



THE OAKRIDGE SCHOOL

Student Handbook

2023-2024

5900 West Pioneer Parkway, Arlington, Texas 76013



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Mission Statement

To inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.

Vision Statement

To attain national recognition as a college preparatory school that provides educational excellence grounded in responsible character development and ethical leadership.

Philosophy

We believe the role of The Oakridge School is to provide a challenging educational program that emphasizes the total development of each child, encompassing intellectual and social skills as well as cultural, emotional, and physical development, thus preparing students for higher education and life.

We believe an environment that employs a variety of teaching techniques and learning activities best enables each student to succeed as an individual and as a member of a group.

We believe an orderly environment, stressing personal and academic self-discipline, provides an atmosphere most conducive to success.

We believe in academic excellence and in the pursuit of knowledge as a lifelong experience. We believe in high moral and ethical standards, honor, and mutual respect.

We believe The Oakridge School functions most effectively with the involvement of students, parents, faculty, staff, and members of the community.

We believe the graduates of The Oakridge School should be men and women of good character who have developed a healthy respect for self, an awareness of the privileges and obligations of citizenship, and a keen sense of empathy for and responsibility to fellow human beings.



Objectives

1. To prepare students for higher learning and life through sequential curricula and extracurricular activities.
2. To assist students in developing a positive understanding of self, a desire for personal honor, a commitment to self-discipline, and a keen sense of personal responsibility with an understanding of the consequences of one's actions.
3. To seek a standard of excellence in both curricula and extracurricular activities.
4. To provide an environment that enables students to succeed as individuals and as members of a group.
5. To foster a positive attitude toward learning, intellectual curiosity, and independent thought enabling students to achieve their personal goals and objectives.
6. To emphasize the knowledge, skills, values, attitudes, and behavior necessary for effective participation in a diverse global society, as well as an understanding of the interdependency of the world's peoples.
7. To provide opportunities for special talents and interests in activities that encourages intellectual, cultural, aesthetic, and character development.
8. To encourage well-rounded physical development through a sequential program of physical education classes and individual and team sports that emphasizes good sportsmanship, teamwork, cooperation, and lifelong physical fitness.

Classroom Environment

1. Embraces hands-on learning and authentic experiences.
2. Encourages students to find their voices as they develop and share their passions.
3. Engages in a meaningful and timely feedback loop.
4. Facilitates the exchange of ideas and experiences within a global community.
5. Fosters digital organization, literacy, and citizenship.
6. Inspires inquiry, creative thinking, and problem-solving skills.
7. Nurtures a warm, positive culture based on respect, responsibility, and empathy.
8. Promotes character development and leadership skills.
9. Provides various learning tools and resources inside and outside the classroom.
10. Supports a blend of established and progressive teaching methods.



DIVISION	ARRIVAL LOCATION	START	LUNCH	DISMISSAL	DISMISSAL LOCATION
Early Childhood Center	ECC Carport	8:00 AM	11:00 AM-12:30 PM	Preschool/Pre-K 2:30 PM Kindergarten 2:45 PM	ECC Carport
Lower School	MAC Porch	7:50 AM	11:00 AM-12:00 PM*	2:50 PM	1st/2nd - MAC Porch 3rd/4th - Flagpoles
Lower House Middle School (5th/6th Grade)	Flagpoles	8:00 AM	12:00 PM - 12:30 PM	3:15 PM	MAC Porch
Upper House Middle School (7th/8th Grade)	Flagpoles	8:00 AM	12:15 PM-12:45 PM	3:15 PM	Flagpoles
Upper School	Flagpoles	8:40 AM	1:10 PM-1:50 PM	3:15 PM	Flagpoles

ECC Carport - Covered area in front of the Early Childhood Center.

MAC Porch - Covered area located between the Multi Activity Center (MAC) and Conatser Stadium.

Flagpoles - Located in front of the school on the west side of campus.

Car Services and Food Services

The Oakridge School does not condone/approve students leaving or arriving to school campus in third-party ride sharing vehicles; especially such service (Uber, Lyft, etc.) whose own policies explicitly prohibit minors from using them unless accompanied by an adult. If an adult on campus would like to use one of these car services, they must inform the security guard that a car service is coming and meet the driver outside the Information Center by the flagpoles.

Students may not have food delivered during the school day from food delivery services. This includes services such as GrubHub, Uber Eats, Door Dash, or similar and individual restaurant delivery (pizza, Subway, etc.).



Care of the Campus

The environment in which a student learns is essential. A maintenance staff assumes the primary responsibility for general upkeep; however, it is economically prudent and educationally sound for students to share in maintaining a clean and aesthetically attractive campus. Students should feel obligated to pick up and dispose of trash and recycle on campus. Intentional or careless abuse of property will not be tolerated. Students will be asked to clean up and, when appropriate, to pay for items that they deface, damage, or destroy.

Child Care (extended hours)

Supervised extended care is offered before and after school for students in Pre-School through eighth grade. Morning extended care begins at 7:30 AM, and location will vary by division. After-school care is managed through Clayton Childcare (www.claytonyouth.org) and is available until 5:30 PM each day for students through sixth grade. Seventh and eighth-grade students on campus must report to the library, which is open until 5:30 PM.

Child Safety and Abuse

It is a requirement of the laws of the state of Texas that any person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to the Texas Department of Family and Protective Services (TDFPS). The law further states that any medical, school, or child care professional who has reasonable cause to believe that a child has been abused or neglected, may be abused or neglected, or is a victim of indecency with a child, must report that suspected abuse or neglect to the TDFPS within 48 hours of such knowledge. Reasonable cause to believe may come from observation, an assessment of behavior, an outcry, a conversation, or the physical or emotional condition of a child. The identity of the reporter is confidential by law; TDFPS will not accept anonymous reports. The law requires that reports be made and carries legal sanctions for education and child care professionals who fail to report. TDFPS conducts its own independent investigations, which will include contact with the child's family at the appropriate time. Child abuse reports may be made by phone at 1-800-252-5400 or online at www.txabusehotline.org. The Oakridge School cooperates with the TDFPS when necessary to protect a child from abuse, neglect, or exploitation.

Code of Conduct

The Oakridge School fosters healthy emotional development and positive school culture. We teach self-awareness, self-management, responsible decision-making, and relationship management in developmentally wise ways. We strive to minimize anxiety and disruptive behavior. We work towards emotional well-being, self-regulation, healthy relationships, and kind behavior. We want The Oakridge School to be a place where students, parents, and teachers feel safe and valued.

Teachers and administrators must be aware of behavior harmful to the school's positive environment. In this way, an intervention can occur to minimize damage. Students who detract from this environment may be required to meet with Divisional Administration, seek counseling, or have other consequences, including being unable to continue as a student at The Oakridge School.



Honor Code

All Oakridge students must abide willingly to the following Honor Code:

An Oakridge student will be trustworthy, honorable, and respectful at all times.

Community Service

The Oakridge School is committed to community service projects throughout the school year. This experience at all grade levels enhances a student's character and preparation for assuming roles of civic responsibility. Service learning introduces students to the value of giving and lays a foundation for community service expectations in the Upper School. As a graduation requirement, Oakridge students must complete 60 hours of community service during their Upper School years, 20 of which may be completed on campus.

Counseling and Social-Emotional Support

The Oakridge School prioritizes the social-emotional well-being of our students. During the school day, our counselors and support staff are readily available to offer guidance and assistance in navigating emotional or social challenges that students may encounter. We foster a caring and compassionate environment that promotes a sense of belonging and self-confidence.

Specifically, the school counselor serves the school community by addressing the psychological, social, and emotional health of students in the Early Childhood Center through the Upper School. The counselor is available to meet with individual students and works with students in small group or class settings throughout the school year. Additionally, the counselor is a resource for parents through individual appointments or general informational presentations.

Dress Code

The Oakridge School believes that dress is an important influence on attitudes and behavior and that maintaining appropriate dress standards contributes to a student's total education. Pre-kindergarten through Upper School students wear a stipulated uniform dress, and it is expected that the uniform will be worn with pride. Uniforms vary by Division.

Early Dismissal Times

The early dismissal for ECC/Lower School is 11:30 AM, for Middle School is 11:45 AM, and for Upper School is 12:00 PM.



Emergency Drills

Emergency drills are held periodically throughout the year. Each classroom is provided with a set of instructions, and teachers familiarize students with them early in the fall.

Online Student Medical Records

The healthcare management system we utilize for collecting, managing, and securely storing student health information is called [Magnus Health SMR](#) (Student Medical Record). This web-based system will grant you continuous access to your child's health record, as well as the ability to make updates when needed.

Please complete the required health information within your Magnus Health SMR for each child attending The Oakridge School. Timely submission of health information and other forms is vital so preparations can be made to best support your child and family.

Requirements Library

There are two types of requirements:

1. Online Data Entry: Enter data or answer questions online.
2. Required Forms: Download, print, and complete forms. Forms should be signed by your child's health care provider, and uploaded to Magnus.
 - Vital Health Record
 - Digital Authorization Forms (if applicable)
 - Annual Doctor Forms – You must print these forms and take them to your doctor for signature, and then submit the forms back to Magnus Health. These forms may include physicals, medications, action plans, and more.
 - Electronically signed documents – You will need to sign these documents each year.
 - Action Plans – We know there are many students that need prescription medication or suffer from asthma, food allergies, diabetes or seizure disorders. Please make sure to submit those requirements.



Learning Support

Our Learning Support team consists of experienced educators, specialists, and a counselor who are dedicated to ensuring that all students receive the support they need. The team collaborates with teachers, parents, and, if needed, external professionals to identify and, if possible, provide a collaborative, holistic approach to student success.

While the classroom teacher is empowered to differentiate, within reason, to the needs of the learner, there are times when students need additional academic support and are eligible to receive accommodations as documented in the diagnostic report. The Learning Support Coordinator, in collaboration with the Divisional Administrator and parents, will review all relevant educational reports and recommendations for accommodations to create an individual learning plan for the student.

Library

The Oakridge Library is located in the Information Center and is designed for use by all divisions. The library is for research, reading, and studying. All students are expected to adhere to the policies of the librarian. Library hours are from 7:30 am – 5:30 p.m., Monday through Friday. Students below 7th grade must be accompanied by an adult or older sibling after school.

Lunch

Students, faculty, and staff from all divisions may purchase lunch from our on-campus food service, Food 4 Life. A monthly lunch menu will be provided each month and can be found on the school website at <https://www.theoakridgeschool.org/campus-life/lunch>. Accounts can be managed online or through the divisional offices.

Parental Expectations

The Oakridge School encourages parents to be involved in the school community through participation in classroom events, school-wide activities, and volunteer opportunities. Parent involvement strengthens the relationship between the family and the School. It fosters an environment where the School and family are engaged in a partnership centered around the development of the child. The School and family must provide one another with an open line of communication. It is expected that the communication between the family and the School will exude the utmost professionalism and courtesy.

The Oakridge Fund is the most important way the School asks for your financial support outside of tuition. These gifts provide unrestricted operating support for the institution's most basic needs but also directly support professional development budgets, updating technology, replacing worn classroom materials, and improving our campus. Strong parent participation demonstrates our shared commitment and allows us to further our mission.



Parent Involvement

Students, families, and teachers must work together succeed in our priorities. A strong family spirit exists within our school community. We value mutual respect and support within the teacher-student relationship and invite parents to become involved with the school along many avenues of participation. We believe parent involvement positively influences the students' school experience. Membership in the [Oakridge Parents' Club](#) and [The Owl Fan Club](#) are encouraged and appreciated.

Parent/Teacher Conferences

A student's successful experience at Oakridge depends upon open communication between family and school. To assist in attaining this, parent/teacher conference days are scheduled during the year, and classes will not meet on these days. In addition, parent/teacher conferences may be arranged by calling the Divisional Administrative Assistant and arranging a mutually convenient time to meet.

Experience suggests that impromptu conferences at carpool or social functions accomplish very little. This sometimes forces teachers into quick, incomplete answers that can be misinterpreted and could ultimately be a disservice to the student. Please take the time to set up a conference by contacting the Divisional Administrative Assistant or the teacher directly.

Report Cards/Progress Reports

Beginning in second grade, grades will be posted on My BackPack at the end of each marking period. Students in fourth grade and above will also receive interim grade reports between report cards, varying frequency by Division. Students' progress in Preschool through first grade is reported through conferences and non-graded reports at the end of each semester.

School Cancellations

Information about inclement weather and school closings will be communicated through several pathways, including the school website, the Remind texting system, and local media outlets. The local media outlets include WFAA Channel 8, NBC 5, Fox 4, KLTU 94.5, CBS11, and WBAP 820.



School Sponsored Events

1. Students will follow the same rules and policies during the regular school day.
2. Clothes must be appropriate for the occasion.
3. Students are responsible for receiving permission from the Division Head for non-Oakridge guests before events. Oakridge students are accountable for the behavior of their guests.
4. Individuals or groups sponsoring the events are responsible for the following:
 - a. Securing approval of the event.
 - b. Informing the Divisional Administrator of any special equipment needed at least 48 hours before the event.
 - c. Clean up the area.
 - d. Approved chaperones.

During special events held on campus at night, students must remain at the event and not be outside without permission or in unsupervised areas of the building.

Smoking, Alcohol, and Illegal Drugs

Smoking, using tobacco products, and possessing e-cigarettes, matches, lighters, or weapons by students is strictly prohibited on the Oakridge campus, during field and class trips, and in any other activity sponsored by The Oakridge School.

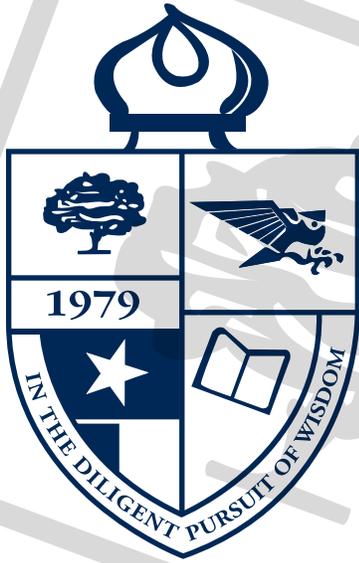
Students' use of alcohol, weapons, and illegal drugs is strictly prohibited on the Oakridge campus, during class trips, and in any other activity sponsored by The Oakridge School.

Visitors

All parents and students must display a placard (issued by the Division Heads) from their car's rearview mirror to enter through the security gate during school hours. All visitors must enter the Jon Kellam Information Center to check in at the front desk. Parents will be issued a lanyard so they do not need to check in each time they come to campus. Permission from the Division Head must be obtained if a student wishes to have a visitor on campus. Students should be courteous to all visitors. If you forget your lanyard, you must check in again.

Changes to Rules, Regulations, and Policies

The Oakridge School reserves the right to make changes and additions to the rules, regulations, and policies in this handbook to serve the best interest of the school, its students, and its standards.



THE OAKRIDGE SCHOOL

EARLY CHILDHOOD CENTER (ECC)

2023-2024



Early Childhood Center Dress Code

The Oakridge School believes that dress influences attitude and behavior and that maintaining an appropriate dress standard contributes to a student's total education. In observing the dress code, modesty, common sense, and good taste are expected of all students. The final decision on the appropriateness of a student's uniform will be made by the Division Head. Mills Uniform Company is the official uniform supplier. The entire uniform (except shoes, socks, and belts) must be Mills Uniform Company brand. In addition, all shirts and sweatshirts must have the school logo.



- **Shirts - All shirts must have a school logo**

- **Polo Knit (1, 4)** - White or light blue knit (polo style). Shirts can be long or short sleeved. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
- **Oxford Cloth (3)** - White or light blue Oxford cloth. Shirts can be long or short sleeved with a button-down collar. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
- **Middy Blouse (2)** - White with sailor collar with the Oakridge logo (may be monogrammed).



- **Shorts (8)** - Navy blue shorts may be worn. Shorts may be pleated or flat front.
- **Skirts/Skorts/Jumpers (5, 7)** - Plaid skirts, skorts or jumpers may be worn. Length should be no shorter than the ends of a student's extended fingertips when arms are fully extended at the side while standing upright. Modesty shorts must be worn.



Early Childhood Center Dress Code

- **Shoes** – Dress and athletic shoes are allowed. Shoes that are leather, Nubuck leather, suede, or canvas are acceptable. Shoes must have a closed toe and a durable sole. If your child is not able to tie shoes, velcro is a good option.
- **Socks** - Socks must be worn at all times. Socks may be white, navy, gray, or black. A small white or black logo on the side of the sock is allowed.
- **Tights** - Tights must be navy blue, black, or white (opaque or cable - not sheer).
- **Hair** - To maintain an environment conducive to learning and in accordance with the uniform philosophy, students must not have any radical hair colors. Hair must be neat and clean, and properly groomed.



The following items (with the school logo) may be worn over the Oxford or Polo:

- **Sweatshirt (10, 13)** - Solid navy sweatshirt may be worn over uniform shirt
- **Navy Cardigan (11)** - Navy cardigan may be worn over uniform shirt
- **Navy Sweater/Vest (12)** - Navy sweater may be worn over uniform shirt
- **Approved outerwear purchased from The Oakridge School Booster Club.**

After School Care

Childcare is available for students after school. Families should register before using this service. For additional information or to register, please get in touch with Clayton Youth Enrichment at 817-923-9888 or claytonyouth.org.



Arrival and Dismissal

- Early Childhood Center classes begin at 8:00 AM. Students who arrive in their classrooms after 8:00 AM are tardy. Arriving on time sets students up for success. Students may arrive as early as 7:30 AM and go directly to the Big Room.
- Dismissal is at 2:15 PM for Preschool and Pre-Kindergarten and 2:30 PM for Kindergarten. When carpool is complete, remaining students will be supervised by Clayton Youth Enrichment. Early Childhood students may not be left unsupervised.
- An email, text, or note should be sent to the teacher about any carpool changes, and the usual carpool driver should be notified. The Early Childhood Center will dismiss at 11:30 on early dismissal days. These special days allow all students the opportunity to schedule doctor appointments and faculty to attend important training programs.

Attendance

Every scheduled academic day is important to your child's progress. If it is necessary for a child to be absent, a parent must call the Early Childhood Center assistant by noon. Students who are absent from school may not participate in school-related activities or programs that occur the same day.

Birthday Celebrations

Parents must contact teachers several days prior to the birthday to discuss plans. The parent and teacher can decide upon a mutually agreeable date, time, and treat. Favors are not allowed at school birthday celebrations. If all students in the class are invited, then invitations may be passed out in class.

Classroom Parties

During the school year, room parents are asked to assist with three class parties. Each class has a Winter party, a Valentine party and an end of the year party. These parties should be planned by the room parents and teachers during the year.

Nurse's Office

The Oakridge nurse's office is located on the first floor of the Upper School building. A registered nurse is on duty between the hours of 8 am and 4 pm. Students requiring medication during school hours must submit a written consent form signed by the physician and parent/legal guardian. If students have been out of school with a contagious illness then it will be necessary for them to check in with the school nurse to see if they may return to class.

Please communicate any special health conditions or needs to the school nurse in writing. We are able to do a much better job of caring for your child if we have full information concerning medical history and current needs.



Nurse's Continued

This applies to both prescription and non-prescription medicines. Bring the medication to the school nurse in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Emergency forms for each student must be filled out by parents each year and kept in the nurse's office.

Conferences and Communication

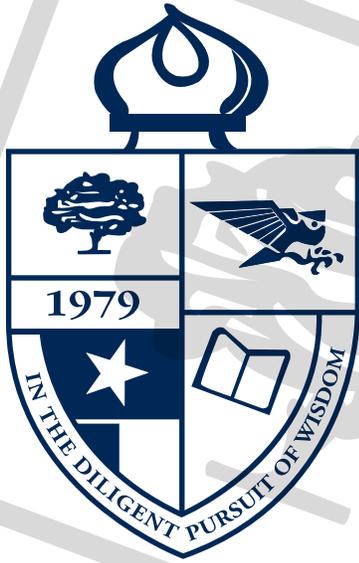
A student's successful experience at Oakridge depends on open communication between family and school. If you have questions or concerns, please attempt to discuss it with the person most directly involved. Regularly scheduled conferences are held throughout the year, and classes will not meet during these periods. Additional conferences are welcomed, as needed. You may contact the teacher directly to arrange an agreeable time, or you may contact the office to set up a conference.

Fine Arts

When music and movement are a natural, joyous part of childhood, children benefit greatly in many areas of life. Language development, self-expression, memory skills, concentration, social interaction, fine motor skills, listening, problem solving, teamwork, goal setting, and coordination are all impacted by early music and movement education. What's more, as a child learns through music and movement, other areas of development—creativity, family bonding, self-esteem, confidence, emotional development—are also positively impacted. Your ECC student will participate in movement and music curriculum; daily for PS and PK and two to three times a week in Kindergarten. We ask parents to partner with us in encouraging your students through your positive attitude at home and your supportive presence at performances.

Code of Conduct

The Oakridge School fosters healthy emotional development and positive school culture. Students are taught self-awareness, self-management, responsible decision-making, and relationship management in developmentally wise ways. Emotional well-being, self-regulation, healthy relationships, and kind behavior are ongoing goals for each person. We strive to minimize anxiety and disruptive behavior, making The Oakridge School a place where students, parents, and teachers feel safe and valued. We count on everyone in the community to help maintain our distinct positive culture. Those who continue to disrupt the school environment will not be able to attend The Oakridge School.



THE OAKRIDGE SCHOOL

LOWER SCHOOL

2023-2024



After School Events

Lower School students and families are encouraged to attend sports and other events on campus. Attending sports games, plays, and concerts builds school spirit and allows our younger students to support our older students. Lower School students should be accompanied by an adult who will supervise them throughout the event.

Attendance

Every scheduled academic day is important to your child's progress. If it is necessary for a child to be absent, a parent must call the Lower School assistant. If make-up work is requested before noon, assignments may be picked up at the Lower School office after 3 p.m. If make-up work is not requested, it will be given on the student's return. Students who are absent from school may not participate in school-related activities or events that occur the same day.

Birthday Celebrations

Parents must contact teachers several days prior to the birthday to discuss plans. The parent and teacher can decide upon a mutually agreeable date, time and treat. Favors are not allowed at school birthday celebrations. If all students in the class are invited, then invitations may be passed out in class.

Cell Phones/Electronic Devices

Cell phones and other personal electronic devices, including smart watches, may be kept in student backpacks, if they are turned off and are not a distraction.

Citizenship and Conduct

The Oakridge School believes that helping students become the best version of themselves is a continuous, developmental process. In Lower School we view mistakes and lapses in judgment as learning opportunities. Our community works to instill The Oakridge School's shared values through open dialogue, teaching, and counseling. The ultimate goal is for all Oakridge students to develop self-control and emotional health.

Each classroom is guided by teachers with similar codes of expected behaviors. While the rules have minor variations from room to room and grade level to grade level, all emphasize respectful treatment of self, others, and property.

Teachers and administrators seek to intervene effectively in instances where unexpected behavior occurs, poor choices have been made, or students are unkind or unhelpful to others. We believe it is important to educate as well as provide logical consequences. Our goal is to work alongside families as their children develop.



Citizenship and Conduct continued

Consequences may include, but are not limited to:

- Verbal warnings, explanations and redirection
- Notes of apology or verbal apologies
- Time out, reset time
- Parent meetings or phone calls
- Immediate pick-up from school
- Exclusion from off-campus events
- Missed special activity
- Service to the community
- Conversations with administrators
- In and out of school suspensions
- Probation
- Loss of opportunity to re-enroll
- Expulsion

Generally, acts of aggression such as intentional hitting, biting, punching, throwing objects, threatening harm, destroying property or any action that may harm self or others is considered a serious offense. The Oakridge School has sole discretion to determine the seriousness of behavior violations.

Classroom Parties

We ask parents to assist with three class parties. Each class has a Winter party, a Valentine Party, and an end-of-the-year party.

Dress Code

The entire uniform (except for shoes, socks, and belts) must be Mills Uniform Company brand. In addition, all shirts and sweatshirts must have the school logo.

- **Shirts - All shirts must have the school logo**
 - **Polo Knit** - White or light blue knit (polo style). Shirts can be long or short sleeved. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
 - **Oxford Cloth** - White or light blue Oxford cloth. Shirts can be long or short-sleeved with a button-down collar. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
 - **Middy Blouse** - White with sailor collar with the Oakridge logo (may be monogrammed)



Dress Code continue

The entire uniform (except for shoes, socks, and belts) must be Mills Uniform Company brand. In addition, all shirts and sweatshirts must have the school logo.

- **Pants** - Navy blue pants may be worn. Pants may be pleated or flat front. Pants should have a front zipper, belt loops, and side pockets. Belts are required. Pants should be of proper length throughout the school year.
- **Shorts** - Navy blue shorts may be worn. Shorts may be pleated or flat front. Belts are required. Shorts should be no shorter than the ends of a student's extended fingertips when arms are fully extended at the side while standing upright.
- **Skirts/Skorts/Jumpers** - Plaid skirts, skorts or jumpers may be worn. Length should be no shorter than the ends of a student's extended fingertips when arms are fully extended at the side while standing upright. Waistbands may not be rolled to alter the length of the skirt. Modesty shorts must be worn.
- **Shoes** - Dress and athletic shoes are allowed. Shoes that are leather or canvas are acceptable. Shoes must have a closed toe and a durable sole.
- **Belts** - Solid color leather or fabric belt must be worn with pants or shorts. The belt may be black, brown, cordovan, or solid navy blue.
- **Socks** - Socks must be worn at all times. Socks may be white, navy, gray, or black. A small white or black logo on the side of the sock is allowed.
- **T-shirts** - A solid white t-shirt may be worn under the uniform shirt.
- **Tights** - Tights must be navy blue, black, or white (opaque or cable - not sheer).
- **Hair** - To maintain an environment conducive to learning and in accordance with the uniform philosophy, students must not have any radical hair colors. Hair must be neat and clean.
- **Jewelry** - Students should not wear excessive jewelry.

The following items (with the school logo) may be worn over the Oxford or Polo:

- **Sweatshirt** - Solid navy sweatshirt may be worn over uniform shirt
- **Navy Cardigan** - Navy cardigan may be worn over uniform shirt
- **Navy Sweater/Vest** - Navy sweater may be worn over uniform shirt
- **Approved outerwear purchased from The Oakridge School Booster Club.**



Dress Code - Non-Uniform

When not wearing the school uniform, students are expected to be neatly dressed. Clothing should be free of open holes, rips, or tears. Uniforms are to be worn on field trips unless otherwise specified.

The following is a non-inclusive list of examples of non-uniform items, which are considered unacceptable:

- Crop tops, halters, strapless or spaghetti strap tops without jackets, cut out shoulder shirts, off the shoulder shirts, or dresses that reveal the midsection or back are unacceptable.

Fine Arts

Lower school students learn to extend their imagination, explore their creativity and cultivate a lifelong appreciation for the fine arts through classes in art and music. These classes are designed not only to dive into specific artistic and musical skills but also emphasize creative risk-taking and exposure to the cultural and historical impact of the arts.

Participation in grade level musical performances and art shows offer our youngest learners the pride of sharing their talents with the school community, while enhancing their self-confidence and developing a variety of artistic skills. These events are vital components of the curriculum and should be considered an extension of the classroom. Teachers will communicate performance or exhibition dates well in advance with the expectation that every student participates.

Homework

Homework is an important part of the learning process. It allows students to practice new material and will enable teachers to see which students need additional instruction.

Parents are asked to listen to students read or help with certain drills; however, most homework should be completed without parent help. Let the teacher know if your child routinely needs help with homework. Lower School homework is primarily reinforcement. Parents are not expected to teach new material.

Lower School students should have no homework on weekends unless it is make-up work or the completion of a long-term assignment (project, book report). In grades 3 and 4, when long-term assignments are given, they will be clearly stated. Parents will initially need to assist with developing time management skills.



Homework continued

A general guide to the amount of homework per grade level follows:

- Grade 1 - 20 minutes
- Grade 2 - 30 minutes
- Grade 3 - 45 minutes
- Grade 4 - 1 hour

Remember that these are general guidelines. If your child regularly requires more time than the guidelines, it would be wise to discuss this with the teacher. No Lower School student should regularly spend excessive time on homework.

Nurse's Office

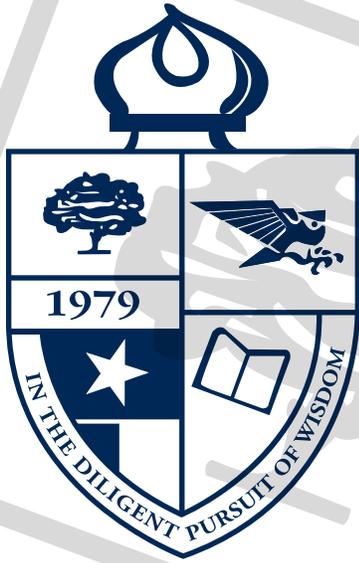
The Oakridge nurse's office is located on the first floor of the Upper School building. A registered nurse is on duty between the hours of 8 am and 4 pm. Students requiring medication during school hours must submit a written consent form signed by the physician and parent/legal guardian. If students have been out of school with a contagious illness then it will be necessary for them to check in with the school nurse to see if they may return to class.

Please communicate any special health conditions or needs to the school nurse in writing. We are able to do a much better job of caring for your child if we have full information concerning medical history and current needs.

This applies to both prescription and non-prescription medicines. Bring the medication to the school nurse in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Emergency forms for each student must be filled out by parents each year and kept in the nurse's office.

Physical Education

Lower School students do not change clothes for P.E. Shorts are required under skirts or jumpers. Students who are excused from P.E. class will also be restricted from physical activity during recess time. A written request must be sent by parents to be excused from physical activity. Students excused from P.E. or recess for a period longer than three consecutive days must have a note from a physician.



THE OAKRIDGE SCHOOL

Middle School Handbook

2023-2024



The Oakridge Middle School embodies the philosophy of The Oakridge School. By providing a challenging educational program with emphasis on the total development of each child, the Middle School prepares students for higher education and life. We, as faculty and administrators, believe in academic excellence, high moral and ethical standards, honor, respect of others, and the pursuit of knowledge as a life-long experience.

Attendance

If a student is absent from school, please call or email the Divisional office by 8:30 am. If an absence extends to multiple days, contact the Divisional office for assistance in collecting makeup work. Students absent from classes or unable to attend two or more classes during the school day may not participate in extra-curricular activities or after-school athletic events for that particular day.

Late Arrival

If a student arrives after school starts, the student must check in with the Divisional office before reporting to class. This will ensure the student is recorded as being present at school on that day.

Early Dismissal

If a student needs to be dismissed prior to the end of the school day, the student must check out through the Middle School office. The Middle School office may only grant permission to leave if a parent/guardian has notified the office in advance by email, note, or phone call. Failure to notify the Middle School office may result in the student not being dismissed at the designated time.

Examinations

Middle School students are tested on a regular basis. Students will begin to learn to balance a more varied test schedule without specific test days. All grade levels will be given no more than two tests per day.

All Middle School students take semester assessments at the end of the second and fourth marking periods. The regular daily schedule will be revised during the two semester examination weeks, so that students have time to prepare for examinations.

Semester exams (December and May) count for 10% of the semester grade for 5th graders, 15% for 6th graders, and 20% for 7th and 8th graders. Due to the importance of exam periods, non-health related absences are not recommended. Any absences should be discussed with the Division Head.



Honor Roll and Head of School's List

Honor Roll and Head of School's List determinations are based on the marking period grades and conduct only, not the semester or final grades. The Honor Roll shall consist of all students receiving no grade less than a B (B- grades do not qualify for honor roll) in all academic subjects, including Fine Arts, during the marking period. An all-year Honor Roll will consist of all students who have received honors in all four grading periods.

The Head of School's List shall consist of all students receiving no grade less than an A- in all academic subjects, including Fine Arts, during the marking period. An all-year Head of School's List will consist of all students on the Head of School's List in all four grading periods.

All Honors level classes will receive a two-notch benefit when calculating Honor Roll and Head of School eligibility; for example, a student receiving a C+ in an Honors class will be viewed as having earned a B for Honor Roll purposes. It is important to note that the two-notch benefit will not be reflected on the report card.

Please note that conduct grades of "N" (Needs Improvement) and "U" (Unsatisfactory) will remove a student from the Honor Roll or Head of School's List.

Grading Scale

GRADE	RANGE
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and
I	INCOMPLETE

Incomplete Grades

Incomplete grades are given only when, due to illness, emergency, or by an approved pre-arrangement, the student has not been able to complete all assignments.



Late Work

The Middle School years are a critical time to develop and encourage proper academic conduct. Teacher assignments are essential to the learning process. It is the expectation that students will complete all assignments in a timely manner. A student's conduct grade may be lowered if work is consistently late. Late work impact on assignment grades will be determined by the teacher and as specified in the class syllabus.

Pass/Fail

To pass a course, a student must earn a final grade in a course at C- or better. Any grade below C- will be considered a failing grade. Students and parents will work with the Division Head, and possibly the teacher to determine what remediation is necessary.

Textbooks/Supplies/Devices

Students are responsible for keeping up with all textbooks, supplies, and devices. Textbook replacement copies are available at our on-line bookstore at www.bncollege.com. Expedited shipping is available for quick delivery. Please refer to the individual class syllabus for needed supplies. Please refer to the Responsible Use Guidelines (RUG) for information regarding devices.

Peer Interactions and Bullying

Our philosophy of addressing bullying is based on Barbara Coloroso, written in *The Bully*, *the Bullied*, and *the Bystander*. The definition of bullying is:

- A repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear.

Bullying includes these three elements:

1. Imbalance of power: bully is older, bigger, stronger, has social power, etc.
2. Intent to harm: Bullying involves intentionally inflicting emotional and/or physical pain.
3. A pattern of behavior: words or actions are repeated rather than a one-time event, although a one-time very serious event can constitute bullying.



Peer Interactions and Bullying, continued

Types of Bullying

- Verbal bullying (name calling, derogatory comments)
- Physical bullying (hitting, kicking, pushing)
- Social (spreading rumors and/or lies)
- Relational (acts that “alienate and reject a peer or purposefully ruin friendships” Coloroso)
- Cyber bullying (bullying behavior that occurs through the use of phones, computers, etc.)
- Though most cyber bullying occurs off campus, the effects of the behavior tend to have an effect on the school environment. When this occurs, the school will get involved and address the Honor Code violation.

What Bullying is Not:

- Disputes that involve two equally matched children who experience conflict
- Acts of impulsive behavior
- Isolated acts of conflict
- Acts that are a result of immature social skills
- Occasional conflicts that are a normal part of social growth and development

The Oakridge School approach is to:

- Educate students on the definition and forms of bullying.
- Empower bystanders to act with honor and integrity to prevent or stop bullying.
- Evaluate and investigate all reports.
- Make every attempt to speak with students privately and discreetly to establish facts.
- Address and communicate with parents any Honor Code issues.
- Assign disciplinary consequences when appropriate.

Student Life

Advisory- Study Hall and Recess

Advisory and Recess play an important role in our student's character and academic development. These extra-curricular opportunities allow students to explore new interests, bond with their classmates, work on homework and projects, and develop healthy study habits. Please refer to the Middle School Schedule for times. Please note - teachers may not tutor their students for pay, nor may non-Oakridge tutors teach on campus without approval from the Division Head.

Athletic and Physical Education Requirements

If students have been out of school with a contagious illness then it will be necessary for them to check in with the school nurse to see if they may return to class.

5th and 6th grade Physical Education (P.E.)

Students in 5th and 6th grade will participate in P.E. on a daily basis. Students will wear their regular school uniform along with athletic shoes for P.E. Students wearing skirts or skorts must wear modesty shorts.



Student Life, continued

7th and 8th grade Athletics

UHMS students are required to participate in three seasons of athletic competition per year. Off-campus credit can be used as an option to help those who may have qualifying needs that cannot be met within the sports offerings available at The Oakridge School. An off-campus packet can be obtained through the Middle School Office. All off-campus credit must be applied for and approved by the Head of the Middle School and the Athletic Director. Approval for off-campus credit will be handled on a case-by-case basis. Students enrolled in the off-campus program must be picked up each day at the beginning of the athletic period (see Middle School Schedule for times).

The current athletic options for Middle School students are as follows:

Fall Season:

Girls - Cross Country, Field Hockey, Volleyball
Boys - Cross Country, Football

Winter Season:

Girls - Basketball, Soccer, Swimming
Boys - Basketball, Soccer, Wrestling, Swimming

Spring Season:

Girls - Softball, Tennis, Track/Field
Boys - Baseball, Tennis, Track/Field

All 7th and 8th-grade students will receive individual guidance from a sport-specific coach regarding the athletic uniform, depending on the sports season. From time to time, students have a “non-uniform dress day” at school. This applies only to the regular school day uniform. However, we expect students to dress in proper athletic uniforms during practice.

Students to be excused from P.E. or Athletics must bring a written request signed by a parent. In addition, a note from the student’s physician may be required of students who are excused from physical activity but are present at school for a period longer than three consecutive school days or as otherwise deemed appropriate by the Athletic Director. Students who are excused from attending Athletics for the day but remaining on campus must work with their teacher/coach and the Athletic Office for an alternative activity plan. **Students who are absent from classes or unable to attend two or more classes during the school day may not participate in extra-curricular activities or after-school athletic events for that particular day.**



Fine Arts Requirements

All students in grades 5-8 will participate in Fine Arts. The middle school fine arts programs include courses in choir, orchestra, theatre arts, and visual art instruction and provide students with a well-rounded, sequential, and comprehensive arts education. Middle school fine arts courses are designed to foster exploration, growth, advance learning, and begin the development of expertise in a selected field.

- 5th grade - Students in 5th grade will experience each of the Fine Arts. Students will rotate quarterly.
- 6th grade - Students in 6th grade will select two of the Fine Arts for the school year. Students will alternate their choices between A and B Day.
- 7th and 8th grade - Students will select one of the Fine Arts to experience all year long.

Participation in musical and theatrical performances as well as art shows offer our learners the pride of sharing their talents with the school community, while enhancing their self-confidence and developing a variety of artistic skills. These events are vital components of the curriculum and should be considered an extension of the classroom.

Written communication and appropriate documentation are required for absences from required/graded events. Acceptable reasons for an absence include a medical emergency or illness, a death in the family, a religious holiday, or a family emergency. Teachers will communicate performance or exhibition dates well in advance with the expectation that every student participates.

If a co-curricular conflict exists, the fine arts department will work with the applicable academic or athletic department. Because most performances are graded, alternate assignments may be required in the case of an approved absence.

Middle School Dress Code

The Oakridge School believes that dress influences attitude and behavior and that maintaining an appropriate dress standard contributes to a student's total education. In observing the dress code, modesty, common sense, and good taste are expected of all students. The final decision on the appropriateness of a student's uniform will be made by the Division Head or Director of Student Life. Mills Uniform Company is the official uniform supplier. The entire uniform (except for shoes, socks, and belts) must be Mills Uniform Company brand. All shirts and sweatshirts must have the school logo.

- **Belts** - A solid leather or fabric belt must be worn with pants or shorts. The belt may be black, brown, cordovan, or solid navy blue.
- **Face Masks** - When wearing a face mask, the design must be free of scary, political, alcohol/drug-related, inappropriate, or distracting messaging.



Middle School Dress Code, continued

- **Hair** - To maintain an environment conducive to learning and following the uniform philosophy, students should not have any radical hair colors. Hair should be neat and clean and properly groomed. Faces should be clean-shaven (no facial hair).
- **Jewelry** - Students should not have excessive/radical jewelry. Facial jewelry is not allowed.
- **Pants** - Students may wear navy blue pants. Pants may have a pleated or flat front. Pants should have a front zipper, belt loops, and side pockets. Belts are required. Pants should be of proper length throughout the school year.
- **Shirts** - All shirts must have the school logo and be worn under outerwear.
 - **Polo Knit** - White or light blue knit shirts in polo style. Shirts can be long or short-sleeved and must be tucked into a skirt or pants. Student shirts must be buttoned to at least one button from the top.
 - **Oxford Cloth** - White or light blue Oxford cloth. Shirts can be long or short-sleeved with a button-down collar. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
- **Skirts/Skorts** - Students can wear navy blue skirts, plaid skirts, or skorts to school. Skirts and skorts should be at least the ends of a student's extended fingertips when arms are fully extended at the side while standing upright. Students' skirt waistbands must not be rolled to alter the length of the skirt. Modesty shorts must be worn.
- **Shoes** – Dress and athletic shoes are allowed. Acceptable shoes include leather, Nubuck leather, suede, or canvas and must have a closed toe and a durable sole. High heels are not permitted. The heel must not exceed 1½ inches in height.
- **Shorts** - Students may wear navy blue shorts. Shorts may be a pleated or flat front. Belts are required. Shorts should be at least the ends of a student's extended fingertips when arms are fully extended at the side while standing upright.
- **Socks** - Students must wear socks at all times. Socks may be white, navy, gray, or black. A small white or black logo on the side is allowed.
- **Ties** - Navy, green, or Oakridge plaid ties purchased from Mills are acceptable with Oxford shirts.
- **Tights** - Tights must be navy blue, black, or white (opaque or cable- not sheer).
- **T-shirts** - Students may wear a solid white t-shirt under their uniform shirt.



Middle School Dress Code, continued

The following may be worn with the school logo over the Oxford or Polo:

- **Sweatshirts** - A solid navy blue sweatshirt is permitted to wear over the uniform shirt.
- **Navy Blazer** - A blue blazer is allowed over a uniform shirt.
- **Navy Cardigan** - A navy cardigan is acceptable over a uniform shirt.
- **Navy Sweater/Vest** - A navy sweater may be worn over a uniform shirt.
- Approved outerwear can be purchased from The Oakridge School Booster Club.

Non-Uniform Dress Code

When students are not wearing the school uniform, students are expected to keep themselves neatly dressed. Any form of dress which is deemed a distraction, immodest, or disruptive in appearance and/or detrimental to the purpose of the school will not be permitted. Middle School Administration reserves the right to deem non-uniform items inappropriate even if not specifically mentioned below as unacceptable for classroom or extra-curricular attendance. A prompt change of clothing will be required and may result in loss of future non-uniform dress days. On non-uniform dress days that have specific themes, students are to dress according to the theme or wear the school uniform. Uniforms are to be worn on field trips unless otherwise specified. Students not wearing proper uniform are considered in violation of the Dress Code.

The following is a list of guidelines for non-uniform dress, includes but not limited to:

- The entire upper body must be covered at all times. Crop tops, halters, strapless or spaghetti strap dresses or tops without jackets, cut out shoulder shirts, off the shoulder shirts, or dresses that reveal the midsection or back at any time are unacceptable.
- Transparent material is unacceptable.
- Leggings may be worn if accompanied by a longer shirt or dress that covers the student's backside.
- Clothing items should be free of open holes, rips, and tears and have a neat appearance. Jeans with holes or rips are not allowed.
- Hats and caps may not be worn inside without permission.
- Clothing referring to drugs, alcohol, tobacco, sex, or political rhetoric, either directly or indirectly, is unacceptable.
- On non-uniform days or spirit days, students can wear jeans, joggers, leggings (leggings must be accompanied by a longer shirt or dress that covers the student's backside) pants, uniform shorts or uniform skirts or skorts. If athletic shorts (no cut-offs) or athletic skirts/skorts are permitted, permission will be communicated. All athletic shorts, skorts, and skirts must be fingertip length when standing. All outerwear worn on spirit days must be purchased from Mills or the spirit store. All spirit dress must be considered appropriate by the Middle School Administration.



Lost and Found

Articles found at school should be turned in to the divisional office. Periodically items are donated after students have been given ample opportunity to make any claims.

Backpacks/Lockers

Students will be issued a locker and provided a combination lock. Students are allowed to have a backpack to carry from class to class. Backpacks must be appropriate in size and mobility for navigating busy hallways and up/down stairs.

Extra-Curricular Activities

Middle School students, primarily 7th and 8th grade, will have opportunities to participate in various activities. Clubs and other organizations are available for students throughout the year. A list of extra-curricular opportunities will be available to students during the school year. Decisions on student travel, such as class trips, will be made each year.

National Junior Honor Society

Membership in the National Junior Honor Society (NJHS) is a high honor that can be awarded to a Middle School student in grades 7 and 8 at The Oakridge School. The NJHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Chapters in more than 20,000 schools across the nation strive to give practical meaning to society's goals of scholarship, service, character, leadership, and citizenship.

These five ideals are the basis of selection. No student is inducted simply because of a high academic average. An unrounded A- cumulative average in UHMS academic and fine arts classes allows a student to be eligible to be considered for induction. The NJHS strives to recognize the total student who excels in all areas. Once a student is scholastically eligible, then the standards used for selection are: leadership, service, character, and citizenship, as demonstrated by activities, conduct grades, and discipline record.

For students not inducted in 7th grade, potential eligibility will be revisited after an entire semester of 8th grade. Upon induction, students are expected to obtain 20 community service hours by the end of their Middle School experience. If inducted in 8th grade, the requirement is five hours.



Cell Phone Policy

Cell phones are to be neither seen nor heard during the regular school hours without permission. The use of cell phones may occur in class with teacher supervision but must not be a distraction from the learning environment. Cell phones used outside of these rules will be taken up and turned into the Middle School office. Parents who need to reach their children throughout the day are encouraged to contact the Middle School office. Students may use the office phone during the day with permission.

Internet Safety

The Oakridge School provides secure, filtered internet access delivered via a certificate installed on the students' devices. Student wifi usage is only monitored when students are connected to The Oakridge School wifi. It is the responsibility of the parents to monitor internet usage anytime students are not connected to The Oakridge School wifi.

Academic Integrity

All acts of dishonesty are treated as an opportunity for guidance, and school administrators retain the right to evaluate each situation and assign appropriate consequences. Some examples of academic dishonesty include copying someone's work, allowing someone to copy a student's work, discussing a test with another student before he/she has taken the exam, making information about tests or quizzes public, and plagiarizing or presenting someone else's work as the student's own. Also included is using Chat GPT or other forms of artificial intelligence without teacher permission or disclosure.

An important objective of The Oakridge School includes helping students understand the need for rules and assisting them in internalizing a code of conduct. Inherent in the Honor Code, which is to be written on all tests and as requested on other work submitted, is the respect for the individual, for the school, and for established laws and ethical guidelines. It is important for each student to thoroughly understand how conduct affects character and reputation.



Code of Conduct

The Oakridge School believes students will abide by standards of conduct to enhance and optimize the learning and social environment. The faculty, staff and administrators seek to intervene effectively when unexpected behaviors occur.

Minor Conduct Violations include, but are not limited to the following:

- Excessive tardies
- Device violations
- Inappropriate classroom and/or on-campus behavior toward fellow students or adults
- Dress code violations
- Present in non-designated areas on campus
- Inappropriate gestures or language
- Violations of The Oakridge School classroom rules and regulations

Consequences of Minor Conduct Violations include, but are not limited to the following:

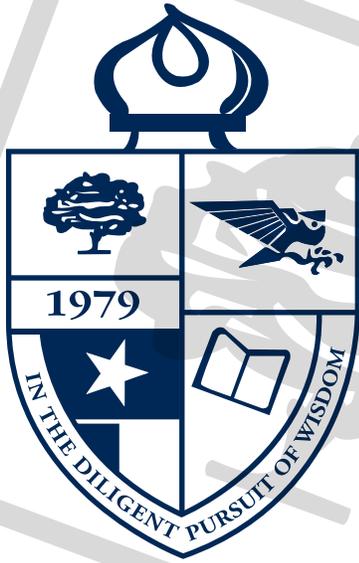
Verbal reprimand and/or warning, conference with the student, written and/or telephone communication with parent, conference with parent, lunch detentions, loss of school privileges, exclusion from extra-curricular activities, assignment to in-school reflection, or other consequences deemed appropriate.

Serious Conduct Violations include, but are not limited to the following:

- Repeated Minor Conduct Violations
- Chronic violations of The Oakridge School rules and regulations not corrected by lesser measures
- Insubordination or defiance
- Fighting
- Possession of illegal substances on campus
- Harassment, bullying, and cyberbullying
- Threat of harm toward Oakridge faculty, staff, visitors, or adults
- Intentional and illegal unauthorized or attempted entry into computer files or networks
- Plagiarism
- Possession of a weapon on campus
- Misconduct on or off campus at school related events
- Damaging school or others' property

Consequences of Serious Conduct Violations

The results of serious conduct violations may include prior consequences for minor violations, restitution for damages, in-school and out-of-school suspension, expulsion, or other mandatory consequences deemed appropriate by The Oakridge School.



THE OAKRIDGE SCHOOL

UPPER SCHOOL

2023-2024



Attendance

Studies suggest a correlation between attendance and academic performance. As a college preparatory institution, Oakridge believes student attendance is essential to both academic and social preparedness. For information on excused absences, absences for college visits, and early dismissal or late arrival, please refer to the Oakridge Code Of Conduct section in the handbook.

Bookstore and Materials

Required books and materials for academic and elective courses may be purchased online through Barnes and Noble College (BNC) bookstore. Information and instructions are shared with students and parents in a weekly email communication from the Upper School Administration.

Cell Phone Usage

Upper School students may use and have access to their cell phones during the non-academic portion of their school day. However, cell phones are a distraction to the classroom learning environment. During classroom instructional time, all cell phones are placed in a designated classroom location and are not accessible until the class period ends.

College Advising

College Advising encompasses all four years of Upper School, serving more specifically as students advance from freshman to senior year. Services are personalized and student-centered. The College Advising office assists students in selecting colleges best suited for their individual talents, interests, and needs and throughout the process of applying to their individualized list of colleges. Additionally, students are assisted in preparing and registering for SAT and ACT exams. Resume and essay writing begin at the end of the student's junior year, and the college advising office edits and reviews student work before submission to colleges. The College Advising office arranges for college representatives to visit with students on our campus. Students are required to sign up for these visits and seek permission from teachers if a class is going to be missed. The Oakridge School has two full-time college advisors who provide personalized, one-on-one guidance to Upper School students throughout the college admissions process.

Freshman Year: The high school transcript begins in 9th Grade. Students need to apply their best academic effort over the next four years. College Advising encourages student involvement in extracurricular activities and the pursuit of leadership opportunities. Parents of freshmen receive invitations to College Advising programs throughout the year.



College Advising continued

Sophomore Year: In the fall, sophomores take the PSAT to practice standardized testing. PSAT scores are not used for college admission purposes. In the spring, College Advising travels with sophomores on a one or two-day trip to visit a few private and public colleges and universities. Parents of sophomores are invited to College Advising programs throughout the year.

Junior Year: The college advising process is enhanced during the junior year. The heart of Oakridge's College Advising philosophy is fit. College Advising assists students in selecting colleges best suited to their individual talents, interests, and needs, and supports the process of applying to students' individualized list of colleges. Resume and essay writing begin at the end of the student's junior year, and the College Advising Office edits and reviews student work before submission to colleges. College Advising will also help students register and prepare for the SAT/ACT and complete the Common App, Apply Texas, and/or specific college/university applications.

In the fall, juniors take the PSAT/NMSQT to be considered for the National Merit Scholarship Program and to practice for the SAT. Parents of juniors meet with College Advising in the early fall to learn more about the college search and application. In the spring, College Advisors meet with each student and his/her parents to discuss college options.

Senior Year: Seniors narrow down their college choices and submit applications. College Advisors meet with each senior throughout the fall to work on applications, standardized tests, and personal essays. College Advisors edit and review student work (essays, short answer questions, and completed application) before submission to colleges. Seniors are responsible for submitting their standardized test scores (if applicable) and electronic applications to each college and university. College Advisors will submit to colleges and universities each student's recommendation letters, the school profile, and official transcripts.

College Representatives Visiting Oakridge

The College Advising Office provides opportunities for students to meet with college representatives when they visit during the school year. Students must register in Naviance Student to meet with specific college representatives in the College Advising Office. Colleges and universities visiting Oakridge are listed in Naviance Student and on the College Advising Calendar.



College Visits

Visiting colleges on school days is restricted to seniors and juniors. College visitations on school days should be approved by the administration, and requests must be made in advance.

All Upper School students are able to meet with visiting college representatives. However, only seniors and juniors miss academic classes, **ONLY** if the student has signed up in advance (no later than 48 hours prior to the visit), and the student has obtained prior approval from classroom teacher(s).

Scoir

Scoir is a mobile-responsive site that employs tools to personalize and simplify the college search and application process.

Programs

During the academic year, College Advising will host several college-related programs for all Upper School students and parents. These programs include Parent Nights, Coffee Chats, College Deans' Panel, and College Day.

Rankings

Oakridge is one of many independent schools that does not rank its students. Since admission is selective and test scores generally exceed the national average, rank in class cannot be regarded as a valid indication of preparation for college. On rare occasions, the College Advising Office may determine providing class rank is in the best interest of a student's application to a particular school.

Recommendation Letters

In the spring of the junior year, students will request two teachers (preferably junior year teachers), to write their teacher recommendation letters. College Advisors will write a letter of recommendation for each student. All teacher and college advisor letters are confidential and will not be released to students or parents. College Advising will submit recommendation letters on the student's behalf to colleges and universities, as well as to scholarship programs when students apply for scholarships.



Suspensions and College Applications

Colleges and universities may ask on the application if the student has been suspended. When asked, the student must answer truthfully and take full advantage of the opportunity to explain the situation. The College Advisors are available to help students write explanations that focus on the positive learning aspects of the suspension. In most cases, the college/university also asks the College Advisor if a student has been suspended. The answer in all cases is a truthful “yes” if the student has been suspended for any reason in grades 9-12. In each case, the student submits a written statement in his/her college application explaining the circumstances. If an infraction that results in suspension occurs after the student’s applications are submitted, Oakridge will still disclose information to the colleges where the student has applied (or been admitted). It is always in the best interest of the student to self-disclose the information before the college receives Oakridge’s statement.

Transcripts

Current students and parents may request an official or unofficial transcript from the College Advising Office. Please contact Mrs. Peggy Pfursich at 817.451.4994 and extension 2790 or ppfursich@theoakridgeschool.org. Please allow up to three days for the preparation of the transcripts. Only transcripts submitted directly from Oakridge or in a sealed envelope are considered “official.” Transcripts will be withheld if the student owes any fees or tuition to Oakridge. Only courses taken at Oakridge will appear on the transcript and be included in the student’s cumulative average.

Students who complete any high school academic work prior to transferring to Oakridge (or while concurrently enrolled at Oakridge) will provide the Upper School and College Advising Offices with their official transcript. All transcripts (previous work and Oakridge) will be submitted during the college application process.

Exemption Policy

Being exempt from end-of-year exams is a privilege juniors or seniors may earn. In order to earn an exemption from an exam, students must maintain a minimum grade and conduct average for each grading period, meet a minimum community service requirement, abide by the Honor Code, refrain from disciplinary infractions, and complete a request form in a timely manner. The Head of Upper School has the sole discretion in evaluating the criteria for a student’s exemption status.



Failures And Academic Recovery

According to school policy, any semester grade of D+ or below must be remedied. The student should make an appointment with the Head of Upper School after notification of a D+ or lower semester grade has been received. Failing grades of D+ or below for the year (or semester for one-semester courses) must be corrected by passing the same course or an approved substitute either at Oakridge or at an accredited summer school as approved by the Head of Upper School. A student earning a D+ or lower semester grade in a year-long course during the first semester may be asked to receive private tutoring during the second semester by an approved instructor at an additional expense to the student. All courses are considered year-long except those that terminate at the end of the first semester or start at the beginning of the second semester, e.g. Economics and Contemporary Issues. Students failing two courses in a given year may not be able to return to Oakridge.

Academic Probation: The Head of Upper School may place a student on academic probation. A probation letter stipulating the requirements for continued enrollment at The Oakridge School will be provided to the student and his or her parents. In cases where the student reveals little or no improvement or does not meet the stipulations in the letter of probation, the school reserves the right to withhold reenrollment the following year from The Oakridge School.

Grade Point Average (GPA)

A grade point average is a number used to measure the student's academic standing based on a scale. Grade point average for a given semester is calculated by adding the number of quality points and dividing them by the number of courses taken.

Cumulative grade point averages are determined by adding the quality points for each semester course and dividing that total by the total number of semester courses involved at that stage of the student's secondary education.



QUALITY POINTS			
EACH LETTER GRADE CARRIES A QUALITY POINT VALUE AS FOLLOWS:			
LETTER	REGULAR	HONORS	ADVANCED PLACEMENT
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D+	1.33	No honors or AP credit is awarded for grades of D+ or below. No credit toward graduation is awarded for grades of D+ or below in any class.	
D	1.00		
D-	.67		
F	0.00		



Grading Scale

The Oakridge School uses the following letter grades to assess academic achievement. The numerical equivalents for each grade are indicated below solely as a point of reference.

A+ (97-100)	Indicates consistently superior performance
A (93-96)	Grades of "A+" are uncommon and are reserved for extraordinary work.
A- (90-92)	
B+ (87-89)	Indicates consistently above-average performance.
B (83-86)	
B- (80-82)	
C+ (77-79)	Indicates consistently average or satisfactory performance.
C (73-76)	
C- (70-72)	
D+ (67-69)	Indicates consistently below-average performance. No credit is earned; remediation is required.
D (63-66)	
D- (60-62)	
F	Indicates consistently unsatisfactory or failing performance. No credit is earned; remediation is required.



Grade Reporting

The Upper School operates on a semester system. Grades are posted to the Parent Portal after the conclusion of each nine-week grading period. Included in the posting are academic and conduct grades in each subject. Semester grades are averaged based on two nine-week grades and the semester exam which counts for 25% of the semester grade. Only semester grades appear on transcripts.

The final report card includes a year-long grade for year-long courses, which determines course credit. Credit is determined by semester for courses lasting only one semester such as the Economics and Contemporary Issues courses. All incomplete grades must be made up as soon as possible.

Approximately every three weeks, progress reports are posted in the students' portals under "MyBackpack." Progress reports will indicate the current average in each course. If at any time a student earns an average of C- or below, he or she should seek immediate assistance from the instructor.

GRADUATION REQUIREMENTS

CARNEGIE UNITS REQUIRED FOR GRADUATION:

Effective fall 2017

Class of 2022-25:	27
Minimum Carnegie Units to enter Grade 10:	6
Minimum Carnegie Units to enter Grade 11:	13
Minimum Carnegie Units to enter Grade 12:	20
Community Service:	60 hours (for students enrolled at Oakridge in grades 9-12)
Athletics:	6 seasons



Graduation Requirements continued

DISCIPLINE	UNITS
English	4
Mathematics	4
Science	4
Social Studies	4
World Languages	3*
Fine Arts	2
Other	6**
TOTAL	27 Carnegie Units

The Oakridge School strongly recommends all students take four courses in each core discipline for graduation. The waiving of any requirement is at the discretion of the Head of Upper School.

*or two years of two different world languages. The school recommends that four years be taken in one language.

**Other requirements may be met with either full-year electives (contributing to the Cumulative GPA) or semester Seminar Courses which are grades on a Pass/Fail basis earning .5 credits/semester. Students may take no more than one Seminar per semester.

SPECIFIC COURSE/PARTICIPATION REQUIREMENTS FOR GRADUATION (MINIMUM):

English:	Introduction to Literature and Rhetoric, Survey of British Literature and Rhetoric, Survey of American Literature and Rhetoric, Survey of World Literature and Rhetoric
Mathematics:	Algebra I, Geometry, Algebra II
Science:	Biology, Chemistry, and one additional Science course
Social Studies:	Eastern and Western Civilization and Cultures, U.S. Government
Community Service:	60 hours (for students enrolled at Oakridge in grades 9-12) and Politics, U.S. History, Economics, and one semester of History elective credit.
World Language:	Three years of one language or two years each of two different languages.



Head of School's List/Honor Roll

The Head of School's List and Honor Roll are published at the end of each marking period. Students must meet the following requirements to be considered for either list:

- **Head of School's List:** A GPA of 4.0 or higher, no grades of C- or below, and no conduct grade of N or U for the grade marking period.
- **Honor Roll:** A GPA of 3.33 to 3.99, no grades of C- or below, and no conduct grade of Needs Improvement (N) or Unsatisfactory (U) for the grade marking period.

At the discretion of the division head, some disciplinary issues, including but not limited to those resulting in suspension, may remove a student from either list.

Honors and Advanced Placement

The demanding expectations inherent in honors and Advanced Placement courses necessitate that students meet minimum requirements as consideration for enrollment. The selection process begins in the spring and includes an assessment by the department chairpersons of the student's grades (a B+ or better on each of the grade marking periods in non-honors and non-AP courses; a B- or better on each of the nine week marking periods in honors and AP courses), and teacher recommendations. Students should be highly motivated and willing to accept the academic expectations in the AP classroom.

Advanced Placement courses are designed to prepare students to take the AP examinations offered by the College Board in May. Seniors who take AP classes will not be exempt from examinations in the fall, but those who take the College Board AP exams will be exempt from AP class final exams in the spring.

To receive Honors or Advanced Placement credit, students must maintain a C average in the course. Any student earning a C- or below in an Honors or AP course will receive only regular course credit and may possibly be scheduled into a regular course.



Fine Arts

Upper School students are required to participate in at least two full years of Arts courses in order to fulfill requirements for graduation. Participation in Arts classes beyond the required two years is strongly encouraged. The arts foster critical thinking and stimulate imagination while encompassing every different learning style. The arts enrich the educational and cultural lives of our students as well as increase the sense of community and teamwork.

Arts Daily Participation & Attendance

Absences, tardies, conduct, and performance in Arts classes are reflected on students' grade reports and GPA. Concerns will be forwarded to the Head of Upper School and/or the Director of Student Life and handled in accordance with school policy regarding academic, attendance, and conduct expectations.

Arts Events and Class Attendance Requirement

Periodically throughout the year, students will be required to attend performances or exhibits outside of the school day as part of their Arts class curriculum. Written communication and appropriate documentation are required for absences from required/graded events. Acceptable reasons for an absence include a medical emergency or illness, a death in the family, a religious holiday, or a family emergency. Teachers will communicate performance or exhibition dates well in advance with the expectation that every student participates. If a co-curricular conflict exists, the fine arts department will work with the applicable academic or athletic department. Because most performances are graded, alternate assignments may be required in the case of an approved absence.

A student must be present in academic classes the day of any extracurricular activity in order to participate. Exceptions will only be provided for students who have a note from a physician or are otherwise excused by the Upper School Head. This applies to rehearsals that occur outside of the academic day (e.g. Fall Play, musical, etc) , as well as any Arts related travel.

Arts Travel

On occasion, Oakridge students will have the opportunity to travel as part of their Arts curriculum. This may include field trips, overnight trips to contests or festivals, or multi-day travel (All-State conferences, Choir's NYC trip, etc). Artists are expected to make arrangements prior to departure with their teachers for make-up work and are expected to be in good academic standing in order to travel. Any expenses for travel will be communicated in advance and should be remitted prior to the day of travel.



Fine Arts continued

Arts Fees

Fine Arts classes may require performance attire outside of the normal uniform dress code along with other discipline-specific items and or travel. Anticipated materials for each class, including potential cost of travel to competitions or exhibitions, will be provided by the teacher at the beginning of the year.

Advisory

The Advisory program offers students an opportunity to work closely with a faculty member in a guidance/advisor relationship. The advisor works with a group of students and follows their academic and social progress during the academic year. Students meet with their advisors during advisory periods scheduled for each month. Advisors assist students in monitoring grade reports, disciplinary infractions, and wellness to achieve success.

Athletics

Upper School students are required to participate in at least six seasons of athletics in order to fulfill requirements for graduation. The minimum suggested participation for upper school students is:

- 9th grade – 2 seasons
- 10th grade- 2 seasons
- 11th grade -2 seasons

No student should ever cross the highway traveling to or from the campus to the athletic complex on foot. If a student needs transportation, they should contact the Upper School office or security (817.451.4994 and 817.269.4886) for a ride.

Class Attendance Requirement for Athletic Participation

A student must attend at least two periods of the academic day in order to practice or participate in extracurricular activities. Exceptions will only be provided for students who have a note from a physician or are otherwise excused by the Head of Upper School.

Off-Campus Athletic Credit

For a student to receive credit for an off-campus athletic pursuit, an off-campus application must be completed for each season. All off-campus credit must be applied for and approved by the Upper School Head and the Athletic Director. Refer to the application for rules and requirements. Generally, 100 hours of participation must be logged to receive a sports credit. Off-campus credit is not applicable for sports offered through the athletic department. Upper school students may obtain up to four credits of off-campus credit but must participate in at least two offerings provided through the athletic department. Off-campus credit cannot be used in conjunction with the winter musical credit.



Athletics continued

Athletic Trips

Any expenses for the trip must be paid in full by the day of the trip. Athletes are expected to make arrangements prior to departure with their teachers for make-up work. Athletes in academic jeopardy as determined by the Head of Upper School may be required to stay on campus to attend classes.

Assemblies

The gathering of students for assemblies or ceremonies is expected to be respectful. Students will be attentive and behave appropriately. During assembly or ceremony days, students will follow an altered bell schedule.

Early Dismissal/Late Arrivals

Students arriving late to school must obtain a Late/Tardy pass through the Upper School office. Students are considered tardy if not seated in class by each bell (see Bell Schedule for each period's specific times). A tardy is considered unexcused if not accompanied by a doctor's note, parent email/phone call, or teacher's pass.

Students leaving campus prior to the end of the day bell must check out through the Upper School office. The Upper School office may only grant permission to leave if a parent has notified the office in advance (email, 24 hours in advance is best practice). Failure to notify the Upper School office properly may result in the teacher neglecting to dismiss the student on time.

Counseling

The Upper School has counseling available to help our students with social, emotional, and developmental needs. Students and parents may visit/email the Upper School office to schedule appointments with our school counselor as the need arises. In addition, our counseling office offers small group and individual meetings with students throughout the school year. The Upper School may recommend or require at-school or off-campus counseling for students experiencing emotional or disciplinary issues.

Events

Upper School students have opportunities to participate in many social events throughout the school year. These events are organized by faculty and students and traditionally become highlights of the Upper School experience. Homecoming, class trips, prom/after prom, Student Council socials are just a few examples; these events enhance student relationships and offer relief breaks during studious times. Events usually include a fee to offset the cost, and rules are put in place to ensure fun and safety.



Google Classroom

Google Classroom serves as our Learning Management System in the Upper School. It allows teachers to post assignments and to communicate with students with ease. Students must join Google Classrooms for each of their classes as well as advisory. Each teacher utilizes this tool in his/her own way.

Last Fridays

The Oakridge School has early dismissal on the last Friday of each month. Students are dismissed from regular classes at 12 p.m. The Upper School utilizes these days for advisory relationship building, college advising, career planning information, and other essential programming. These days are mandatory for students as the intentional programming aligns with our school mission.

Office Hours

Office hours are designed for students to meet with teachers to discuss progress, make up missed assignments, or ask questions. Office hours are not generally for remediation or remedial tutoring. Office hours occur 30 minutes before and after school.

Organizations And Clubs

Oakridge maintains a number of clubs and organizations in which students may participate. Standing organizations have established by-laws and commitments to maintain membership. Clubs, on the other hand, may rotate from year to year based on student interest. Both exist in alignment with the school's mission and vision and with the goal of creating community, social opportunities, leadership development, and serving student interests. Established and run by students with select interests, all clubs include adult sponsorship. Club Fair occurs in the fall, and students can choose to join one or a number of clubs.

National Honor Society (NHS)

The Oakridge School maintains a chapter of the National Honor Society to recognize those students who have demonstrated superior qualities of academic scholarship, leadership, service to their school and community, and character. Membership eligibility is determined once a year at the end of the first semester.



National Honor Society (NHS)

In order to meet the requirements for membership eligibility, an Oakridge student must:

- A. Have completed the first semester of sophomore year, and have been a student at The Oakridge School for at least two full semesters;
- B. Maintain a cumulative grade point average of 3.67 or above;
- C. Have completed community service of at least 15 hours for induction as a sophomore, 30 hours for induction as a junior, or 45 hours for induction as a senior;
- D. Have successfully passed the evaluation of the faculty and the NHS Faculty Council with regard to leadership and character.

To be inducted, a student must not have been involved in an incident involving poor academic integrity. Any cheating offense by a member of the NHS will result in automatic dismissal.

Continued eligibility for NHS membership requires maintaining a 3.67 GPA or above and continuing to meet the leadership, service, and character guidelines. Specific requirements are contained in a membership agreement that is a condition of membership. The NHS Constitution and membership agreement are available for review of interested teachers, students, or parents through the NHS Chapter Advisor.

Mu Alpha Theta (MAT)

The Oakridge Chapter of Mu Alpha Theta, the National High School and Two-Year College Mathematics Honor Society, includes students who have demonstrated outstanding performance in their mathematics courses at the Oakridge Upper School. The national organization was formed in 1957 at the University of Oklahoma to inspire a deep interest in the study and application of mathematics and the influence it has on our everyday lives. Currently, there are more than 100,000 Mu Alpha Theta members at more than 2,420 schools in the United States and in 23 foreign countries. Membership requirements:

- A. A student must be enrolled as a sophomore, junior, or senior at the Oakridge Upper School and have completed at least two semesters of Upper School math at the Oakridge School;
- B. Students must demonstrate excellence in each of the math courses, including Geometry, Algebra II, Precalculus, Calculus (AB or BC), and/or Statistics;
- C. Each member must maintain good standing in academic performance and honorable conduct;
- D. Members must complete a number of community service hours each year, providing peer tutoring for other US students in their math courses.



Student Council (STUCO)

The Oakridge School maintains a student council in Upper School to provide a liaison between the administration and the student body. The Student Council should represent the voice of the student body.

The Student Council General Council consists of a President, Vice President, Secretary, and Treasurer for each grade level elected by the members of their class. The Advisory Board members are selected from the candidates who ran for office.

Council members set an example for school spirit, community spirit, involvement, and as a model of The Oakridge School Honor Code.

Parking

Student drivers must obtain a parking permit and assigned parking space through the Upper School office. Permits require a valid driver's license, a completed form (painting packet for seniors), and a \$25 annual fee. Vehicles are required to park only in the assigned space, have current license plates and registration, and a parking hanger.

When a student arrives on campus, all books and other items needed for school should be removed and the car locked. Students are NOT permitted to return to their cars during the school day (8:40 a.m.-3:10 p.m.) without a parking lot car pass obtained from the Upper School office. Once students arrive on campus, they may not leave without specific permission. Any student driving recklessly on campus or abusing parking regulations will be denied the privilege of driving to school. The campus Speed Limit is 10 miles per hour.

Parents

Parents play an important role in our school/family partnership. All parents need to contact the Upper School office prior to arriving on campus unless they are in attendance for a school activity. Parents should let the office know if they are picking up or dropping off their child at school during non-carpool times. Upper School carpool runs from 8-8:35 a.m. and 3:05-3:15 p.m.

Security

The Oakridge School maintains security on campus during school hours, before/after school hours, and during school activities. In addition, the school maintains off-duty uniformed Arlington police officers during school hours and during most athletic/extracurricular events on campus. The direct number for Oakridge Security is 817-269-4886.



Visitors and Guests

The Oakridge School limits guests and visitors. Students are not allowed to have visitors without the approval of the Upper School administration. Potential Oakridge students must check-in through the admission office to be on campus.

All visitors must check-in and receive a visitor badge when they enter our campus.

Code of Conduct

Honor Code

An Oakridge student will be trustworthy, honorable, and respectful at all times.

All students are expected to maintain personal integrity and abide by the Honor Code. The Oakridge Honor Code provides reference for desired student behavior. Please refer to additional student expectations and consequences for nonadherence within the Code of Conduct.

Academic Integrity

All acts of dishonesty are treated as an opportunity for guidance, and school administrators retain the right to evaluate each situation and assign appropriate consequences. Some examples of academic dishonesty include copying someone's work, allowing someone to copy a student's work, discussing a test with another student before he/she has taken the exam, making information about tests or quizzes public, and plagiarizing or presenting someone else's work as the student's own. Also included is using Chat GPT or other forms of artificial intelligence without teacher permission or disclosure.

An important objective of The Oakridge School includes helping students understand the need for rules and assisting them in internalizing a code of conduct. Inherent in the Honor Code, which is to be written on all tests and as requested on other work submitted, is the respect for the individual, for the school, and for established laws and ethical guidelines. It is important for each student to thoroughly understand how conduct affects character and reputation.



Attendance

Students may not exceed five absences per class during the semester, not including college visits and/or school-sponsored trips/events.

- Once a student reaches four absences, he/she will meet with the Upper School grade-level Dean for a brief conference.
- Upon the fifth absence, the student, parent/guardian, and an Upper School Administrator will meet to discuss the situation. Should a student exceed the 5 excused absences, he/she will be at risk of losing credit for the course. At this time, the student must enter an appeal to the Upper School Administration.
- Absences related to an ongoing illness, required quarantine, or extenuating circumstances will be addressed accordingly.

Tardies

- A student is late for class if he/she is not seated in class when the tardy bell rings.
- Students who miss more than half of a class period will be counted absent from class, not tardy.
- Students with a first-period study hall should check in with their study hall teacher before the tardy bell at 8:45 am. All subsequent study halls also require check-in for attendance.
- Late students must attain an admit slip as soon as they arrive on campus prior to going to their lockers or classrooms. This applies during all class periods.
- Students with four tardies in a marking period will meet with the Upper School grade-level Dean and can expect consequences.
- Five tardies in a marking period may result in disciplinary action, such as lunch detention, loss of open study hall, or removal of other privileges.



Dress Code

The Oakridge School believes dress influences attitude and behavior and maintaining an appropriate dress standard contributes to a student's total education. Modesty, common sense, and good taste are expected of all students in observing the dress code. The final decision on the appropriateness of a student's uniform will be made by the Division Head or Assistant Division Head. Mills Uniform Company is the official uniform supplier. The entire uniform (with the exception of shoes, socks, and belts) must be Mills Uniform Company brand. All shirts and sweatshirts must have the school logo; no hoodies are permitted.

- **Polo Knit or Poly-wicking Shirt** - White or light blue knit (polo style). Shirts can be long or short-sleeved. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
- **Oxford Cloth Shirt** - White or light blue Oxford cloth. Shirts can be long or short-sleeved with button-down collars. Shirts must be tucked in. Shirts must be buttoned to at least one button from the top.
- All shirts must include the school logo
- **Pants** - Khaki pants may be worn. Pants may be pleated or flat front. Pants should have a front zipper, belt loops, and side pockets. Belts are required. Pants should be at proper length throughout the school year.
- **Shorts** - Khaki shorts may be worn. Shorts may be pleated or flat front. Belts are required. Shorts should be no shorter than the ends of a student's extended fingertips when arms are fully extended at the side while standing upright.
- **Skirts/Skorts** - Khaki skirts or plaid skirts or skorts may be worn. Skirts and skorts should be no shorter than the ends of a student's extended fingertips when arms are fully extended at the side while standing upright. Waistbands may not be rolled to alter the length of the skirt. Modesty shorts must be worn.
- **Shoes** - Dress and athletic shoes are allowed. Shoes that are leather, Nubuck leather, suede, or canvas are acceptable. Shoes must have a closed toe and a durable sole and be low-cut. High heels are not acceptable.
- **Belts** - Solid color leather or fabric belt must be worn with pants or shorts. The belt may be black, brown, cordovan, or solid navy blue.
- **Socks** - Socks must be worn at all times. Socks may be white, navy, gray, or black. A small white or black logo on the side of the sock is allowed.
- **Ties** - Navy, green, or Oakridge plaid ties purchased from Mills are acceptable with Oxford shirts.
- **T-shirts** - Solid white t-shirt may be worn under the uniform shirt.
- **Tights** - Tights must be navy blue, black, or white (opaque or cable- not sheer).



Dress Code continued

- Hair - To maintain an environment conducive to learning and in accordance with the uniform philosophy, students should not have any radical hair colors. Hair must be neat, clean, and properly groomed. Faces must be clean-shaven (no facial hair).
- Jewelry - Students must not have excessive/radical jewelry.

The following items (with the school logo) may be worn over the Oxford or Polo:

- **Sweatshirts** - Solid navy blue sweatshirts may be worn over a uniform shirt.
- **Navy Blazer** - Blue blazers may be worn over a uniform shirt.
- **Navy Cardigan** - Navy cardigan may be worn over a uniform shirt.
- **Navy Sweater/Vest** - Navy sweater may be worn over a uniform shirt.
- **Approved outerwear purchased from The Owl Club or Athletic Department.**

Non-Uniform Dress Code

When wearing something other than the school uniform, students are expected to be well-groomed and neatly dressed. Any form of dress which is deemed a distraction, immodest, or disruptive in appearance and/or detrimental to the purpose of the school will not be permitted. The Upper School administration reserves the right to deem non-uniform items inappropriate even if not specifically mentioned above as unacceptable for classroom or extracurricular attendance. A prompt change of clothing will be required and may result in loss of future non-uniform dress days. On non-uniform dress days that have specific themes, students are to dress according to the theme or wear the school uniform. Uniforms are to be worn on field trips unless otherwise specified. Students not wearing proper uniforms are considered in violation of the Dress Code.

The following is a non-inclusive list of examples of non-uniform items, which are considered unacceptable:

- The entire upper body must be covered at all times. Crop tops, halters, strapless or spaghetti strap dresses or tops without jackets, cut-out shoulder shirts, off-the-shoulder shirts, or dresses that reveal the midsection or back at any time are unacceptable.
- Transparent material is unacceptable.
- Leggings may be worn if accompanied by a fingertip length or longer shirt or dress that covers the student's backside.
- Clothing items should be free of open holes, rips, tears and have a neat appearance. Jeans with holes or rips are not allowed.
- Hats and caps may not be worn inside without permission.
- Clothing or shoes referring to drugs, alcohol, tobacco, sex, or political rhetoric, either directly or indirectly, is unacceptable.



Non-Uniform Dress Code continued

- For spirit day dress (many Fridays) students may wear jeans, joggers, leggings, or shorts/skirts and an Oakridge-themed shirt. Shorts/skirts are allowed, however they must be finger-tip length when standing. See the above requirements for leggings. All outerwear worn on spirit days must be purchased from Mills, the athletic department, or the spirit store. All spirit dress must be considered appropriate by the Upper School Administration.

Bullying and/or Inappropriate Interpersonal Behavior

The Oakridge School fosters healthy emotional development and positive school culture. We work toward emotional well-being, self-regulation, healthy relationships, and kind and empathetic behavior.

It is important that teachers and administrators are made aware of behavior that is harmful to the school's positive environment. In this way, an intervention can occur to resolve this behavior. Those who continue to disrupt the school environment will not be able to attend The Oakridge School.

The philosophy of The Oakridge School in addressing bullying is based on the work of Barbara Coloroso, as written in *The Bully, the Bullied, and the Bystander*.

The definition of bullying is:

- A repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear.

Bullying includes these three elements:

1. Imbalance of power: The bully is older, bigger, stronger, possesses more social power, etc.
2. Intent to harm: the bully's intent is to inflict emotional and/or physical pain.
3. Pattern of behavior: words or actions are repeated rather than a one-time event, although a one-time very serious offense can be considered bullying.

Types of Bullying

- Verbal bullying (name-calling, derogatory comments)
- Physical bullying (hitting, kicking, pushing)
- Social (spreading rumors and or lies- at school or virtually)
- Relational (acts that "alienate and reject a peer or purposefully ruin friendships" Coloroso p. 17)



Bullying and/or Inappropriate Interpersonal Behavior continued

Types of Bullying continue

- Cyberbullying (bullying behavior that occurs through the use of phones, computers, etc.) Though most cyberbullying occurs on campus, the effects of the behavior tend to have an effect on the school environment. When this occurs, the school will get involved and address the Honor Code violation.

What Bullying is not:

- Disputes that involve two equally matched children who experience conflict
- Acts of impulsive behavior
- Isolated acts of conflict
- Acts that are a result of immature social skills
- Occasional conflicts that are a normal part of social growth and development

The Oakridge School approach is to:

1. Discuss the definition and forms of bullying with students
2. Empower bystanders to act with honor and integrity to prevent or stop bullying
3. Evaluate and investigate all reports
4. Make every attempt to speak with students privately and discreetly to establish facts
5. Assign disciplinary consequences, when appropriate.

Minor Conduct Violations include, but are not limited to, the following:

- Excessive tardies and absences
- Disrespecting school property
- Disrespectful classroom or on-campus behavior toward fellow students or adults
- Dress Code or grooming violations
- Technology infractions
- Present in non-designated areas on campus
- Public display of affection
- Obscene gestures or language
- Cell phone usage violation



Bullying and/or Inappropriate Interpersonal Behavior continued

Consequences of Minor Conduct Violations include, but are not limited to:

Verbal reprimand and/or warning, conferences with the student, written and/or telephone communication with parent, conference with parent, morning/lunch detentions, loss of school privileges, referral to counseling, exclusion from extracurricular activities, assignment to in-school reflection, out of school suspension, probation, or other consequences deemed appropriate and necessary by the Upper School Administration.

Serious Conduct Violations include but are not limited to, the following:

- Repeated Minor Conduct Violations or egregious behavior
- Chronic violations of The Oakridge School rules and regulations not corrected by lesser measures
- Insubordination or defiance
- Damaging school property
- Harassment
- Truancy or leaving campus without permission
- Fighting
- Possession, use, or sale of any tobacco products, electronic cigarettes (e-cigarettes), any electronic vaporizing device, drugs, or alcohol on campus or during school-related activities
- Hazing, bullying, cyberbullying
- Threat of harm toward Oakridge faculty, staff, visitors, or adults
- Hacking (intentional and illegal unauthorized or attempted entry into computer files or networks)
- Plagiarism
- Criminal behavior and activity
- Burglary or attempted burglary of others or of the school
- Sexual harassment or repeated general harassment
- Possession, delivery, or use of any firearm, explosive, knife, or another weapon
- On or off-campus misconduct seriously detrimental to the reputation of The Oakridge School

Consequences of Serious Conduct Violations

The consequences of serious conduct violations include prior consequences for minor violations, but also may include restitution for damages, mandatory drug testing, referral to law enforcement agencies or Child Protective Services, or other consequences deemed appropriate and necessary by the Upper School Administration, and up to recommendation of expulsion from The Oakridge School.