



A Ministry of West Oaks Community Church of God

*8624 A.D. Mims Rd.
Orlando, FL 32818*

*321-352-7711(office)
321 352-7798 (fax)*

Web Address: www.westoaksacademy.net

*Michel-ange Bertrand, Principal
Thomas W. Parlier, Pastor*

Mission Statement

The mission of West Oaks Academy is to glorify God through the training and nurturing of students in their spiritual, academic, physical, emotional and social development. This is achieved through a Christ centered education based on biblical truth, which leads to the formation of the character of God. God's character imparts wisdom, knowledge and love; helping our school community develop a worldview that will impact the world for Christ.

Vision

Each West Oaks Academy student will demonstrate academic achievements through a Christ centered curriculum based on biblical truth that will result to critical thinking and Christian worldview.

Educational Philosophy

We affirm the authority of the scripture as the highest truth. At West Oaks Academy, the Bible is the infallible point of reference for our lives, the lives of our students and the standard for all academic subjects.

At West Oaks Academy, we believe that the learner is not just a social and physical being but fundamentally a spiritual being. Our purpose is to encourage students to have a solid relationship with the Lord Jesus Christ as we provide bible based, Christian education experience. Our desire is to be productive, responsible citizens with a deeply ingrained Biblical worldview as the foundation of their belief system.

We take seriously the command in Deuteronomy 6:6-7: "These commandments that I give you today are to be upon your hearts. 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."

This leads to an objective method of teaching with continuing emphasis on ethical reasoning, critical thinking skills, and personal growth in Christian character and values. The teachers at West Oaks Academy are seen as the primary example of this character and virtue. It is our commitment to provide a faculty who excel as educators and who model biblical truths and Christ-like character and behavior.

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West Oaks Academy's Parents' Commitments

- I will ensure that my child comes to school prepared to learn every day and is on time.
- I will monitor my child to ensure that he/she meets the school's uniform policy and that he/she has sufficient school supplies.
- I will make certain that my child promptly makes up missed work following absences.
- I will monitor my child's attendance.
- I will always keep my Emergency Contact information updated and current.
- I will inform the school prior to 8:00 AM on the day of my child's absence.
- I will attend the mandatory annual Open House Meeting to be updated on West Oaks Academy's goals, achievements, and concerns.
- I will review my child's report card on Gradelink from the school quarterly and plan to meet with my child's teachers to discuss progress made or challenges experienced during that particular quarter.
- I will keep the school staff updated on any concerns or developments occurring within my home, as we believe that teachers and parents must share common goals and plans to maximize my child's success.

West Oaks Academy's Student's Commitment

- Each day I walk through the West Oaks Academy doors, I will be properly attired, and prepared to learn. I will respect my teachers, school administrators and classmates at all times.
- Each day I will come to school with a positive attitude and an understanding of the importance of school as it pertains to my future success.
- Each day I commit to completing all assigned class work and homework.
- Each new quarter, I will set two (2 goals) that can be monitored and assessed throughout each day, week, and month.

West Oaks Academy's Staff Commitments

- We will maintain high expectations for all students.
- We will be prepared to teach for the entire academic school year.
- We will develop positive, caring and professional relationships with our students.
- We will expect students to learn from their mistakes and accept consequences for their actions.
- We will be transparent, “keep it real,” and be open and honest with students and their families.
- We will never settle for mediocrity.
- We will directly communicate with parents regarding the student's progress and offer positive suggestions to address any challenges the student may have.
- We will encourage students to be kind and “Christian like” to each other in words and actions.
- We will respect every student as an individual regardless of their differences or circumstances.

GOALS for the 2021 - 2022 Academic Year

- Each student is expected to earn at least a 2.5 GPA each quarter.
- The student body will maintain less than 300 student absences each quarter.
- A school wide improvement in student-work ethic will be evident.
- Students will complete all class work and homework assignments.
- Students will develop improved self-worth and self-image.
- Students will complete all High School Content Expectations.
- The student body will create a thriving Student Council.

Admission Policy

West Oaks Academy admits students of any race, color, nationality, and ethnic origin. We extend all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We will not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies nor in our athletic or other programs. **We reserve the right to dismiss any student for continuous behavioral conduct that is not conducive to our school policy regarding discipline, academic performance or Christian values.**

Registration

Parents may register their children ONLINE westoaksacademy.net. Registrations will be accepted on a first come, first serve basis. Once a student is enrolled, there are no refunds on registration or curriculum fee.

If a class is filled, the parents may still pay registration fees and be placed on a waiting list. The registration fees in such cases will be refundable if no openings are available. Those who do not make the first payment on the date it is due, will be dropped from the rolls and their places will be filled from the waiting list.

Tuition Fees and Policies

Tuition is based on a yearly fee and is paid on a ten-month payment plan. All tuition payments are due on the 1st of the month beginning August 1st with the last payment being May 1st. When an account falls a month (30 days) in arrears, the student will not be permitted in the classroom until the account is brought current and a late fee of \$30.00 is paid. All previous fees must be paid in full by the 1st day of a new academic school year. Re-enrollments will not be finalized if a previous years' balance remains and could result in the students being placed on the registration waiting list for the new school year.

No official school records will be released, including report cards, transcripts and diplomas when an account is in arrears. When a student withdraws from school, all balances due must be paid in full before records are released. This includes graduation cap and gown, and any honor awards. Any payments

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received after the 10th of the month must be in the form of certified funds only i.e.: Cash or Money order. **West Oaks Academy operates entirely from student tuition, state scholarships and fees.**

Parents of students that have been awarded scholarships such as Step Up for Students, Family Empowerment Scholarships, McKay, Gardiner or Hope must approve payment to West Oaks Academy within 48 hours of notification that funds are available for their approval. Failure to approve payment to West Oaks Academy for tuition will result in school suspension of the student until the tuition has been paid. No school records will be released until payment has been received.

Honors

There are Award Programs at the end of each marking period.

1. Principals Award (all A's)
2. A / B Honor roll

End of Year Program consists of the above awards plus any other awards such as, Athletic, Perfect Attendance, Citizenship, Teacher awards and incentives, and Diplomas.

Curriculum

West Oaks Academy uses the ABeka Curriculum for grades K-2 and Ignitia grades 3rd -12th and other support curriculum as needed. Phonics, reading, spelling, writing, English and mathematics are taught in K5 through 8th grades. Science and History are added in grades first through high school. In the middle and high school, an emphasis is on language arts and math, with more concentration in science, history, geography, Bible, and specialty subjects.

Report Cards

There will be a required parent-teacher conference scheduled for each marking period. The parent will personally receive a copy of the student's report card.

Grading Scale- Letter Grade	Percentage Grade	Marking Code and Conduct
A	100-90	Outstanding- O
B	89-80	Satisfactory-S
C	79-70	Needs Improvement-N
D	69-60	Unsatisfactory-U
F	59-0	

Motivation for Policies

We do not expect that every student and parent will agree with the policies adopted by West Oaks Academy. **However, we do expect them to cooperate and follow the established policies and procedures if the student is enrolled.**

SCHOOL HOURS

Administrative Office Hours

Our office is open from 7:30 AM to 4:00 PM Monday through Friday. Please respect these hours.

Dismissal Time

Students are dismissed from school at 2:30pm (Monday through Friday) and expected to either get on the bus to go home, drive home, walk home, or stay after school for an approved after school activity, which is supervised by an adult staff member or approved volunteer worker. Students may NOT remain on campus unsupervised. K-5 students remain with a teacher until 3pm. After 3pm the student is brought to the office until 4pm. West Oaks Academy reserves the right to contact Social Services such as DCF if a parent fails to pick up a student in a timely manner.

Attendance and Absences

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We discourage any absence from class other than those that are necessary. All work missed due to absence must be made up. Florida Statute 232.09 states “only absences due to sickness, injury, or insurmountable family emergencies qualify as exceptions”. Absences due to injury or sickness will be excused when accompanied by a doctor’s medical excuse form, which must be brought to the school office. Any absences due to a family emergency or pre-arranged absence are permitted under certain circumstances by approval of the administration. Students who are absent more than 20 days are subject to retention and/or may be withdrawn from West Oaks Academy dropped from the school role. Students absent for more than 30-days for medical and unexcused absences combined must attend summer school. The administration reserves the right to determine if an absence is excused or unexcused. Absent excuses must be presented at the time the student returns, or the absence will be deemed unexcused within two (2) days of the absence. *If a student is absent more than 5 consecutive days, a medical excuse will be required.*

Tardy - Students are considered tardy to a class if they are not in their seats in the classroom when the bell rings. The administration reserves the right to determine if a tardy is excused or unexcused. Every three (3) tardy will equal one (1) absent. If administration deems that excessive tardiness does not allow for appropriate classroom participation, a student may be retained if not present for 90% of the class time. Elementary and Middle students will be required to attend summer school for promotion if they are excessively tardy and/or leave without medical or legal excuses. Excuses must be presented at time immediately following the absence or prior to the appointment.

- ❖ Tardiness is monitored throughout the day.
- ❖ Students who are tardy to school are given an excused or unexcused pass to class through the Dean’s office.
- ❖ Students are not permitted to report to school after 10:am without a doctor’s note.
- ❖ Unexcused tardy bring the following level of consequences:
 - 1st Offense – Verbal Warning
 - 2nd Offense – Parent Contacted for conference
 - 3RD Offense – 1 day Detention
 - 4th Offense – 2-days Suspension

- ❖ Further tardiness consequences could lead to five to ten day's suspension. The Administration reserves the right to determine if a tardy situation is excused or unexcused.

Skipping – Students who have been verified as skipping shall have the following level of consequences. Skipping includes school and or class:

- 1st Offense – Parent Contact by School Administrator
- 2nd Offense – 1 day Detention
- 3rd Offense – three to five days suspension at the Principal's Discretion

Early Dismissal From School – Students who must leave early from school must follow this procedure.

- ❖ Parents must contact the office via phone or with notice giving permission for student's early dismissal.
- ❖ Parent must sign out students at the Administration Office when they are picked up.
- ❖ Students who are approved for dismissal with other means of transportation will have to sign themselves out with time of departure and parent(s) phone numbers.

Homework Policy

Please refer to each teacher's class expectations guide.

Student Behavior and Conduct

We want to assure students' development into responsible, respectful individuals and will make NO compromises or allowances for poor behavior. We are committed to ensuring that ALL students learn in an environment that is safe, orderly, and comfortable. All students are expected to follow school and classroom rules. **ZERO TOLERANCE** for bullying or any type of harm to another student. All students represent West Oaks Academy when wearing the school uniform. If they are not meeting expectations in the classroom and even in the community, their behavior will be dealt with accordingly. West Oaks Academy is a private Christian Academy.

Gum, Food, Drinks and Cellular Phones

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Gum is not allowed in the school. Food and drinks are not allowed in the classrooms, hallways, or outside the building. Cellular phones are prohibited and are totally discouraged during school hours. Electronic devices are expensive and if brought to school West Oaks Academy will not be held liable for any loss or damage.

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result of a first violation may be returned to a parent, either on Mondays or Wednesdays between 3:00pm and 4:00pm. Devices confiscated as a result of further violations (second, third, etc.) will not be returned until the end of the school year, regardless of contracts, monthly payments, difficulty of circumstances, etc.

STUDENT REFUSAL TO SURRENDER TELECOMMUNICATIONS DEVICE PROCEDURE

Level 1: If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, and it is the first offense, the device will be returned to a parent within the next (48) business hours. Weekends and holidays are not business hours. If it is the second (or more) offense, the device will be kept by the school until the end of the school year.

Level 2: If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent after a period of 30 days. As a result of refusing to surrender the device immediately, the student will serve five (1) hours of before or after school detention.

Level 3: If the student refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent after a period of 60 days. As a result of having to call a parent to bring about compliance with the administrator's request, the student

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will serve ten (10) one-hour before or after school detention and will lose his/her cell phone privileges for the remainder of the school year.

Level 4a: If the student still refuses to surrender the device after parent intervention, he/she will be suspended from school (OSS) pending an expulsion hearing with principal. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year, loss of the device for the remainder of the school year, and twenty (20) one-hour before or after school detention.

Level 4b: If the administrator is unable to contact a parent, the student will be suspended from school (OSS) pending an expulsion hearing with principal or pastor. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year, loss of the device for the remainder of the school year, and twenty (20) one-hour before or after school detention.

Extracurricular Activities

Students are eligible to try out and participate in sports, as long as they are not under a suspension, which would prohibit their participation. The school eligibility requirements are in effect. ***West Oaks reserves the right to pull any student from participation in a game or on a team.***

Automobiles

Students must receive approval from the principal to drive to school. They must show a valid Florida Driver's License, proof of insurance, and car registration. They are expected to comply with the regulations listed below:

1. Students are not permitted to pick up or transport other students unless we have a written note of permission from both students' parents in advance.
2. Students must be on time for school.
3. Students are not to go to the parking area or their cars unless special permission is granted.
4. Car keys must be dropped off to Dean's Office. Any student abusing his or her driving privilege will lose it. The school reserves the right to refuse any student permission to drive.

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Attitude

Students should come to school with a positive attitude and maintain a good attitude throughout the day. Bad attitudes ***will never be tolerated or acceptable from a West Oaks student.*** Attitudes of respect will be maintained, which includes always using appropriate language. Use of the “N” word, gay and faggot and blatant cursing out loud are unacceptable and will be dealt with strictly by teacher/administrator.

Dress Codes

School uniforms are mandatory and are to be worn at all times.

Boys must wear long dark gray dress pants. School logo preferred.

Middle School and High School Girls must wear burgundy plaid pleated skirts with a white blouse with a collar. Peter Pan collar preferred.

No Polos, golf, tank tops or tee shirts

Elementary School Girls must wear burgundy plaid jumpers. School logo preferred.

Logo and a white Peter Pan collar blouse. 5th grade girls may wear a jumper or plaid skirt, burgundy vest and white blouse.

Pants for all girls are strictly prohibited.

All boys and Middle School and High School girls must wear burgundy vests. School logo preferred.

No flip flops, crocs, open toe or heel out shoes or tennis shoes

West Oaks logo white shirt for boys and white blouses for girls.

West Oaks logo jacket (black or burgundy)

No hats, hoodies, du rags, wave caps, headscarves, or colored headbands are permitted.

- ❖ Black, White, or Burgundy hair accessories are permitted for girls. (no multi-color)

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- ❖ No necklace or chains are to be worn outside the uniform shirts. A small Christian cross is acceptable.
- ❖ No head coverings (such as handkerchiefs or bandanas)
- ❖ Hair: **NO COLORED HAIR for boys or girls**
- ❖ Hair color must be your own natural color
- ❖ School uniform shirt must be tucked inside pants
- ❖ *Belts are mandatory* daily, or student will be sent home.
- ❖ No earrings to be worn by boys
- ❖ Do not wear long sleeve shirts under uniforms or any shirt.
- ❖ Only White T-shirts can be worn or visible under school uniform.

All Students (Boys & Girls)

- ❖ No oversized pants that are larger than a student's waist size within reason will be accepted. Violation of this policy will result in a 3-day suspension.
- ❖ Pants must not sag or be pulled down. Do not blouse uniform shirts. Shirts must be tucked in neatly. A second offense of dress code violations could result in expulsion.
- ❖ No Jackets are allowed on the school campus, or school buildings/classrooms unless it is the West Oaks school Approved Logo Jacket.
- ❖ Uniforms must be always worn properly. This includes even if the student is off campus—to and from school. While in uniform you are still representing the school.
- ❖ All students participating in physical education (PE) and HOPE classes may wear black gym shorts and white T-shirt. Students who do not adhere to this policy will receive a failing grade for the day; unless a Dr.'s note is produced.

Consequences for Violation of the Dress Codes

- 1st Offense – Verbal warning with parent notification, parents will be allowed to bring appropriate clothing to satisfy dress code. Students will be detained at the Administration Office.
- 2nd Offense – 1 Day Detention
- 3rd Offense – Three Days Suspension
- 4th Offense – Five Days Suspension

Parent Behavior

- ❖ Any parent behaving un-seemingly disrespectful, threatening the staff, or causing commotion will be asked to leave and/or we reserve the right to involve law enforcement.
- ❖ Parents, please dress modest when picking up or dropping off children. Remember that West Oaks Academy is a ministry of West Oaks Community Church of God.
- ❖ Please refrain from loud noises while picking/dropping off students on the campus.

Expulsion Policy

We reserve the right to dismiss any student for the following reasons:

- ❖ Fighting with the intent to cause bodily harm
- ❖ Any weapons on campus of any sort...i.e., knives, guns, hammers, etc.
- ❖ Abusive disrespect to teacher and other school officials
- ❖ Violation of school policies and rules
- ❖ Defacing and destroying School property
- ❖ Leaving the Campus Unauthorized
- ❖ Anything the administration deems inexcusable or unacceptable behavior.
- ❖ Any illegal substance or gang-related activity to include any contraband.
- ❖ If we receive any evidence related to or involving the recruitment or participation in gang activities.
- ❖ Any student that is a part of any street gang or recruitment activity (male or female) will be expelled.
- ❖ Any student responsible for bringing other student(s) on around the campus, including the bus stops, to do bodily harm will receive the appropriate punishment up to and including an expulsion.

- ❖ Any student responsible for **in sighting a riot** or who brings others on the campus to hinder student from reaching the bus stop(s) or walking home will be suspended for a minimum of one (1) week up to an Expulsion for in sighting a riot.

Medications

All medication and over-the-counter drugs such as aspirin and Tylenol must be provided by the parent, labeled with student's name and grade, be checked in at the Main Building with the proper paperwork with authorization to administer medication. Medication will be secured and distributed per label instruction or based on doctor's orders.

In terms of prescription medications, a doctor's note of how medication is to be distributed is needed.

Detentions

Students' detentions will be held on Tuesdays and Thursdays. Detentions will take place in the room of the teacher who has volunteered for the day from 2:30 - 3:30 PM. When students are given a detention, they will receive a copy of the detention form stating the reason for the detention. No student shall serve a detention on the same day it is issued. Any student failing to report to a detention (and on time) will be issued a one day out of school suspension the following day. ***Additionally, upon the 3rd detention, a student will receive a one day out of school suspension.***

BUS SERVICE WILL NOT BE AVAILABLE TO STUDENTS WHEN THEY ARE SERVING A DETENTION OR SUSPENSION.

Behavior resulting in receiving detention:

1. Coming to class without permission, textbooks, (K-2), etc. after warning.
2. Being tardy to class three (3) times. The 4th tardy will result in detention.
3. Excessive talking (teacher discretion).
4. Failure to comply with the school dress code.
5. Failure to comply with the hair/dress code. They will be suspended until the violation is corrected
6. *Unauthorized eating, drinking, or gum chewing on campus.

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7. *The use of profanity, lying, immodesty, rudeness, or other acts of indiscretion.
8. Disrespect for authority.

Fighting, use of drugs, theft, and destruction of property or any serious infraction could result in more severe punishment including suspension or expulsion.

Suspension

Any student suspended for any length of time shall not be able to receive class work. In addition, students may be assigned to Work Detail on campus which may consist of cleaning assignments related to the school or church. Each day suspended; students will receive zero for missed class work due to suspension. Any “make up” receives at maximum of 70%.

Off-Campus Suspension

Parents of students who have been suspended from school are urged to cooperate with the school in making this experience beneficial to both the student and the school. It is not a vacation. When suspended from school, the student may be placed on disciplinary probation by the administration for a nine-week period. The student will automatically receive a zero for any class assignment missed due to suspension. An off-campus suspension is a drastic measure to let the student and his parents know that he is on the verge of dismissal unless positive and consistent change is evident in his/her behavior. A disciplinary probation will result when student returns for a 9-week period.

Lunch Program

West Oaks Academy students receive free lunch. Students are allowed to bring their own lunches to school. No refrigeration or microwaves are available.

Withdrawals

Withdrawals must be conducted through the school office. The proper withdrawal form must be completed and signed by the parent or guardian. All books, and laptops must be turned in at the time of withdrawal. A parent will be charged for any books or laptops that have not been returned.

All tuition and fees are non-refundable, and all fees owed to the school must be paid before the release of student record.

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Summer School

Students who do not meet the necessary academic requirements may be asked to attend summer school. Summer school is for a designated period of time. High School and Middle School students attending summer school are only allowed one (1) day absent. Any additional absences will result in the student being dropped from the summer program/and or retained.

Telephone Use

In case of emergency, with permission, students may use the telephone at the Front Office. It is not to be used for play or foolishness.

Volunteers Program

There are many non-teaching opportunities in the classroom which can be done effectively by someone other than the teacher. Please check with School Administration.

Stealing – Any student caught stealing on campus or off campus from any neighboring facility will receive a 3-day suspension up to an expulsion. The Police will be called, and charges will be pressed.

Others

All other violations or infractions i.e., profanity, classroom disruption and other acts of indiscretions follow:

- 1st Offense – Verbal Warning
- 2nd Offense – Parent Conference meeting
- 3rd Offense – Detention
- 4th Offense – Suspension
- 5th Offense -- Expulsion

Certain situations and circumstances may arise that may not be identified in this handbook; however, we reserve the right to make the appropriate decision based on the infraction(s). Additionally, the administration reserves the right to override disciplinary decisions they deem too lenient. It is our intent to

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create and provide a safe Christian atmosphere of learning for all students. We thank you for your cooperation.

Miscellaneous

No mace, stung gun, or any materials that will cause bodily harm to others or self, allowed on campus. No weapons, knives, or guns are to be brought on school property. Hitting or fighting of teachers will result in immediate expulsion. If any of the aforementioned occurs, the police will be notified, and the student will be expelled.

Communicable disease policy

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to control the spread of communicable disease within the school.

Emergency policy

In case of severe weather conditions, the school will text message parent and announce its' closing over local radio and television stations. If Orange County Schools are closed, West Oaks Academy will be also.

Incident/Accident reports are filled out and sent home in the case of minor accidents. In the case of more serious incidents, the parents will be notified immediately.

Lost and found

Articles lost or left around campus and in the buildings will be placed in a designated area. Every attempt will be made to locate the proper owner as soon as possible. All unclaimed items will be given to a charitable organization. We are not responsible for lost items.

Open House and Parent/Student Orientation

Open house is a time for parents to visit their child's classroom and receive important information before school starts.

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Visitors

All parents, friends, relatives, etc. must report to the School Administration Office. Anyone on the campus without a Visitor's Pass is subject to arrest for trespassing.

TABACCO, DRUGS & ALCOHOL USE POLICY

West Oaks Academy has an obligation to provide an environment safe from tobacco, drugs and alcohol. West Oaks Academy is a SMOKE FREE campus.

- A. West Oaks Academy reserves the right to do random drug testing at any time, on any student or staff member without notice. Failure to comply will result in termination of staff & expulsion of student(s).
- B. Any student or staff member found using or in possession of drugs or alcohol on or around the campus will be terminated (staff); and all students will receive an expulsion.
- C. Any student or staff member caught with prescription medication not allocated for their use and/or suspicious drugs will be subject to Search and Seizure and will be fully prosecuted of the law.

CONSENT TO FILM AND/OR PHOTOGRAPH

West Oaks Academy reserves the right to use any films and/or photographs for commercials and/or advertising at no cost or compensation to the student and/or school.

*This rule goes into effect immediately upon enrollment to West Oaks Academy and shall be effective two years after the student departs enrollment. I understand fully and agree with this policy as stated above.

Student Signature _____

Parent Signature _____