



Scarlet Oaks Career Campus Information Packet

2022-2023



Scarlet Oaks Career Campus
300 Scarlet Oaks Drive
Cincinnati, OH 45241
www.greatoaks.com
513-771-8810



July 22, 2022

Dear Student and Parent/Guardian:

I hope everyone is having an enjoyable summer! It is hard to believe that we are looking at the end of July, and will be back in school in about a month. We are excited for the start of the new school year at Scarlet Oaks. We love seeing our building full of students working to achieve their future goals. It's energizing and rewarding!

Since the start of the year is fast approaching, I wanted to take a moment to introduce the team of administrators that will be working with students and their families during the 2022-2023 school year. My name is Matthew Lindley. I am the new Dean of Instruction at Scarlet Oaks. I am starting my 1st year at Great Oaks, but my 20th year in administration with many of those years in Career Technical education. I look forward to being part of the Scarlet Oaks team. Ramona Beck, Jeremy Pettit, and Christa Buchholzer will be the three Assistant Deans of Instruction for this coming school year. All three Assistant Deans have been with Scarlet Oaks for many years. Our #1 objective is to ensure students have the skills they need to reach their current and future educational and career goals. We are passionate about helping our students experience success and seeing our students learn, grow, and flourish in their chosen career paths. We are here to serve our students and their families, so please never hesitate to reach out to us at the contact information listed below:

- Matthew Lindley, Dean of Instruction, Lindley.matthew@greatoaks.com, 513.612.5701
- Ramona Beck, Assistant Dean of Instruction, BeckR@greatoaks.com, 513.612.5715
- Jeremy Pettit, Assistant Dean of Instruction, PettitJ@greatoaks.com, 513.612.5708
- Christa Buchholzer, Assistant Dean of Instruction, Buchholc@greatoaks.com 513.612.5728

We also want to take this opportunity to provide you with some important reminders and other critical information for the upcoming school year, as well as invite you to our Scarlet Oaks Prep Day on August 4th or 5th. Please review all of the enclosed information and links to the information. We want to make sure everyone is informed and understands our professional expectations. Professionalism is essential at Scarlet Oaks! We are preparing our students for their future endeavors!

We look forward to a great school year and thank you for choosing to partner with Scarlet Oaks for this new educational journey!

Sincerely,

Matthew Lindley, Dean of Instruction

Professional Expectations and Great Oaks Student Handbook

Our main focus at Scarlet Oaks is to give students the skills they need to be successful in their chosen career paths. Our work involves preparing students to meet competencies and earn credentials in their career field that will help them secure a solid position in the workforce. We have worked with our business and industry partners to determine the skills they are looking for in new employees. From our work with the business and industry partners, we identified essential employability skills all individuals should possess to find and keep good jobs. We have taken the identified skills and created a **Professional Skills Report** that measures skills like attendance, timeliness, adherence to policies, meeting quality expectations, teamwork, effective communication, and staying focused. **Professional Skills Report** is a communication piece to show students where they are in meeting the essential employability skills employers desire in their employees.

We also have campus and district documents that explain student expectations. You can find the **Scarlet Oaks Career Campus Professional Expectations** document in the **Great Oaks Student Handbook**, which can be found at <https://hs.greatoaks.com/current-high-school-students/code-of-conduct-student-handbook> The “Student Handbook” link is located at the bottom of the webpage. You can also access this information using the QR code below.



Please note, that the handbook includes important information concerning student responsibilities, student resources, school operations, and student conduct. The information within the handbook is updated annually, so it is important to review the document at the start of each school year.

Scarlet Oaks Program Uniforms

As noted in our **Scarlet Oaks Career Campus Professional Expectations** document, students are expected to be in their career lab uniforms every day for the entirety of the school day. The **Scarlet Oaks Campus Uniform Descriptions 2022-2023 School Year** sheet will be in our packets given out during prep days or you can access the document electronically here:

<https://resources.finalsite.net/images/v1655209596/greatoakscom/rdg3tqakfzsrotqvbn7t/SCUniformInformation22-23.pdf> or at the QR code below.



Attendance

It is important to review the Attendance (Policy 5200) section of the Great Oaks Student Handbook (link provided in the Professional Expectations & Student Handbook section of this mailing). The Attendance (Policy 5200) section defines excused and unexcused absences, as well as how excessive absences and habitual truancy will be addressed per Ohio law. Please note, parents/guardians are permitted to excuse their child from school for up to 10 days a school year without an official note (i.e. doctor's note, court documentation, obituary for a death in the family, etc.). If your student will be absent, please contact the school at 513.771.8810 to report a student's absence by 8:30 AM. Our automated telephone system will start calling at 9:30 AM on all absences in which a parent/guardian has not notified the school by the specified time.

Early Dismissals

Anytime you need your student to leave school before 2:18 PM, please have your child bring in a note to our receptionist. We will call you to verify the early dismissal, please use one of two options: have your child bring in a note to our receptionist (we will call you to verify the early dismissal), or call 513.771.8810. Only parents/guardians listed on your child's emergency medical form can dismiss the student.

Inclement Weather

All students should follow their affiliated school's decision for school closings and delays that occur due to weather. If a student's affiliate school closes AND Scarlet Oaks does NOT close, students should contact their instructors to get their assignments for the day, so they do not get behind in the content for their academic classes and career lab. If the roads are safe to travel and students have their own transportation, they can also choose to attend their academic classes and career lab at Scarlet Oaks on the days their affiliate schools are closed.

If inclement weather results in a schedule change at Scarlet Oaks, we will communicate the schedule changes via our telephone and email communication tools. The information will also be placed on our website at www.greatoaks.com and on all local TV and radio stations. Please contact us at 513.771.8810 if you have any questions concerning the Scarlet Oaks schedule during inclement weather and/or affiliate school weather closings or delays.

Following the Scarlet Oaks School Calendar

All Scarlet Oaks students should follow the Scarlet Oaks school calendar in regards to school holidays, winter and spring breaks, and in-services. Transportation will be provided by our affiliated schools for Scarlet Oaks students for every day we are in session. School calendars have been sent to each affiliated school's transportation departments.

2022-2023 Scarlet Oaks Career Campus Calendar

August	September	October	November	December
<ul style="list-style-type: none"> • 8/4 – Prep Day 12:00 – 7:00 p.m. • 8/5 – Prep Day 8:00 a.m. – 12:00 p.m • 8/12 – First Day for New Students • 8/15 – All Students Attend 	<ul style="list-style-type: none"> • 9/5 – No School (Labor Day) • 9/23 – No School (Staff In-Service) 	<ul style="list-style-type: none"> • 10/14 – End of 1st Quarter • 10/20 – Conference Night • 10/21 – No School (Staff In-Service) • 10/24 – No School (Fall Break) 	<ul style="list-style-type: none"> • 11/23 – No School (Conference Exchange Day) • 11/24 – 11/25 – No School (Thanksgiving break) 	<ul style="list-style-type: none"> • 12/16 – End of 2nd Quarter • 12/19 – 12/30 – No School (Winter break)
January	February	March	April	May
<ul style="list-style-type: none"> • 1/2 – No School (New Year's Holiday) • 1/3 – No School (Staff In-Service) • 1/16 – No School (Martin Luther King Day) • 1/20 – No School (Sophomore Visitation) 	<ul style="list-style-type: none"> • 2/17 – No School (Staff In-Service) • 2/20 – No School (President's Day) 	<ul style="list-style-type: none"> • 3/10 – End of 3rd Quarter • 3/20 – 3/24 – No School (Spring Break) 	<ul style="list-style-type: none"> • 4/7 – No School (Good Friday) 	<ul style="list-style-type: none"> • 5/25 – End of 4th Quarter & Last Day of School

Student Academic and Lab Schedule

Students will be placed on either an A or B schedule and will follow the schedule listed in the table below.

A: 1 st , 2 nd & 3 rd Bell Lab	B: 6 th , 7 th & 8 th Bell Lab
Career Lab – 7:50 - 10:27 Lunch A – 10:29 - 11:02 5 th Bell Academic – 11:06 - 11:51 6 th Bell Academic – 11:55 - 12:40 7 th Bell Academic – 12:44 - 1:29 8 th Bell Academic – 1:33 - 2:18	1 st Bell Academic – 7:50 - 8:35 2 nd Bell Academic – 8:39 - 9:24 3 rd Bell Academic – 9:28 - 10:13 4 th Bell Academic – 10:17 - 11:02 Lunch B – 11:04 - 11:37 Career Lab – 11:41 - 2:18

Placement and Late Arrival or Early Release for School

Students can earn the privilege to go on job placement and/or to have a late arrival to or early release from school.

To qualify for job placement, students must:

1. Have their own transportation or someone that can transport them to their placement site.
2. Be in their 2nd year at Scarlet Oaks.
3. Maintain good attendance.
 - a. 95% attendance in the junior year and current school year.
 - i. No more than 9 days absence in junior year.

4. Have a B average or better in each course that is presently being taken and, in all courses, completed during the junior year.
5. Receive their instructor's recommendation.
6. Be on track to meet all graduation requirements of the affiliated school and all testing and credential requirements for the career pathway

To qualify for late arrival or early release, students must:

1. Have their own transportation or someone that can transport them to and/or from school.
2. Be in their 2nd year at Scarlet Oaks. This may be waived in certain situations.
3. Have 90% attendance or better.
4. Be passing all courses and on track to pass all courses for the year.
5. Be on track to meet all graduation requirements of the affiliated school and all testing and credential requirements for the career pathway.

To remain on placement and/or late arrival or early dismissal, students must:

1. Arrive at school or their placement location on time each day.
2. Maintain 90% or better attendance at school.
 - a. Cannot miss more than 4 days of school per quarter.
3. Maintain passing grades in all courses.

If students fail to meet and maintain any of the above expectations, then they will be removed from late arrival, early release, and/or placement. Student progress will be monitored on a regular basis. Students will receive an initial warning if any expectations are not being met. If students continue to fail to meet the specified expectations or have another violation of these expectations, then the students will be placed on probation. If students still fail to rectify the issue or the students have a third offense, then they will be removed from late arrival, early release, and/or placement. This policy is in place to ensure students meet core competencies for their academic and career tech labs and earn their high school diploma.

School Lunches and the EZPay System

Great Oaks Career Campuses offers affordable healthy meals every school day. Breakfast and lunch are available and your student may qualify for free meals or for reduced-price meals. Applications for free or reduced meal benefits must be completed each school year. Students who qualified for the program last school year must submit a new free and reduced lunch application for the new school year. We recommend that you submit your application as soon as possible to allow sufficient time for processing. If we do not receive a 2022-2023 free and reduced lunch application to determine eligibility, you will be required to pay full price for meals. The Free/Reduced Lunch online application and information can be found here: <https://greateaks.payschools.com/Default.aspx> or through the QR code located below.



If you have questions concerning school meals, please contact Great Oaks Career Campuses Food Service Department at 513.612.3656. You can also find more information concerning school meals on the Food Service's webpage, which can be accessed at <https://www.greatoaks.com/about/food-service/> or through the QR code located below.



Our cafeteria is cashless, so parents/guardians will need to utilize the EZPay system to add money to their students' breakfast and lunch accounts for any a-la-carte items or has their student take cash to our campus registrar prior to school starting and throughout the school year. Please note, that students will not be able to purchase a-la-carte items if they have a negative account balance.

For your convenience, we have listed the directions to set up your student's EZPay account for Scarlet Oaks below.

Direction to get to the EZPay Login through the Great Oaks website:

1. Go to www.greatoaks.com.
2. Click on Parent Links at the top of the page.
3. Scroll down on the page and click on Scarlet Oaks (EZPay).
4. After you are redirected, click on Scarlet Oaks EZPay login.

Directions for Registering once on the Scarlet Oaks EZPay website:

1. Enter a password and an email address (write it down in a safe place).
2. Complete the registration page (current information, please).
3. Enter your student's student ID number and last name (different last names are OK. ID numbers can be obtained at your district.)
4. Click "Add Student to List"
5. Click "Submit changes"
6. This will take you back to the login page to use your password.

Important Reminders and Upcoming Events

A mailer was sent out to all Scarlet Oaks families in mid-July outlining our Scarlet Oaks Prep Days, on August 4th (12 pm to 7 pm) and 5th (8 am to 12 pm). **You will only need to choose one day to attend.** On those days you will pick up your informational packets which will include uniform information, emergency medical forms, calendars, and more. You will also be able to pick up your class schedule, take your ID picture, explore the building and meet the Administration and counselors.

(Important) Emergency Medical Authorization Form and the **Great Oaks Student and Parent Signature Page** for the **Computer Network Information Agreement** and the **Laptop Computer Program Agreement** can be filled out and turned in on Prep Days August 4th and 5th, If you don't wish to fill out the emergency medical forms on the 4th and 5th, these forms will need to be turned in by the first week of school 8/11 to 8/19. If these forms are not turned in, this could result in your student not being able to participate in lab.

All students will be issued a Chromebook that will be passed out on the first day of school.