



*A Ministry of West Oaks Community Church of God*

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*Michel-ange Bertrand, Principal*

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## ***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.

## ***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.

## *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](http://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 1<sup>st</sup> of the month beginning August 1<sup>st</sup> with the last payment being May 1<sup>st</sup>.** 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 1<sup>st</sup> 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 received after the 10<sup>th</sup> 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-3 and Ignitia grades 4<sup>th</sup> -12<sup>th</sup> and other support curriculum as needed. Phonics, reading, spelling, writing, English and mathematics are taught in K5 through 8<sup>th</sup> 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.

<b>Grading Scale- Letter Grade</b>	<b>Percentage Grade</b>	<b>Marking Code and Conduct</b>
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***

We discourage any absence from class other than those that are necessary. All work missed due to absence must be made up. Florida Statue 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:
  - 1<sup>st</sup> Offense – Verbal Warning
  - 2<sup>nd</sup> Offense – Parent Contacted for conference
  - 3<sup>RD</sup> Offense – 1 day Detention

4<sup>th</sup> Offense – 2-days Suspension We discourage any absence from class other than those that are necessary. All work missed due to absence must be made up.

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- 2<sup>nd</sup> Offense – Parent Contacted for conference
- 3<sup>RD</sup> Offense – 1 day Detention
- 4<sup>th</sup> Offense – 2-days Suspension

### ***Gum, Food, Drinks, Tablets, I-Pads, and Cellular Phones***

Gum is not allowed in the school. Food and drinks are not allowed in the classrooms, hallways, or outside the building. Cellular phones, smart watch/Apple Watch, tablets, and I-Pads 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. No other electronic devices are allowed on school campus. Chromebooks issued out from West Oaks Academy are the only electronic devices allowed.**

### ***STUDENT REFUSAL TO SURRENDER TELECOMMUNICATIONS DEVICE PROCEDURE***

Cellular phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. However, it has been proven that students who are on cellular phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cellular phone/electronic devices policy for West Oaks Academy. The policy is:



❖ Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited on school property.

❖ Student's phone(s) will be collected daily at the door before entering the building.

❖ Under no circumstance is photographing or video recording allowed anywhere on the school premise. -It should be noted that refusal to surrender a cellular phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the school's regulations and the school's Code of Conduct. Insubordinate behavior is punishable by three (3) day suspension.

### ***Extracurricular Activities***

Students are eligible to try out and participate in sports, as long as they are not under 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 at the front office. Any student abusing his or her driving privilege will lose it. The school reserves the right to refuse any student permission to drive.

### ***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.

### **K-5<sup>th</sup> grade girls:**

- ❖ khaki dress pants, khaki shorts, khaki skorts, and burgundy polo shirt. K-5<sup>th</sup> grade boys are allowed to wear khaki dress pants, khaki shorts, and burgundy polo shirt. Grades 6<sup>th</sup> through 12 must wear khaki dress pants and burgundy polo shirt. The school logo is required on all uniforms. West Oaks logo jacket (black or burgundy). Students are only allowed to wear neutral colored thermal or dry fit long sleeves under uniform shirt.
- ❖ \*No tank tops, tee shirts, flip flops, crocs, open toe or heel out shoes
  - No hats, hoodies, du rags, wave caps, headscarves, or colored headbands are permitted.
- ❖ No necklace or chains are to be worn outside the uniform shirts.
- ❖ No head coverings (such as handkerchiefs or bandanas)
- ❖ ***Belts are mandatory*** daily, or student will be sent home.
- ❖ No earrings to be worn by boys.

### ***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. 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***

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> Offense – 1 Day Detention
- 3<sup>rd</sup> Offense – Three Days Suspension
- 4<sup>th</sup> 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 or around the campus to do bodily harm will receive the appropriate punishment up to and including an expulsion.

## ***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 3<sup>rd</sup> 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-3), etc. after warning.
2. Being tardy to class three (3) times. The 4<sup>th</sup> 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.
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. Each day suspended; students will receive zero for missed class work due to suspension. Any “make up” receives at maximum of 70%.

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.

❖ Any student suspended is not allowed to attend any school functions.

## ***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 reco**

## ***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:

- 1<sup>st</sup> Offense – Verbal Warning
- 2<sup>nd</sup> Offense – Parent Conference meeting
- 3<sup>rd</sup> Offense – Detention
- 4<sup>th</sup> Offense – Suspension
- 5<sup>th</sup> 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

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.

## ***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 \_\_\_\_\_

