrawn from school. The delinquent accounts will continue to be the obligation of the responsible parties to the school.

## LATE PAYMENTS

Oak Island Academy is committed to be a good steward and to promptly pay its financial obligations. Receipt of tuition payments in a prompt and timely manner is crucial to accomplishment of this goal. Therefore, we have established and implemented guidelines concerning late fees for delinquent payments. The guidelines for tuition payments are as follows:

1. Payments due according to payment schedule.
2. Late fee of \$35.00 assessed the day after the due date.

### **EARLY WITHDRAWALS**

Oak Island Academy makes decisions regarding budget spending based upon anticipated revenue from tuition. Thus, student withdrawal before the end of the school year causes financial hardship on the school. **Therefore, a two- month tuition penalty fee per student will be assessed when families withdraw before the end of the school year.** Requests for exemption from this policy must be submitted in writing and should include an explanation as to the extenuating circumstances behind the student's withdrawal. Written requests must be submitted to the Principle no later than 30 days before the withdrawal will be effective.

### **SCHOOL ATTENDANCE POLICY**

Hours of Operation Office: 7:45AM- 3:00PM School: 8:00AM- 3:00PM

#### **1. CLASSIFICATION OF ABSENCES**

A. Excused absences, as determined by the office is given for:

1. Student Illness
2. Death in the family
3. Doctor's appointments

B. Unexcused absences are given for any reason other than "a" or "c" the student will be allowed to make up work and have it returned by the following day or student will receive a zero.

C. The first day a student returns to school they must bring a dated note explaining the reason.

D. If the student misses 3 hours or less for a doctor's appointment, they are not counted absent. If they are more than 3 hours it is counted as a half day.

## 2. TARDINESS

A. Promptness is a character trait in which we seek to instill in our students. The late arrival of even one student penalized the whole class by requiring the teacher to spend valuable class time repeating instructions that have already been given.

B. Elementary students who arrive late (after 8:35am) are to go to the school office to receive a tardy slip.

C. Students with three unexcused tardiness receive one unexcused absence. An unexcused tardy is the direct responsibility of the parent.

## 3. UNEXCUSED TARDIES WILL RESULT IN 1 ABSENCE.

D. Students are considered absence half day if he arrives after 10:00am or leaves school before 1:00pm.

## 4. MISSED OR MAKEUP WORK

All work must be picked up the **next day**, after an absence, thus allowing the teacher time to prepare instruction and get together all books and assignments. These procedures assist teachers in not having to take teaching time while preparing work for the parent to pickup. Getting missed work is the responsibility of the student/parent. The student will then be allowed to makeup work and have it returned by the next day. Students will receive zeros for all work not turned in the day the teacher has requested. (Including tests and quizzes.)

## HEALTH REGULATORY POLICY

1. A statement verifying that the student's immunization records are up to date must be on file in the office at the beginning of the school year.
2. Sick children must be kept at home. Many childhood diseases have the same initial symptoms as a fresh cold.
3. A student must be free of fever over 99.6 for 24 hours before returning to school.
4. Medications to be administered at school must be in a prescription bottle with the child's name and all the direction clearly marked and will be administered through the office only. We will not be able to dispense any non-prescription drugs such as aspirin, cough syrups, cough drops and cold syrups.
5. At the end of school year all remaining medications are to be given to the parents of

the student.

6. Students who become ill after arriving at school will be sent to the office and parents will be contacted.
7. Any student who has an accident, the teacher on duty will be required to fill out an incident report form and apply first aid.
8. Any accident involving the student's head must be reported and parents will be notified immediately.

### **EMERGENCY CLOSING POLICY**

1. If for any reason school should be dismissed other than regular hours, parents will be notified.
2. In case of inclement weather, announcements will be made via local news outlets. We will also text our parents.
3. School will be closed at any time the weather would be unsafe for students to attend.

### **FIRE PLAN**

1. All staff members are trained in certain tasks to ensure the safety of all employees and students.
2. An evacuation plan is posted in key areas of the school. These are designated, assigned areas for each class to meet in which the teacher will then take role.
3. Fire drills are performed periodically.
4. Each teacher will be the last teacher of the classroom to ensure complete evacuation.

### **VISITOR POLICY**

All visitors are welcomed at OIA. We encourage parents, family, and friends to visit our school, however, to minimize confusion or disorder we ask that the following be observed:

- A. All visitors to school need to sign in, not the child's classroom. This is to avoid having any more distractions in the classrooms.
- B. If a parent/guardian is bringing lunch, money, books, homework, or any articles of clothing is mandatory for these items to be taken to the office and not the

classroom. If you need assistance of any kind please call: 210-739-9654.

C. At dismissal, children must be picked up at the dismissal area.

### **ACADEMICS POLICY**

Workbooks will be furnished for each student on a purchase basis only. 2. Books that are lost will need to be repurchased. 3. Report card and/or students records will be held until all book fees are paid for.

### **GRADING POLICY**

Conduct for Pre-K3 through 4<sup>th</sup> grade E – Excellent, G- Good, S- Satisfactory

N- Needs Improvement, U- Unsatisfactory

Academically\* Letter grades are used in Pre-K4 through 4<sup>th</sup> grade

A+ 97-100 A 94-96 A- 90-93

B+ 87-89 B 84-86 B- 80-83

C 75-79 D 70-74 F 0-69

An “I” (incomplete) is given when requirements are lacking. Unless this is made up in a teacher designated time period, the grade will become an “F”.

### **PROMOTION POLICY**

A student must pass all core subjects Conditional waivers may be given in circumstances deemed correct by principal or teacher. If a student fails two or more major subjects they will be retained for the year. Please keep in mind that if this occurs OIA does not have a summer school program that offers extra credit or testing to promote the student. All tutoring must be done within the school year.

### **STANDARDIZED POLICY**

Each student, starting at grade K-5 is given a Stanford Achievement Test in the spring of the year to determine his or her progress and scholastic strengths and weaknesses.

The results of this test will be made available to the parents. This test will not determine whether or not your child will pass or fail for the year. It is simply a placement and evaluation test to see where your child may struggle and target those areas through extra tutoring. There is a \$50.00 fee for this test to be taken.

## HOMWORK POLICY

To involve parents in their child's education, and for the students' mastery of skills, homework is assigned.

We believe that the school and parents must work together as an educational team. Parents are asked to sign a contract at the beginning of the school year, which explains our homework policy and defines the minimum role which parents are asked to assume.

The school asks you, as parents, to sign the homework steno after you have reviewed and/or assisted your child in the completion of the assignment.

- Homework is to aid the student's educational development and not to discourage them. The students should not spend more than hour total, unless there is a special assignment. This hour includes actual work, studying for a test or quiz is not included in this hour. If so, please contact your child's teacher.
- We believe that the primary responsibility for educating the students rests with the parents. A formal teaching program in our school is supplement, not a substitute, for the parent's role. For this reason, we encourage parents to be involved in their child's homework.
- Any student who fails to turn in a homework assignment will be required to make up the assigned work issued for that day and must be turned in by the following day. If the student fails to turn in an assignment, the consequences are as followed:  
1st offense – Written or verbal warning will be given, 2nd offense – After school detention, 3rd offense - After school detention, 4th offense – ISS (In School Suspension)
- It is the responsibility of the student/parent to inquire about assignments, quizzes, or tests that the student may have missed due to absences. A ten-point deduction will be taken from any quiz or test taken the day of ISS. Student will receive a zero for their daily work and completion is still required.
- There will be a fee of \$70.00 for any student having to serve ISS. This fee must be paid on the morning of ISS or you will be called to pickup your child and they may not return to school until the ISS has been served. The days missed will be counted as unexcused absences.



- Tutoring is available to all students who are having trouble with a particular subject. You may set these accommodations up with your child's teacher. You may contact them between school hours 8:00AM- 3:30PM.

## **PARENT – TEACHER COMMUNICATION POLICY**

Oak Island Academy will communicate with parents through:

1. Issuing report cards every 6 weeks
2. Issuing progress reports at the midpoint of each grading period.
3. Scheduling personal conferences for parent and teacher to discuss the progress of the student.
4. Issuing special mail outs

A. Parents wishing to contact a teacher must call the school office during hours of operation. Parents are not allowed to communicate with the teachers through their personal cell phones regarding anything related to school.

B. Parents visiting must sign in with the school office before entering classroom or lunchroom.

C. Please place anything sent to the office in an envelope (money for lunch or field trip) and address it to whom it is intended for.

D. Lost report cards can be replaced for a \$5.00 fee.

E. Tuition is to be brought to the office by the parent ONLY or other arrangements and parent is responsible.

## **PARENT SERVICE HOURS**

We encourage all parents to take an active role in their child's school activities. There are many opportunities for you to be involved with your child. Please contact the office for participating opportunities.

## MANDATORY- 25 HOURS

Volunteer opportunities include assisting with lunchroom, fundraiser assistance, and classroom support for teachers, field trip driver, Campus Clean-Up Days, facility projects (painting, cleaning, repairs, etc.), and many other opportunities. Unattended hours will result in a fee of \$10/hr.

## FUNDRAISER POLICY

Oak Island Academy strives to keep tuition as affordable as possible. To offset certain expenses, we will offer a few fundraising opportunities. With this in mind, the school will offer only those fundraisers that it feels can yield the greatest financial return.

If you choose to not participate in these, you may opt out by paying the school office a fee of \$50.00 per fundraiser.

## DISCIPLINE POLICY

Discipline at OIA is consistent for the purpose of constructive molding of character. By learning to live within the limits of parental and school authority, the groundwork is laid for the student to learn submission to God's will in their life.

We will try creative discipline by isolating the student from the group, having the student put their head down, reflection time, detention, a trip to the office or a phone call to the parent. We understand that each child is different and what may work for one child may not work for the other. Every student at OIA will be treated as an individual.

## LUNCHROOM POLICY

Students will need to bring a healthy sack lunch. The lunch period will be set for 30 minutes lunch (to eat) and 30 minutes for recess. There will be a snack break at 10:00 a.m. This break time will serve to give the students a chance to rest and recharge as they eat a HEALTHY snack that they have brought from home.

**\*Please make sure to label everything that belongs to your child with their name in permanent marker. This consists of morning snack, lunch, drinks, and afternoon snack.**

## BIRTHDAY POLICY

When it is your child's birthday, we allow them to host or be hostess for the day. Parents

may arrange in advance with the child's teacher to provide refreshments for the child's class. Parties will begin at 2:30pm, if you choose to do a party during lunchtime you may also do so but keep in mind that you will be responsible to provide for the entire school, not just your child's class.

### CHAPEL POLICY

Bible Enrichment will be held every day of the week except for Fridays. Bible Enrichment lessons will be under the direction of Mrs. Janie Rodriguez or a church leader. Our goal is to give the students the training and knowledge to become leaders of the kingdom of God.

### UNIFORM POLICY

1. All items will have to be labeled with the student's name to avoid confusion. School will not be liable for any uniforms left or lost.
2. Winter coats may be worn to and from school.
3. Field trips uniform consists of the OIA t-shirt (can be purchased at school office), dark denim pants or shorts and school uniform shoes. Parents participating in field trips will also have to purchase an RPA sweatshirt or RPA T- shirt.
4. Uniforms must be clean, pressed and neatly worn daily.
5. Students participating in Dress Down Fridays must still be in good taste of school standards.

### BOYS/ GIRLS

- Oak Island Academy logo polo shirt \$12.00 (purchase at school office) NOTE: If weather is cold students may wear a long sleeve shirt under polo (**white only**)
- Blue jeans or solid color dark pants. \* Hair Accessories- must match uniform.

Winter OIA sweatshirt (purchase at school office)

- Student: \$25
- Adult sizes: \$35