

 Oakwood School

# FAMILY

H A N D B O O K

*The school may amend, create, or delete these policies within its sole discretion. Nothing in the handbook constitutes or is intended to constitute an express or implied contract.*

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# Oakwood School

## Mission Statement

Oakwood School is Morgan Hill's **welcoming home for an extended family of learners** with an unwavering commitment to a ***more intentional*** education.

Our school lives this commitment by

**ensuring that all students learn every subject from *passionate experts***

so that they receive far more than textbook coverage and are inspired to delve deeper by the enthusiasm and leadership of educators teaching what they love and *only* what they love;

**creating a disciplined and jubilant culture of *confident self-expression***

most visibly in the performing arts, but infused into every aspect of learning at Oakwood so students develop into their best, most authentic selves;

**upholding *high academic expectations***

to inspire the kind of intellectual stamina that leads students to think critically and creatively and engage actively with their studies;

**sustaining *strong moral examples***

because the core values of this school family—  
including respect, service, honesty, kindness, citizenship, and dignity—  
never go out of style;

**leading children through a proven, flexible curriculum that inspires *unbridled exploration***

by encouraging students to try their talents and explore their limits  
within a culture of kindness  
fostered by expert, caring teachers and staff members.

Through this ***more intentional*** education, Oakwood students grow as expressive, thoughtful, high-achieving, self-aware, considerate young people prepared for their top-choice colleges and meaningful lives as contributing, conscientious community members.



## Oakwood School Educational Philosophy



## Expected Schoolwide Learning Outcomes

The educational process at Oakwood develops the whole child. Students will be:

1. Critical thinkers who:
  - Remember
  - Understand
  - Apply
  - Analyze
  - Evaluate
  - Create
2. Effective communicators who demonstrate competency in:
  - Reading
  - Writing
  - Listening
  - Speaking
  - Collaborating
  - Media Literacy
3. Community contributors who practice a culture of kindness through:
  - Respect
  - Service
  - Cooperation
  - Compassionate Citizenship
  - Dignity
4. Authentic and resilient individuals who:
  - Seek a broad base of knowledge
  - Experience a variety of multi-cultural and enrichment activities
  - Demonstrate independence and confidence
  - Cultivate physical, social and emotional well-being.

*student*  
**LEARNER  
OUTCOMES**

**CRITICAL THINKERS**

CRITICAL THINKERS WHO:  
**Remember, Understand, Apply,  
Analyze, Evaluate, & Create**

**AUTHENTIC & RESILIENT INDIVIDUALS**

AUTHENTIC & RESILIENT INDIVIDUALS WHO:

- Seek a broad base of knowledge
- Demonstrate independence & confidence
- Cultivate physical, social, & emotional well-being
- Experience a variety of multi-cultural and enrichment activities

**COMMUNITY CONTRIBUTORS**

COMMUNITY CONTRIBUTORS PRACTICE A CULTURE OF KINDNESS THROUGH:  
**Respect, Service, Cooperation,  
Compassionate Citizenship, & Dignity**

**EFFECTIVE COMMUNICATORS**

EFFECTIVE COMMUNICATORS WHO DEMONSTRATE COMPETENCY IN:  
**Reading, Writing, Listening,  
Speaking, Collaborating,  
& Media Literacy**

©Oakwood School

*student*  
**LEARNER  
OUTCOMES**

**Tinker**

**A.R.I.**

**Handy**

**Echo**

©Oakwood School

## Our Oakwood Community

Oakwood is a very special community of faculty, staff, administration, students, and families who have created an extraordinary educational environment. We believe that it is our combined mission to provide the best possible education for our students and to make sure that we educate the whole child with a broad range of quality classes and valuable activities. We know that Oakwood's mission is not only to promote our students to higher levels of academic excellence, but also to instill in them a love of learning, respect for others, and a deep understanding of the critical role of character and integrity.

Oakwood is proud of its culture of kindness and expects that all members of the Oakwood community will treat others with dignity. Oakwood focuses on moral behavior so that students learn to make good choices. We follow a simple, secular moral code, which supports a person's natural inclination to do what is right. We fondly call such good behavior "Oakwood Appropriate," which to us means that values like respect, service, honesty, kindness, and citizenship inspire us to make good choices in all our endeavors. These values are evident in students' dress, actions, and attitudes. Students take these values to heart and feel proud to honor them. Older students remain especially mindful that they are setting examples for the younger ones. Students can feel safe taking social and academic risks in this environment, and they rise to meet high behavioral expectations. They know they are helping to create a safe, encouraging community where everyone can be their best, most authentic selves.

### Families' Role and Conduct Expectations

We realize that Oakwood families have chosen to bring their children here because they care about their child's welfare and success, and they believe that their children will be loved and respected. Family members volunteer in our classrooms, chaperone our field trips, attend our events, and provide leadership for our fundraising efforts. Without them, we couldn't be who we are!

Our parent support group is the [Parent Service Auxiliary](#) (PSA). The PSA plays a vital role in creating a sense of community and provides meaningful service to our school by hosting social events for our families and staff, sponsoring major fundraisers, lending assistance with community outreach programs, and providing classroom support.

We endeavor to make Oakwood a positive place for our families. A constructive working relationship between Oakwood and a student's parent(s) or guardian(s), or other individuals interacting with Oakwood or the Oakwood community by virtue of their relationship with a student, is essential to the fulfillment of the school's mission, educational objectives, and operations. For these reasons, the agreement between Oakwood School and families requires parents and other individuals interacting with the school or the school community by virtue of their relationship with a student to support the school's philosophy of education and its implementation and operation of the day-to-day school and classroom programs, as well as the school's community expectations and guidelines, as expressed in this policy and other policies and procedures.

Oakwood requires all students to show dignity, respect, and courtesy to others in the school community. The school also expects parents/guardians to model the same standards of dignified, respectful, and courteous behavior in their communications with others at the school. The school reserves the right to suspend, expel, or otherwise remove a student from the school, or decline to re-enroll the student, if the Head of School concludes, in her sole discretion, that the actions of the student's parents, or other individuals interacting with the school or the school community by virtue of their relationship with the student, impede Oakwood's ability to meet its educational objectives or mission, disrupt school operations, are uncooperative, unreasonable, or unsupportive

of the school, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

## Students' Role

The students are the reason we are all here at Oakwood. Our purpose is to nurture, motivate, and challenge all students to reach their optimum potential. The school provides an exciting and academically stimulating place to grow, and we expect all students to take advantage of this. Students show dignity and respect for themselves and others by treating each other well, being prompt and polite, and doing their very best work.

Of course, any school will have lists of dos and don'ts (and ours are in the [appendix](#)), but when in doubt about what to do or how to behave, each student should ask him or herself, "Is what I am about to do showing dignity and respect?" If the answer is not "Yes," then the student should find alternatives. Logical consequences and positive reinforcement, as well as attention to the social, academic, and emotional needs of the individual, help Oakwood students prepare for their future roles in society. All students are required to abide by the policies and procedures contained in this Handbook.

## Staff Role

We respect our students and their families and treat them with dignity. Our goal is their success. We know that a student's self-esteem is important, and we realize the importance of providing a nurturing educational environment. We understand the need of both students and parents to have success clearly defined and to know where they stand in our classes, so we provide them with frequent feedback on their progress. We realize that the Oakwood families have chosen to bring their students here because of their interest in their child's welfare and success.

## Communication

As in any partnership, communication is the key to success. Oakwood maintains a robust website, [oakwoodway.org](http://oakwoodway.org), complete with our [Family Portal](#) that provides secure and easy access to a variety of information sources including calendars, directories, policies, procedures, forms, and much more. The portal also gives parents and upper school students immediate access to [Veracross](#), the school's student information system. Oakwood School's weekly newsletter, the [Inside Scoop](#), provides current announcements, notifications, reminders, and keeps our community informed of recent school news. The [Oakwood App](#) provides access to the Inside Scoop, as well as calendars, directories, quicklinks, and more. Conference days, progress reports, and report cards are also ways to keep informed of your student's progress.

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### Contacting the School

To report student absences, go to [www.oakwoodway.org/attendance](http://www.oakwoodway.org/attendance)

To contact the Main Office you may call (408) 782-7177 x100 or email [office@oakwoodway.org](mailto:office@oakwoodway.org)

To contact the High School Office you may call (408) 782-7177 x200 or email [hsoffice@oakwoodway.org](mailto:hsoffice@oakwoodway.org)

For all enrollment issues email [enrollment@oakwoodway.org](mailto:enrollment@oakwoodway.org)

For financial issues email [businessoffice@oakwoodway.org](mailto:businessoffice@oakwoodway.org)

To provide your opinion and feedback to the administration email [comments@oakwoodway.org](mailto:comments@oakwoodway.org)

All Oakwood faculty and staff have Oakwood email addresses. To reach an individual, use his/her firstinitiallastname@oakwoodway.org or in other words, you would reach Oakwood teacher Jane Doe by addressing an email to [jdoe@oakwoodway.org](mailto:jdoe@oakwoodway.org).

Faculty and staff contact information can also be found on our [Staff Directory](#).

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## School Website

The school's website is [www.oakwoodway.org](http://www.oakwoodway.org), and it provides rich content and advanced feature sets. The [Family Portal](#) provides secure access to school information that is not available to the general public. Because a great deal of important school information is emailed or available through the portal on the Oakwood website, it is vital that you keep your portal profile updated and remember to check it often.

Having a current and active email address on file with the school is required to receive school communications. Be sure to list [oakwoodway.org](http://oakwoodway.org) as a trusted domain with your email service or email client software. Families will receive regular email communications from Oakwood School.

Questions or feedback regarding the school's website can be sent to [website@oakwoodway.org](mailto:website@oakwoodway.org). We welcome your input.

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## Student Directory

Families have access to other Oakwood families' contact information through the School Directory. To access the directory, log in to the [Family Portal](#) and click on "School Directory" in the "Quick Links" section. This directory is made available so that families and students can easily connect with one another. Families also have the option to suppress this information if they do not want it shared publicly. Please keep in mind that the Oakwood School Directory and all information included may only be used for school purposes and for school families to have contact information to communicate with other school families for Oakwood-related or social purposes. Parents may not use the School Directory or any information included in the directory for any purpose other than school purposes or to communicate with other school families for school-related or social purposes. Any misuse of the School Directory may result in Student's dismissal from the School.

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## Student Information System

Veracross is Oakwood's current student information management system and facilitates communication in a number of ways. Parents and students access Veracross through the [Family Portal](#). Once logged into the portal, various links are available to take you to the places in Veracross you most often need to access without the need to re-sign into Veracross. The [Family Portal](#) and Veracross are linked together so that all information is secure and easily accessible.

- Depending on the grade level of the student(s), parents can access information about grades, attendance, homework, lesson plans, and syllabi. Upper school students also have access to Veracross.
- Parents of 4th – 12th grade students are encouraged to view their child's Veracross grade book regularly for current grade standings.

Veracross also provides access to non-tuition billing and the ability to pay your school account online.

Questions regarding Veracross can be sent to [veracross@oakwoodway.org](mailto:veracross@oakwoodway.org).

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## Progress Reports & Report Cards

It is important that families have the needed information about their student's progress so they can play an active supporting role. For that reason, progress reports and report cards are available frequently depending on grade level.

**Progress reports** - Parents of preschool through 8th grade students whose progress is concerning will receive written progress reports via email.

**Report cards** - report cards are available at the conclusion of each trimester for preschool through 8<sup>th</sup> grade and at the conclusion of each semester for high school. Report cards can be viewed on Veracross.

Parents and students are encouraged to check Veracross frequently to stay informed about a student's progress throughout the school year.

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## Conferences

Parents are welcome to contact teachers to schedule informal conferences at any time during the year. There are two formal conference days scheduled during the year, one in the fall and one in the spring. There are no classes during these days. Teachers meet with parents in person or via Zoom according to pre-scheduled appointment times. Parents may also request in-person conferences if preferred. Additional information regarding conference days is provided before each scheduled day.

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## Neutrality Statement

At Oakwood School, in our pursuit to create “a culture of dignity that respects and authentically celebrates different backgrounds and viewpoints” in a learning environment where “confident curiosity” and “unbridled exploration” can flourish (see Oakwood’s [Dignity Statement](#) and [Educational Philosophy](#)), we are committed to maintaining principled institutional neutrality on political and social topics unrelated to our core mission. We understand that individuals of good character and genuine motives may have strong feelings about various political and social issues, and while such topics will undoubtedly be discussed inside and outside the classroom, the school expects its administration, faculty, and staff, in their formal capacities, to avoid the advocacy of a particular position, policy, program, philosophy, or candidate, and do everything in their power to maintain a safe environment of respect for diverse perspectives.

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## Statement on Statements

In keeping with our commitment to maintaining principled institutional neutrality on political and social topics unrelated to our core mission, the school, as an educational institution and registered 501(c)(3) nonprofit organization, is “prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.”<sup>1</sup> As such the school will refrain from stance-taking or making public statements of position on political campaigns, “issues that are open, contested, and unsettled in the public sphere,” or “contested political and ideological questions that are open to reasonable

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<sup>1</sup> [The Restriction of Political Campaign Intervention by Section 501\(c\)\(3\) Tax-Exempt Organizations | Internal Revenue Service](#)

disagreement” ([A Framework for Schools | Deerfield Academy](#)). This approach aligns with the school’s commitment to maintaining a neutral stance, ensuring a respectful and inclusive environment for our students and their families, and allowing for a diverse range of perspectives to be heard and respected within our school community.

## **Access to School Property and Events**

Oakwood reserves the right to ban individuals, including parent(s)/guardian(s,) from entering the school campus or other school property, or to prohibit individuals from attending or participating in school-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being, or security of the school, its employees, students, other community members, or property, interferes with the teaching, work, or learning of the school’s faculty, staff, or students, or is otherwise necessary as determined by the school. All decisions to ban an individual, whether on a temporary or permanent basis, will be made by the Head of School in her sole discretion.

## Our School

Like many independent schools, Oakwood is divided into Lower and Upper Schools.

The Lower School consists of two divisions. Preschool and Junior Kindergarten are one division, and Elementary School includes kindergarten through grade 5.

The Upper School consists of two divisions. Middle School is composed of grades 6 - 8, and High School includes grades 9 – 12.

## School Year

Every January, an initial [school calendar](#) for the following school year is distributed via email with the re-enrollment packets. It provides the planned start dates, end dates, and school holidays. The [Family Portal](#) calendars are the sole source for the current school calendar throughout the year.

Families can stay current on important events and activities throughout the year by reading the weekly [Inside Scoop](#), which are sent digitally.

## The School Day

The school day varies by grade.

Preschool / JrK	8:15 am – varies by session
Kindergarten – Grade 5	8:15 am – 3:15 pm
<a href="#">Upper School</a> (Grade 6-12)	8:30 am – 3:30 pm (9:10 am – 3:30 pm on First Friday Late Start)

Please note: If students need to be on campus before or after their official school day, we provide care for students in preschool through 8th grade. Please see "[Before and After School Programs](#)" in a later section of this handbook for details.

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## Class Periods

**Preschool/Junior Kindergarten** – Oakwood offers various sessions. Class periods vary depending on the session in which the child is enrolled.

**Kindergarten – 5th Grade** – The regular school day consists of seven periods.

**Upper School** – In a regular five day week, the middle and high school schedule includes one eight period day (usually on Mondays) and four block days that include four longer periods plus one extra single period. This extra single period is for Advisory, BOOST, or Assemblies. Advisory is a time for smaller groups of students to meet with their Advisor. BOOST is a time for students to meet with teachers for extra support, make up tests, or have quiet study time. Assemblies are regularly scheduled throughout each month.

## Arrival & Dismissal

Safety is a top priority when dropping off or picking up students! Parents and staff modeling good, safe behavior is important in teaching our students. Please do not use cell phones while driving on campus. Families with



students in kindergarten or higher are encouraged to use the drop off and pick up lane rather than parking and walking in from the parking lot. The parking lot is very busy and it is safer for students to be dropped off and picked up at the curb.

Promptness is vital. Students need to be in their classrooms and ready for school on time. Late arrivals disrupt the entire class and infringe on everyone's learning experience. Students arriving after the start time will be marked tardy, and tardies will be reflected on report cards.

Please find specific details regarding [arrival and dismissal instructions](#) on the Oakwood [Family Portal](#) for the specific procedures for Preschool & Junior Kindergarten, Elementary, Middle School, and High School, as well as our expectations for [Safe and Neighborly](#) driving.

## Attendance

### Regular Attendance

A successful Oakwood education is the product of many factors, including classroom activities, students' work outside of class, and appropriate parent support. A student's regular attendance is key to achieving this success; therefore, repeated or extended absenteeism may result in a student's dismissal or loss of credit for a course. Oakwood expects families to make every effort to minimize their child's absences so they can benefit from the classroom activities.

### Attendance Policies and Expectations

#### Lower School

Attendance is taken first thing in the morning in Lower School, within the first 30 minutes of the day. A late student may not be admitted to class without a tardy slip from the office.

If your child is ill or will be missing school for an appointment, please submit a [Student Logistics Request](#) (absence notification) within 30 minutes of the start of school. No distinction is made between "excused" and "unexcused" absences.

#### Upper School

In the Upper School, attendance is taken at the start of the day and during each subsequent class period, and no distinction is made between "excused" and "unexcused" absences. We believe that consistent and timely daily attendance is an essential component of full participation in the Oakwood program and also acknowledge that students may, for any number of reasons, occasionally miss all or part of a school day. To that end, students and parents/guardians should expect to be contacted by the school if a student's pattern of attendance is of concern to the school.

Students and parents/guardians should also note that the Upper School utilizes attendance thresholds for the purpose of granting credit in any given course. Students can miss up to ten class meetings in a semester (seven in a trimester) or twenty class meetings in a yearlong course, at which point they may be asked to withdraw from the course, may have their letter grade changed to Pass, may no longer be eligible for credit, and/or may have their enrollment contract withheld for the following academic year. (Absences that result from a religious

observance, a documented medical condition, or participation in a school-sponsored activity such as a single- or multi-day field trip or athletic competition, do not count toward a student's ten class meetings threshold.)

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## All Divisions

In all divisions, students must attend a minimum of half of their classes on a given day to participate in after school activities, unless authorized otherwise by the principal. This includes athletic practices and games, as well as music or drama rehearsals and performances.

Students who miss school due to an illness for five consecutive days or more need to provide a doctor's note supporting the absence when returning to school. While this does not require a doctor's visit in every case, it presumes a conversation with the doctor's office regarding the illness, and it provides the school with the assurances that the illness is no longer communicable and that the child may safely return to school.

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## Reporting an Absence in Attendance

Parents are required to notify the school if their child is ill or will be missing school for an appointment by submitting the [Attendance: Student Logistics Request](#) within 30 minutes of the start of school on the day of the absence.

Students are expected to stay home if they are ill. Upper school students are expected to communicate with their teachers and principal in advance of planned absences.

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## Making Up Missed Work

Students are expected to promptly make up work missed because of absences; a homework assignment due on the day of an absence should be submitted the next time that class meets upon the student's return to school. Work that is considered late is subject to the individual teacher's policy regarding accepting and/or penalizing late work. Teachers are not obligated to allow students to make up missed in-class assignments.

If the student is absent for a prolonged period of time, arrangements should be made with each teacher to establish a reasonable schedule for makeup assignments. Please note that the teachers may have different policies for allowing credit for late work. Students are responsible for any communication regarding makeup work and should not rely on reminders from their teachers.

If upper school students need homework assignments during an absence, they should rely on assignments posted on Veracross. Students should also communicate with teachers via email if questions arise about assignments.

Students arriving late or leaving early are expected to turn in all assignments due that day, even for classes they do not attend. If a student cannot locate a particular teacher to submit work, they can deliver their assignments to the office.

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## Planned Absence

We discourage planned absences such as vacations or trips during the school year. Medical and dental appointments should be scheduled outside of school hours if possible.

- Teachers are not required to have work ready for a student to take with him or her during a planned absence.
- Parents of students who know about the planned absence before they leave are responsible for notifying the office that they will be gone, and students are expected to let their teachers know.
- If a test or project was assigned before the student left, the student is responsible for taking it or turning it in immediately upon return, if not before.

Parents are strongly encouraged to check the [School Calendar](#) on the [Family Portal](#) to avoid scheduling family trips during school time, as these are not excused absences.

## Curriculum: Core, Enrichment, & Elective Classes

### Core Classes

The curriculum at Oakwood has been selected and developed in order to facilitate high-quality learning. Our teachers also adapt the basic curriculum to meet their students' abilities and learning preferences. Our teachers work diligently to differentiate the curriculum according to the interests, abilities, and learning styles of their students.

All lower school core teachers work collaboratively to present a unified teaching team. Across each grade level, they teach the same curriculum, while incorporating their individual styles. Teachers collaborate and compromise while creating lesson plans, homework, assessments, and special events so students in both classes have an equal experience. Upper school classes are taught by subject area specialists who cooperate and collaborate within grade levels and departments.

### Preschool/Junior Kindergarten

Oakwood's preschool and junior kindergarten curriculum is a proven readiness program based on a sequence of skills, and it supports the development of the whole child, emphasizing social, intellectual, emotional, and physical growth. Subject areas include language arts, math, history, science, art, discovery time, and physical education.

### Elementary

The core classes are language arts, math, and history.

### Middle School

Core classes are language arts, math, history, science, and PE.

*Additional required course: Public Speaking (1 trimester of qualifying courses)*

<b>Graduation Requirement</b>	<b>Units</b>
<b>English</b> Must include Genres of Literature (10), British Literature (10), American Literature (10), World Literature (10), Freshman Writing (5), and Junior Writing (5).	50
<b>Social Sciences</b> Must include World Cultures (10), European History (10), U.S. History (10), American Government (5), and Economics (5).	40
<b>Mathematics</b> Students must complete coursework through Algebra II, and take a minimum of three years of math. Each year-long math course is (10) credit hours.	30
<b>Science</b> Must include Conceptual Physics with lab (10), Chemistry with lab (10), and Biology with lab (10).	30
<b>World Languages</b> Must include 30 units in the same language.	30
<b>Visual or Performing Arts</b> Studio Art (10), Theatrical Production (10), or Music Courses (10).	10
<b>Physical Education</b> Two years or equivalent if participating in school athletics. (2 credits per semester)	8
<b>Electives</b> Courses vary by year.	35
<b>Service Learning</b> Must include a minimum of 20 hours/year.	80 hours
<b>Total Units Required</b>	<b>233</b>

### Enrichment & Elective Classes

One of Oakwood’s distinguishing features is its broad enrichment program. Not only do students receive a rigorous traditional education in core subjects, they also participate in courses designed to enrich their basic learning. Although these classes are not referred to as “core,” they are a critical part of the Oakwood program.

Specialist teachers provide a developmental physical education curriculum, beginning with motor movement in the early childhood years and spanning the grades with continuous development of individual skills. Similarly, talented specialist teachers provide a wide variety of experiences in drama, music, art, science, foreign language, technology, and other elective selections.

Character education, conflict resolution, and health are infused throughout the curriculum. The lower school core teachers and the upper school Advisors teach character education and health. The concepts are also reinforced across the curriculum.

**Preschool/Junior Kindergarten Enrichment** – Preschool and Junior Kindergarten enrichment classes include musical movement and library.

**Elementary Enrichment** – these include science, technology, music, art, PE, and library. Students in first through fifth grade also participate in drama.

**Upper School Electives** – students may request their electives. Classes vary by year and may require prerequisites, fees, or auditions.

## Grading Policies

Oakwood uses formal grading reports as a general indication of the growth each student is making. The focus is on the progress a student is experiencing, not only along grade level standards, but also in terms of their own strengths and growth areas. You will also receive informal feedback about your student, as needed. Parents of 4th – 12th grade students are encouraged to view their child's Veracross grade book regularly on the [Family Portal](#) for current grade standings.

As always, should you have any questions or concerns about your child's report card, you are invited to [contact the teacher via phone or email](#). An appointment for a conference can also be scheduled.

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### Preschool and Junior Kindergarten

Students in Preschool and Junior Kindergarten are assessed continually for a variety of academic and developmentally appropriate skills. Written progress reports are available at the end of each trimester.

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### Kindergarten - 5th Grade

Students receive report cards three times a year beginning in Kindergarten. Number grades are given through 5<sup>th</sup> grade, and letter grades are introduced in certain subjects in 4<sup>th</sup> grade.

#### Formal Reporting Periods for grades K-5:

- October: Parent/Teacher Conference
- End of 1st trimester: First Trimester Report Card
- End of 2nd trimester: Second Trimester Report Card
- March: Parent/Teacher Conference
- End of 3rd trimester: Third Trimester Report Card

For grades K-5, number grades do not correlate to letter grades. Rather, they are an indication of how a child is progressing in each area. Next is a brief description of each number:

4. **Exceeds expectations** – The student is exceeding grade-level and teacher expectations in this area. The student is working beyond what is expected in ability and/or effort. Receiving a “4” is out of the ordinary.
3. **Meets expectations** – The student is meeting grade-level and teacher expectations in this area. Receiving a “3” indicates that the student is right where he or she should be. Students can feel proud of this grade.
2. **Progressing towards expectations** – The student is progressing towards grade level and teacher expectations in this area. The student is working to meet expectations but may be struggling. If a “2” is given, the teacher is encouraging more focus in this area.
1. **Needs additional practice** – The student is not meeting grade-level or teacher expectations and needs more practice in this area. If a “1” is given, the teacher is concerned with the student’s progress. Parents are encouraged to set up a conference.

Parents who have any questions or concerns about a given grade may call or email the appropriate teacher to set up a conference. The teachers welcome and expect parent partnership and are very responsive to such inquiries.

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## Middle School

Students in middle school receive report cards three times a year.

### Formal Reporting Periods for middle school:

- October: Parent/Teacher Conference
- End of 1st trimester: First Trimester Report Card
- End of 2nd trimester: Second Trimester Report Card
- March: Parent/Teacher Conference
- End of 3rd trimester: Third Trimester Report Card

Middle school students receive letter grades for each class. The student’s trimester Grade Point Average (GPA) is printed on the report card. The four-point grading scale, course weighting and honor roll are as follows:

<b>A = 4.00</b>	<b>A- = 3.70</b>
<b>B+ = 3.30</b>	<b>B = 3.00</b>
<b>B- = 2.70</b>	<b>C = 2.00</b>
<b>C+ = 2.30</b>	<b>C- = 1.70</b>
<b>D+ = 1.30</b>	<b>D = 1.00</b>
<b>D- = 0.70</b>	<b>F = 0.00</b>

Weighting:

- Core = 2
- P.E. and Electives = 1 (except Study Smarts classes, which have a weight of 0)

Honor Roll:

- Honor Roll – 3.40 – 3.69
- High Honor Roll – 3.70 and above

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## High School

Students in the high school receive report cards twice per year.

### Formal Reporting Periods for high school:

- October: Parent/Teacher Conference
- End of 1st semester: Semester 1 Report Card
- March: Parent/Teacher Conference
- End of 2nd semester: Semester 2 Report Card

### High School Grading Policy

Grade	Score	GPA
A	93-100	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	0-59	0.00

### Honor Roll:

- Honor Roll – 3.40 – 3.69
- High Honor Roll – 3.70 and above

Advanced Placement (AP) and Honors (H) courses receive an additional one-point bonus in the weighted grade point average calculation.

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## Upper School Grading Turnaround

Faculty are expected to post grades for completed assignments, projects, and assessments to Veracross within a reasonable time frame to provide students and families with timely feedback on academic progress and to support a consistent and transparent grading system. All required assignments should have an assigned point value. For routine and small assignments, grades are expected to be posted within one week of the assignment's due date. For large assignments, projects, and assessments, it is expected that grades will be posted within two weeks of the assignment's due date.

## Homework Policies

Homework plays an important part in school. When given regularly, it helps the student develop responsibility for work away from the school environment. Homework allows for extra practice of skills being developed in class, allows for independent research, and builds time management skills. It also assists parents in monitoring how their child approaches independent work.

Because we know the value of family time, we do not assign homework over long vacation breaks in K-8. This means that major projects will not be due, and tests will not be scheduled the first part of the week after a break. Teachers may offer extra credit, and students should be aware that extra credit work is not required.

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## Homework Practices

Homework is given on a consistent basis in all grades. The student knows what to expect on each evening of the week.

- Grades 2 - 5 are required to keep a daily assignment book (planner).
- Homework assignments for upper school students are posted on Veracross, except in the case of last-minute changes made in class, which should be noted by the students.

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## Time Requirements

Teachers plan together in order to set a homework framework that encompasses all subjects, as necessary, without overwhelming the student.

- Kindergarten has 10-15 minutes of homework and reading each night.
- Beginning in 1st Grade, homework time is approximately 10 minutes per grade level plus 20 minutes of reading each night, through 5th grade.
- Weekend homework does not begin until 5th Grade.
- In middle school, a reasonable homework load is typically around two hours per night.
- For high school students, homework varies depending upon the course load and number of Honors/Advanced Placement classes.

It is important to remember that the length of time it takes to complete assigned homework will vary from student to student. It is suggested that students note the time it took to complete the assignment in their planners, especially if a student seems to be having trouble balancing their homework load. Please communicate with the student's teacher or Advisor if the amount of work is not in line with the above guidelines.



## Student Support Resources

It's natural to be concerned when your student is struggling. You can best help your student by responding in a positive, supportive, and attentive manner. Persistent or severe struggles should be brought to the attention of the school to empower a partnership that can help bring resolution.

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### Preschool/Junior Kindergarten

[Contact your child's teacher via phone or email](#) and set up an appointment, if your teacher feels it is warranted. The teacher may already have spotted the issue and may be working on it. Pick up and drop off times are not appropriate times to discuss student issues. If your child is struggling with behavioral issues, please see the Lower School Student Expectations in the [appendix](#).

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### Elementary

In elementary school, the first person you should consult is [the teacher](#) of the subject where your child is struggling. For broader issues, your child's core teacher is the best place to start. They may already have spotted the issue and may be working on it. There is a defined procedure to support struggling students, and you can discuss the details with your student's classroom teacher. If your child is struggling with behavioral issues, please see the Lower School Student Expectations in the [appendix](#).

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### Middle School

If your middle school student is struggling, encourage them to seek help from the teacher. Teachers are readily available to provide additional support, and it is in the student's best interest to learn to take the initiative to seek help when needed. Parents are encouraged to regularly view their child's Veracross grade book on the [Family Portal](#) for current grade standings.

At times, parents will want to contact the teacher to gain greater insight or share background details that may help the student. If your child is struggling in one particular class, contact that teacher. If it appears to be a broader issue, consult your student's Advisor. The [Middle School Oakwood Student Success Program](#) (OSSP) may be used to help struggling students. The Student Support Counselor and Middle School Principal also work with struggling students (academic and/or behavioral) and their parents to help them meet school expectations and set personal goals for success at school.

**Lightbulb Lab:** Drop-in after school academic support for middle school students is provided Mondays, Wednesdays, and Thursdays. At Lightbulb Lab, students receive personalized assistance and targeted instruction. Students on the academic deficiency list may be required to attend Lightbulb Lab. Led by a middle school faculty member, Lightbulb Lab fosters academic growth and sparks confidence, illuminating the path to success for every student.

**Math Lab:** Drop-in after school math support for middle school students is provided Mondays, Wednesdays, and Thursdays. Math Lab provides a welcoming space for students to work on their math homework and receive assistance from high school math faculty members. Students on the math deficiency list may be required to attend Math Lab. This supportive environment ensures that every student gets the help they need in math, whether it's understanding challenging concepts, preparing for exams, or completing assignments.

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## High School

High School is a time when students should be in the habit of routinely seeking teachers' help when needed. This can be done in class, or outside of class. At times, parents will want to [contact the teacher](#) to gain greater insight or share background or details that may help the student. If your child is struggling in one particular class, contact that teacher. If it appears to be a broader issue, consult your student's Advisor. The Dean of Students, Student Support Counselor, and High School Principal also work with struggling students (academic and/or behavioral) and their parents to help them meet school expectations and set personal goals for success at school. Please see our High School Academic Probation Policy in the [appendix](#).

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## Student Support Counselor

Oakwood recognizes that a key component of a student's success is their social-emotional wellbeing. The Student Support Counselor at Oakwood is available to both students and families. These services are offered when there is an identified need for the counselor to support a student regarding important academic, personal, social, or developmental issues. Counseling regarding an identified concern takes place at the request of the student, family, or administration. Counseling services include the following:

- Support to students with identified Learning Differences and oversight of their related academic accommodations.
- Appointments to discuss time management, challenges with specific classes, and conflicts with school friends.
- Consultation at the parent's request regarding a concern that may be impacting their student's success on campus.
- Crisis intervention related to issues that endanger the welfare of the student.
- Support to families that are experiencing grief, loss, or other personal crises within the family system that impact the student.
- Referrals to community resources to support the student and/or family.

\*Confidentiality between the Counselor and student is strictly maintained, unless required by California state law.

\*Breach of confidentiality would occur to report child abuse, neglect, or danger to self and others.

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## Behavioral Struggles

Oakwood expects that all members of its community will appreciate the value of the school's culture. Kindness, respect, dignity, and courtesy are hallmarks of the Oakwood community. The school has established policies against [harassment, discrimination, bullying, and retaliation](#) and expects that students will adhere to the school's code of conduct.

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## Beyond the Curriculum

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### Technology

Oakwood values technology as a tool to enhance educational opportunities. Upper school students are expected to bring their own laptops to school each day. Please reference the [Student Technology and Social Media Use Policy](#) for both middle and high school for full details on the expectations of students.

The school also utilizes many powerful technology tools in order to meet the needs of educators and students. Additionally, there are iPads, cameras, and video cameras available which may be checked out by classroom teachers for use both for recording student presentations and for use by students.

All sixth graders and middle school transfer students at Oakwood are expected to have skills in keyboarding and basic word processing. Students who require help in these areas should plan to enroll in [Not My Type!](#), an elective course offered during the first trimester. In addition, the middle school offers a number of other technology electives for those who want to learn more.

All 3rd - 12th grade students are provided an Oakwood Google account that includes Gmail and Google Apps. Additionally, students in grades 6 through 12 are given a Microsoft 365 account that provides access to Microsoft Office. A generous amount of storage is included in the Google account, and students can access these platforms from home. However, these are school accounts, so students should not view them as private since the school may inspect these accounts at any time. Students who do not follow the guidelines may have their accounts suspended and be subject to further discipline.

**Please review the [Student Technology and Social Media Use Policy](#)**

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## Field Trips

Class field trips are a rich part of the Oakwood experience. Increasing in length and sophistication as the students mature, field trips provide insight into and increased enjoyment of the curriculum. Being a chaperone on a day field trip is a nice way for parents to get involved, and your help is greatly appreciated. If you volunteer to drive students or chaperone, we ask that you please make other arrangements for younger siblings.

Overnight field trips begin in fourth grade when students enjoy both science and history-related trips. A highlight of the middle school experience is the eighth-grade trip to the East Coast to visit Washington D.C., New York City, and Boston. In high school, international trips are planned and open to all high school students. The trips vary from year to year, and past groups have traveled to many different destinations, such as China, Costa Rica, London and France, Italy and Greece, the Galapagos Islands, and Japan.

Although the field trips are not mandatory, they are a key part of the Oakwood experience and provide significant exposure and social value for the students. The school makes every effort possible to make sure all have the chance to attend.

Dates vary from year to year and are published on the school calendar in August. Costs are announced well before they are due. For reference, previous field trip costs have ranged from \$500-\$1,125 in 4th through 7th grades and \$3,300-\$4,500 in 8th grade and high school.

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## Library

The library is located in the Main Office building.

Lower school classes have a regularly scheduled time in the school library. There are also book-related programs and events for our families.

- [Birthday Book Program](#) - You are encouraged to donate a book to the [Birthday Book Program](#) for your child's birthday or half-birthday. The book you donate will be embellished with a book plate telling readers of your donation in your child's name. It will be gift-wrapped and delivered at school to your

child on their day (or as close as we can get!). Your child will get first priority reading it, and when they are done, the book goes to the library for others to read as part of the permanent collection. A great way to encourage reading and leave a little legacy on our library shelves!

- **Book Exchange** - The library also usually sponsors a book exchange in conjunction with the Spring Showcase. If you have books in good condition that your students have outgrown, please consider donating them to the book exchange to trade them for books that are more suitable for your student's current reading level.

Upper school students have access to JSTOR, a digital library of up-to-date academic journals, books, and primary sources.

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## **Student Leadership**

Middle and high school students may run for office and participate in student government.

- The Middle School Council (MSC) consists of elected sixth, seventh, and eighth graders. Officer elections are held in the spring for the following school year, and elections for grade-level representatives are held at the beginning of the school year. In addition to its leadership role, MSC also plans, decorates, and runs the middle school dances and socials.
- The High School Student Council (HSSC) coordinates a variety of activities for students in grades 9-12, including social and service learning events. Officer elections are held in the spring for the following school year, and elections for grade-level representatives are held at the beginning of the school year.

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## **Ambassadors**

All new-to-high-school students are paired with seasoned high school students who serve as ambassadors. The ambassadors serve as a resource during the summer and at the start of the school year to help new-to-high-school students acclimate and feel welcomed.

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## **Buddies**

Lower and middle school students are paired with each other so that students can establish relationships with students of different ages and grades. The buddy programs are part of building a culture of kindness and caring.

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## **Outside of School Programs**

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### **After School Interscholastic Athletics (Upper School)**

Oakwood fields several sports teams every year in both middle school and high school. Participation in athletic programs is open to all eligible students, with the intention that the program be both inclusive and competitive. In order to be eligible to participate in athletic programs, students must maintain minimum academic standards of a 2.0 GPA. Announcements will be made about team sign-ups.

Every student on an athletic team and their parents are required to submit documents and form acknowledgments through Magnus Health, including a Consent to Participate and Waiver and Release Form signed by the parents, and provide a signed acknowledgment of the student's obligations to comply with all athletic program rules and policies. A student's Magnus Health documentation must be current before

participating in practices, games, and any other athletic team activities. For more on Magnus Health, please see [“What is Magnus Health?”](#).

Oakwood High School teams are members of the Pacific Coast Athletic League (PCAL) of the Central Coast Section (CCS) of the California Interscholastic Federation (CIF).

Most Oakwood teams are “no cut” teams, meaning that no one who fulfills player responsibilities will be dropped from the teams. Students who sign up should be serious about playing. The rewards of learning skills and teamwork are worth the effort to participate in practices and games. There is no additional cost for joining a team. Go Hawks!

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### Sportsmanship

Our student athletes exemplify the highest standards of sportsmanship. We are very proud of the many compliments they receive from opposing coaches and officials in this area. We expect all present or participating in these games – coaches, parents, students, and spectators—to exhibit this same level of sportsmanship.

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### Concussion Policy

In the event that a student sustains or is suspected of sustaining a concussion or a head injury while participating in an athletic activity, the student will be immediately removed from the athletic activity for the remainder of the day. The student-athlete will be prohibited from returning to the athletic activity until they have been evaluated by a licensed healthcare provider trained in the management of concussions and acting within the scope of their practice. The student-athlete must receive written clearance from the licensed health care provider to return to the athletic activity.

If the licensed health care provider determines that the student sustained a concussion or other head injury, the student must also complete a graduated return-to-play (“RTP”) protocol of no less than seven days in duration under the supervision of a licensed health care provider before competing in an athletic activity.

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### Do you like to coach?

Oakwood invites family members to volunteer to coach Oakwood sports teams. It’s a wonderful way to get involved with our amazing students. Call or [email the Athletic Director](#) to discuss your preferences for volunteering to coach.

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### Independent P.E. for High School Students

High school students who have heavy athletic commitments outside of Oakwood may enroll in Independent Physical Education which will allow them to complete their four semesters requirement for PE. Students must provide the Athletic Director with the name of their coach or trainer (this may not be a parent or other relative) and the type of activity. The Athletic Director will then send the student a contract, which needs to be signed by the student, a parent, and the coach or trainer. The student is expected to submit on a weekly basis each Monday the hours (along with a verifying signature) to the Veracross dropbox. Students are expected to accumulate a minimum of 50 hours per semester in order to receive credit.

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## After School Drama – High School

High school students interested in performing in the Spring Musical are encouraged to audition. Rehearsal and performance schedules are announced in advance to students.

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## Clubs – High School

Oakwood supports a variety of extracurricular activities to enrich the overall experience for our students. The primary purposes of these programs are to provide opportunities for smaller groups to come together to learn about a special topic or develop a particular skill. Participation in these activities is optional, and most clubs meet during lunch.

While the school supports a wide array of possible clubs, no group should disrupt the primary operation of the school or advocate controversial positions that could adversely impact the school's social environment. The school understands that people of good character and genuine motives can have strong feelings about various topics. These may include some of the most divisive topics of our time. While these topics will undoubtedly be discussed inside and outside the classroom, the school expects its faculty to avoid advocacy of a particular position and to do everything in its power to maintain an environment of respect for the various views deeply held on these topics. It is also expected that our students will be respectful of these varying views, even when they may strongly disagree. The school does not support the formation of any group that it believes will use school time and resources to advocate one position or another on such topics. This policy is not an indication that students should not develop informed opinions on these important topics, but that they will need to primarily look outside of the school environment, such as to their family or other organizations, as their primary source of information and opinion.

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## Before and After School

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### Programs for Preschool – 8th Grade

[Oakwood's Before and After School Recreation](#) programs provide a second home for students to take advantage of an extended school day while still enjoying some of the comforts of home. In addition to snacks, crafts, cooking, and play, students participate in a structured program based on their age and which session they attend. Older students also have the opportunity to work on homework. Whether your schedule requires childcare for the whole year, a few days a week, or just once in a while, Oakwood ensures an educational, safe, enjoyable, and convenient place for your child.

[Before School Recreation](#) is available from 7:00 to 8:15 am each school day. Students must enroll for this program or contact x100 to arrange for visitor drop-in (subject to availability). All preschool and junior kindergarten students must be signed in upon arrival. Staff will sign in kindergarten through 8th grade students reporting to Before School Recreation. Students arriving after 8:00 am do not enroll in Before School Recreation. Middle school students arriving at the same time as their lower school siblings are expected to go to the Student Center in the Liberal Arts Center, and will be released at 8:15 am to go to classes.

[After School Recreation](#) is available after the end of the school day until 6:00 pm. Students must enroll in this program or contact x100 to arrange for visitor drop-in (subject to availability). Middle school students not attending a game or other supervised activity must check in by 3:45 pm. An authorized adult is required to sign out at pick-up. If someone other than a parent will be picking up, the office must be notified in advance or it should be recorded in Veracross.

Often, our young students are having such a good time at After School Recreation that they are reluctant to leave when a parent arrives at pick-up. The ensuing ‘conversation’ is often distracting and upsetting to other children, as well as diverting the staff from their important task of keeping watch on all of their charges. It is for these reasons that:

- Children and their belongings should be collected and removed from campus within 5-10 minutes at pick-up time.
- Facilities and playground are not for after pick-up use.
- Designated before and after school rooms should not be used as a social gathering place for parents.
- If your child lobbies to stay longer, remember that it is ALWAYS best to leave them wanting more.

A \$1.00 per minute late charge will be applied for late pick-up beginning at 1:05 pm, 3:20 pm, 3:45 pm, and 6:00 pm. Children who are not signed in as visitors will be charged \$1.00 per minute if they attend After School Recreation.

Families using visitor after-school programs must sign up for FACTS Management payment service.

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### Middle School Students

Middle students are allowed to remain on campus to attend after school events, including sports games. Students are expected to remain in the area of the activity and not roam the campus. There is no supervision unless they are participating in a school-sponsored activity. The school is not responsible for unsupervised students before 8:00 am or after 3:30 pm that are not signed into care. Middle school students may remain on campus unsupervised until 15 minutes after the end of an event they are attending. On school days, the office is closed for the day at 3:45 pm.

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### High School Students

For high school students who are on campus before or after school hours, which are 8:30 am to 3:30 pm, there is no supervision unless they are participating in a school-sponsored activity. The school is not responsible for unsupervised students before 8:30 am or after 3:30 pm. High school students may remain on campus unsupervised until sunset or until 15 minutes after the end of an event. On school days, the high school office is closed for the day at 4:00 pm. The Student Center is locked at 5:30 pm.

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### First Friday Late Start

On days with the First Friday Late Start schedule (please refer to the [Upper School Bell Schedule](#) for the list of specific days), Upper School students are not required to be on campus until their first class begins at 9:10 am. For students arriving between 8:00 and 9:00 am, designated areas are available for studying.

# Core Policies

## Non-Discriminatory Policy

Oakwood admits students of any race, color, national or ethnic origin or ancestry, religion, disability, gender, gender identity or expression or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or ancestry, religion, disability, gender, gender identity or expression or sexual orientation, in administration of its educational or admissions policies or its financial aid, athletics, or other school-administered programs.

## Harassment, Discrimination, and Retaliation Prevention Policy

Oakwood School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus, or via social media or other electronic communications, that impacts or affects the school community. Violations of this policy will not be tolerated and will result in corrective action, up to and including expulsion from the school.

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### Harassment

This policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable, or association with an individual who has an actual or perceived protected classification. This policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassment violates this policy and will not be tolerated. Harassing conduct by students or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from school. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate policy in the Employee Handbook.

Examples include, but are not limited to:

#### Examples of Harassment

Harassment can take many forms and may include verbal, physical, or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm, or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance, including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.



## **Examples of Sexual Harassment**

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between individuals of the same or different gender.
- Sexual harassment may include, but is not limited to:
  - Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
  - Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
  - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
  - Threats and demands or pressure to submit to sexual requests in order to keep employment or academic standing or to avoid other loss and offers of benefits in return for sexual favors.

## **Complaint Procedure**

Students or parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the school, either orally or in writing. Students and parents may report the matter to the Head of School, an administrator, or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the school with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the Head of School under this policy. While the school does not limit the time frame for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as a wide range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

## **Interim Measures**

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of

retaliation, to provide a safe educational environment, or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

### **Investigation Process**

Upon receipt of a report of alleged harassment and any related initial inquiries, the school may request clarification or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification or conduct an initial inquiry, the Head of School, or her designee, may meet with the individual(s) who made the report or that was reportedly subjected to conduct that violates this policy.

If the school has determined that the report pertains to behavior that may be in violation of this policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated school personnel or by an outside investigator, in the school's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

### **Confidentiality**

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

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### **Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the school, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment, and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

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### **No Retaliation**

The school prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

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## Remedial and Disciplinary Action

Oakwood School will determine if the conduct violates school policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of Oakwood's parent behavior expectations and may be grounds for expulsion of the offending parent's child(ren).

## Policy Against Bullying

Oakwood believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of Oakwood, and students are expected to treat themselves and each other with dignity, respect, and courtesy.

This policy covers conduct that occurs both on and off of the Oakwood campus, and includes the use of technology that is not owned by Oakwood. This policy applies to all students and prohibits them, as well as any other member of the school community, including teachers, staff, parents, and volunteers, from engaging in conduct towards students that is prohibited under this policy.

### Prohibited Conduct

Bullying is defined by this policy as any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance; or
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by Oakwood.

While the education code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for Oakwood to determine that there has been a violation of this policy.

### Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website for the purpose of having one or more of the effects listed above.

## Student Reporting

Students are encouraged to and should immediately report to the Head of School, or to any teacher or administrator, any incidents of bullying that they either observe or that are directed towards the student or others.

## Investigation

After Oakwood receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If Oakwood initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

Oakwood will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with Oakwood personnel directly involved in an investigation, or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

## Interim Measures

Oakwood will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation. Oakwood will determine the necessity and scope of any interim support or protective measures.

## Remedial and Disciplinary Action

Any student determined by Oakwood, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of Oakwood's parent behavior expectations and may be grounds for expulsion of the offending parent's child(ren).

## Reasonable Accommodation of Disabilities

Oakwood adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of Oakwood. This policy prohibits unlawful harassment, discrimination, and retaliation because of a student's own disability, or because of association with a person who has a known disability. The procedure for accommodations is as follows:

1. **Request for Accommodation** - A student with a qualified disability, who desires a reasonable accommodation in order to access the goods, services, or operations of Oakwood, or their parents, should make a request in writing to the Head of School or a Principal. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).
2. **Reasonable Documentation of Disability** - Following receipt of the request, the Head of School or Principal may require additional information, such as reasonable documentation from a medical provider demonstrating the existence of a disability. Such documentation should not identify the disability, but only indicate that: (1) the student has a disability that substantially limits one or more major life activities;

and (2) the manner in which the disability limits major life activities relevant to a student's participation in the school's education program (i.e., what are the functional limitations of the student with regard to their participation in the School's educational program).

Documentation of a disability will be kept confidential and will be shared only with school personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or emergency health services. After receipt of reasonable documentation of a qualified disability, the school may arrange for a discussion with the student and the student's parents. The discussion may include other individuals that may be helpful for the school to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasibly potential reasonable accommodations.

3. **Case-by-Case Determination** - Oakwood will determine, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. Oakwood will not provide accommodation(s) that would pose an undue hardship upon school finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue burden to the school. The school will inform the student's family of its decision as to reasonable accommodation(s) in writing.

## Code of Conduct and Behavioral Expectations

Oakwood expects students to abide by its conduct policies, and will take disciplinary action, as appropriate, and in the sole discretion of the School. Oakwood students are expected to exercise self-discipline and to conduct themselves in ways that support the values of the school as outlined in the applicable Lower School Rights and Responsibilities, Middle School Students Rights and Expectations, or High School Students' Responsibilities and Expectations and Honor Code. Students are responsible for understanding and following all school rules.

Violations of Oakwood policies as well as the following behavior listed below (which is a non-exhaustive list), may result in student discipline, up to and including suspension or expulsion:

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### Treatment of Others

- Students should display good manners, appropriate language, kindness, and courtesy toward all.
- Students should practice respect and inclusiveness towards others.
- No member of the Oakwood community may mistreat another member by harassment, discrimination, retaliation, or bullying in any form. Such conduct is prohibited by the School's policy on prevention of harassment, discrimination, and retaliation, or bullying in any form.
- Student harassment, discrimination, retaliation, or bullying that does not take place on school property or at school events, such as through the internet or social media, is also prohibited by the School when it impacts a student's/community member's ability to function normally at school or disrupts the school/ learning environment or represents the school in a way that does not align with our core and community values.
- Fighting or threat of physical violence towards another student, School employee, or parent, whether on or off campus, is prohibited.

- Destroying, defacing, or stealing Oakwood property or the property of others is prohibited.

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### Personal Integrity and Responsibility

- Students must turn in homework on time and arrive prepared for school every day.
- Students must act with integrity and honesty in all matters.
- Students should be on their best behavior at all times, including during classes, assemblies, athletic events, and field trips.
- Students must demonstrate their best efforts to meet Oakwood’s academic, artistic, and athletic expectations.
- Students should be positive, productive members of the school community. Students should contribute actively to the learning environment of the classroom or any other aspects of the Oakwood experience.
- Students should comply with the [Student Technology and Social Media Use Policy](#), which states that on-campus technology will be used appropriately and for academic purposes.
- Students should follow the guidelines for academic honesty, which state that students must not cheat or plagiarize.

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### Controlled Substances

- Oakwood is a non-smoking campus. The school does not permit students to possess or use tobacco, or to possess or use vaping devices.
- The school prohibits the use, possession, or distribution of any illegal drugs, intoxicants, marijuana, alcohol, or other controlled substances.

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### Dangerous Objects

Oakwood prohibits real or imitation weapons of any kind, fireworks, or any hazardous materials or objects. Any weapons or hazards will be confiscated by the School and the police may be contacted.

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### Reporting Conduct in Violation of this Policy

Students who experience or witness a breach of our Code of Conduct and Behavioral Expectations are encouraged to speak to a teacher or administrator as soon as it occurs.

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### Disciplinary Procedures

Oakwood may take the following disciplinary measures and actions in its sole discretion pursuant to the following procedures. Please be aware that Oakwood is not required to follow any form of progressive discipline before making a determination to suspend or expel a student.

- **Counseling.** Students may receive counseling as a result of violating school rules and policies. Communication among students, teachers, and administrators helps students understand the nature of an infraction, its consequences, and appropriate responses for future situations.
- **Conference.** When appropriate, the school will request a telephone or in-person conference to inform parents of inappropriate behavior with suggestions for parental action and support.
- **Suspension.** The school may determine that a student suspension is appropriate. Suspension is a period of time in which the student is dismissed from school.
- **Expulsion.** Oakwood reserves the right at any time to expel any student whose conduct is not compatible with the standards of the school.

Unless there are extenuating circumstances present, when a student is accused of engaging in misconduct, that student and his or her parents will have the opportunity to meet with the Head of School or her designee in order to respond to misconduct allegations prior to a disciplinary decision to suspend or expel a student becoming final.

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### **Drug and Alcohol-Free School**

Possession or use of illegal drugs or alcohol on campus, or attending school or class, including school activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used, or cultivated in or near schools.

A student that the school has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students – either on or off campus – may be subject to immediate discipline up to and including expulsion.

If the school has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that that student to submit to a drug or alcohol screening test. “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug or alcohol test may be treated as a failure to comply with a drug or alcohol testing requirement.

Any failure to abide with the School’s Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion.

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### **Smoke and Tobacco Use**

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military.

Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including schools.

Consistent with the provisions of California state law and also in compliance with the school’s own prohibitions against smoking on the school’s campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during school sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to school and to school sponsored activities including school sponsored events off campus. This includes e-cigarettes/ “vaping” equipment.
- Any failure to abide with the School’s no-tobacco/smoking policy may result in discipline up to and including expulsion.

## Student Technology and Social Media Use Policy

At Oakwood School, access to technology resources is a privilege grounded in the principles of responsibility and ethical usage. This policy outlines the guidelines for the appropriate usage of our technology resources to ensure all community actions support our educational mission and support a positive school environment.

### Online Conduct (Inside and Outside of School)

All Oakwood School students agree to engage online with respect, integrity, and kindness, whether on or off school premises. Online interactions should reflect the values of respect and integrity expected at Oakwood School. Such interactions include, but are not limited to, electronic messaging, texting, and social media use.

- **Digital Citizenship:** Maintain a respectful digital presence, carefully manage social media privacy settings, and acquire parental consent where necessary. Refrain from doing or saying things online which you would not do in person.
- **Prohibited Behaviors:** Offensive language, personal attacks, harassment, and the spreading of false or misleading information are strictly prohibited.
- **Cyberbullying:** Report offensive language, personal attacks, harassment, the spreading of false or misleading information, uncomfortable encounters, or any other type of cyberbullying to a parent, teacher, Advisor, principal, or a trusted adult.

As you engage online, it’s crucial to actively manage your digital presence. Colleges and potential employers often review social media profiles before making decisions on admissions and hiring. Adjust your privacy settings to protect your information, obtain parental consent when necessary, and directly address any cyberbullying incidents by reporting them to a parent, teacher, Advisor, principal, or a trusted adult.

### Educational Technology

Technology in school is provided to promote and support the pursuit of educational excellence. The use of school provided technology is a privilege, not a right and students have no right to privacy in their school email accounts or when using school technology resources. The school may monitor, search, or read any messages, electronic mail, or internet activity without prior notice. However, the school is not obliged to monitor any communications.



- **Security and Privacy:** Responsibly handle all personal and school data by setting strong passwords, not sharing passwords with others, closing the lid, or locking the screen when leaving your laptop. Report any suspicious activity or uncomfortable encounters to a parent, teacher, Advisor, principal, or a trusted adult. The school encourages installing appropriate security software on student devices to help protect against viruses and malware.
- **Acceptable Use:** The use of school provided technology resources is for educational use only. Engaging in non-educational activities such as viewing memes, using photo editing software for non-academic purposes, or online chatting during school hours is restricted. Games, gambling, social media, and downloading software without faculty permission are prohibited.
- **Community-Appropriate Content:** Only access content that is appropriate, respectful, and aligned with Oakwood School values; avoid obscene or offensive material.

Students should not open emails or download files from unknown sources. Families are encouraged to install security software on personal devices. Using or accessing someone else's computer or accounts is prohibited; sharing or guessing passwords is not allowed. Additionally, circumventing school security measures, including the use of VPNs or proxies, is prohibited.

Students are responsible for securing their own electronic devices, including laptops, cell phones, and tablets. Oakwood is not liable for any loss or damage that occurs on campus. If a student believes a personal device has been lost or stolen, they should immediately inform the Principal.

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### **Use of Online Resources to Complete School Assignments**

- **Authorized Activities:** Students should engage in games or digital activities only when they are authorized by faculty as part of the classroom curriculum in alignment with educational objectives.
- **Media Compliance:** Comply with copyright laws by not accessing or distributing pirated materials. Ensure all used materials are appropriate and relevant to the assigned work.
- **Intellectual integrity:** Students are expected to produce original work and properly cite all external sources. Only use outside resources as permitted by your instructor. Using anyone else's work, including resources found on the internet, without crediting the author is plagiarism.

If students encounter inappropriate material or deviations from these guidelines, they should report such incidents to faculty immediately.

# Frequently Asked Questions

The topics below are arranged alphabetically.

## Appointments

### How do I pick up and return my student for an appointment?

The safety of your student(s) is our paramount concern. Therefore, we require you to sign your student in and out of school. This may seem like an extra effort, but in case of an emergency, it is imperative that we know where all of our students are and that we have an accurate student count. Preschool - 8<sup>th</sup> grade student sign-out is in the Main Office. Parents of high school students may call or email the High School Office in advance of their student's departure, and with advance parent notification, high school students may sign themselves out. Please see the next section for how to report an absence,

## Attendance

### How do I let the school know when my student will be absent?

Parents are required to notify the school if their child is ill or will be missing school for an appointment by submitting the [Attendance: Student Logistics Request](#) within 30 minutes of the start of school on the day of the absence.

Students are expected to stay home if they are ill. Upper school students are expected to let their teachers know when they are absent.

## Cameras on campus

### What are the expectations for students using cameras on campus?

Upper school students may use cameras (including cameras in smartphones) on campus only if the following specifications are followed:

- Cameras cannot be used in the classroom unless a teacher specifically gives permission to students for each occurrence.
- Those being filmed and/or photographed need to be made aware that they are being filmed and/or photographed and give their permission to be filmed.
- Cameras should never be a distraction to the school atmosphere.

These rules apply at all times, whether during the school day or not. Students who do not comply with these expectations risk losing these privileges, having the camera taken away, and possible suspension, if the action is considered by the school to be malicious.

## Connecting with my Student

### How do I contact or get “stuff” to my student?

If you need to get a message to your student, call or email the office and it will be delivered to your student. Forgotten lunches, homework assignments, books, and other “stuff” may be dropped off at the Main Office (High School Office for high school students), and arrangements will be made to unite your student with their belongings. Parents should not deliver items to classrooms. We advise that these extra efforts be kept to a minimum to encourage the students to learn responsibility for their own materials. Please also note that food delivery services to campus (DoorDash, Uber Eats, etc.) during the school day are not allowed. Food may be delivered before or after school hours during non drop-or pick-up times, if the student meets the driver at the front of the school.

### When can my child use a cell phone?

Students may use their cell phones (including text messaging) before and after school only. They may not use them during school hours, when the devices should be in backpacks or lockers – not in pockets. The phone should be turned off during the school day.

### What if my student needs to call me?

There is a phone in both offices for students to use to call home. Students with cell phones are not permitted to use them during school hours, except by permission from faculty or staff.

## Concerns

### To whom do I talk about concerns I have?

For Lower School, your first stop should be your student’s classroom/core teacher. If you need clarification on what is happening in class or general school information, the classroom teacher is the primary contact. He or she knows your student well and will have up-to-date information for you or know how to get it.

For Upper School, there are two options. If the concern is with a specific class, contact that teacher directly. This will result in the most timely and accurate response. Upper school students also have an Advisor, who is there to help with broader issues. If your student is struggling in several areas, if there is a family issue we need to know about, or something is affecting your student in multiple classes, contact your student’s Advisor.

If your concern remains unresolved after talking with the teacher or Advisor, you are welcome to bring it to the principal’s attention. Sending the principal an email to let them know about your concern is the most efficient way to make contact, but you may also call or email the office to make an appointment to speak with the principal.

### What are the school’s policies regarding bullying and sexual harassment?

Oakwood is a place where kindness reigns supreme. Bullying and sexual harassment are taken very seriously, and carry severe penalties, including suspension or expulsion. For more information, please refer to the section in this handbook, [“Harassment, Discrimination and Retaliation Prevention Policy and Policy Against Bullying.”](#)

## Custody Arrangements

### How does the school address custody arrangements?

Oakwood requires all parents/guardians to keep the school informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the student's educational experience.

Non-custodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include, but are not limited to, accessing their child's pupil records, participating in school activities, receiving communications from the school, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the school. However, the school recognizes that certain court orders impact the child's educational experience. For that reason, the school requires parents to notify the school of any applicable and relevant court orders that impact the child's educational experience and to provide copies of such court orders when requested by the school.

When custody arrangements or disputes among the parents regarding the child's educational experience impede the school's ability to maintain a positive and constructive relationship with the parents, the school may terminate the student's enrollment or ban one or both parents from entering school property and/or participating in school-sponsored events.

Child custody cases can be difficult for all concerned. Oakwood will reasonably interpret and comply with all valid, relevant court orders or subpoenas; however, it is Oakwood's policy to be impartial, which means not taking sides between parents in custody matters, and not otherwise inserting Oakwood into such private family matters. As a result, Oakwood will not become entangled in disputes between parents. Parents are not permitted to ask Oakwood employees for statements (such as a letter, declaration, or affidavit) in support of, or in opposition to, divorce or custody proceedings, and Oakwood employees are not permitted to provide such statements in their capacity as Oakwood employees.

## Dress Code and Appearance

### Where do I find the dress code and appearance policies?

The dress code and appearance policies for all grades can be found in the [appendix](#) of this handbook and on the website portal. Preschool through 8th grade students are expected to wear uniforms, and high school students wear free dress that is in keeping with the high school dress code.

### What do I do with outgrown uniforms that are still in good condition?

Several uniform drop-off and uniform exchange events are held throughout the school year. Families may contribute uniforms that are in good condition, and on the day of the exchange, all the donated uniforms are laid out on tables near the Main Office for your perusal. Please check the [school calendar](#) for uniform exchange dates.

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### Where do I purchase uniforms?

Uniforms may be purchased through the [Land's End website](#). You are not required to purchase your student's uniform from Land's End, but if you purchase them elsewhere, they must be as described on the Land's End website. Land's End uniforms can be purchased online or by phone.

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### When do students have free dress?

This varies by grade level. Lower school students generally have free dress on the last Friday of the month and middle school students have free dress every Friday (see the [calendar](#) for exact dates, as there are sometimes exceptions). There are also special occasions during which students may wear special free dress. Students will receive spirit shirts in the fall, and these are also worn on specifically announced days. When wearing spirit shirts, students should follow the uniform dress code for the rest of their clothing.

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### What happens when an outfit does not conform to the dress code?

Division principals address dress code violations. Students will be asked to correct minor infractions, and parents may be called to bring acceptable clothing, if applicable. Middle school students with repeat violations may lose free dress privileges. Parents will be informed by email of all dress code infractions.

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## Emergency Preparedness

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### What can I expect during an emergency?

The safety of our students is of paramount importance at Oakwood.

Full cooperation will be needed from parents and guardians in the event of an emergency. It is understandable that you will be very concerned and anxious for the well-being of your child(ren), but it is extremely important for parents to give us the time to do the job that we have been trained to do. The staff and emergency personnel need to concentrate all efforts on the safety of the children.

Each classroom, and room of the school that functions as a classroom, has a designated area for a fire extinguisher, first aid equipment, evacuation/drill maps, and the Oakwood Emergency Response Plan. This plan contains a detailed account of emergency response procedures for the safekeeping of your student during every conceivable disaster. Throughout the school year, all students and staff participate in disaster drills, so the students are thoroughly familiar with the procedures involved. Emergency equipment and supplies are reviewed and replenished annually.

Teachers and administrative staff have been trained and are current in CPR and FIRST AID. The Oakwood staff has completed comprehensive training in FIRE, EARTHQUAKE, LOCKDOWN, and RUN, HIDE, DEFEND procedures.

Every location on campus has a walkie-talkie to facilitate communications in case of disaster. Preschool – 8<sup>th</sup> grade students bring emergency packs to school the first week of school with food, water, and other supplies in case they need provisions during an emergency. The school also has a supply of food and water for emergency purposes, as well as centrally located automated external defibrillators (AEDs).

If an emergency occurs at our school, parents are asked to follow the procedures listed on the website family portal under [Oakwood Emergency Preparedness](#). These procedures were developed to execute emergency response, facilitate parent-student reunification, and aid with traffic flow in front of the school. It is imperative to keep our entrances clear of parked cars to facilitate emergency equipment access.

We are capable of caring for your child(ren) for at least 72 hours if necessary. Take care of yourself so that you can be safely reunited with your child(ren) in an orderly manner. Please see the Oakwood website portal for a complete listing of specific emergency procedures.

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## Remote Learning

In the event of an emergency, Oakwood may be required to cease or change all or part of the school's operations. An emergency includes, but is not limited to, any fire, flood, act of God (earthquake, tsunami, volcanic eruption, hurricane, tornado, lightning, etc.), governmental action, or acts or threats of the following: terrorism, epidemic, pandemic, viral outbreak, war, revolution, natural disaster, riot, strike, lockdown, or any event beyond the school's reasonable control, or that makes performance inadvisable, impracticable, illegal, or impossible in the school's sole determination.

If an emergency occurs, Oakwood has the sole discretion to activate an emergency plan that calls for a remote learning program. Oakwood may, in its sole discretion and without notice: (1) extend, condense, or otherwise modify the school year; (2) change the facilities in which the school's educational program, including classes, programs, activities, and events ("Program") are held; (3) change the manner and format in which the school conducts its Program, including but not limited to having students meet through Zoom, learning packets, and engaging in other on-line learning formats; or (4) postpone or cease all or part of its operations and its duties, obligations, and performance. No portion of any tuition, fees or other payments made by parents or that are outstanding will be forgiven or refunded if the school's operations cease or are postponed, suspended, or modified because of an emergency.

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## Enrollment

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### What do I need to do to enroll my child for the next school year?

In January of each year, re-enrollment information for the next school year is sent to all currently enrolled families. This includes an updated tuition and fee schedule for the new school year, and the deadline for priority re-enrollment of your child. Online re-enrollment is made available through Veracross. By completing the online re-enrollment process and paying your enrollment fee for the new year before the priority re-enrollment deadline, your child's enrollment is reserved. Please note that your school financial account must be current in order to complete re-enrollment.

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### What if I don't enroll my child by the priority re-enrollment date?

After the priority re-enrollment date, the school begins to enroll new students, and current students will not have a place held until online re-enrollment is complete and fees are paid. Also, students who are not re-enrolled will not receive any of the mailings sent to re-enrolling students.

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### **Do siblings of Oakwood students receive priority consideration when applying?**

Yes. To receive priority consideration in admissions for a sibling, Oakwood families must apply by the priority deadline in January. Sibling priority in admissions is available only when an applicant's sibling is re-enrolled for the upcoming school year. Siblings of current students who are not re-enrolled for the upcoming school year or who apply after the priority deadline will be considered in the regular review process.

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### **Do 8<sup>th</sup> grade students need to apply to Oakwood high school?**

No. Enrolling in Oakwood High School is just like moving from Elementary to Middle School and is done as part of the re-enrollment process. Students not meeting academic requirements to continue are notified.

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### **Whom can I contact if I have enrollment questions?**

The enrollment office ([enrollment@oakwoodway.org](mailto:enrollment@oakwoodway.org)) handles all enrollment questions.

## **Facilities**

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### **Why are gum and pets not allowed on campus?**

We are extremely proud of our campus and work diligently to keep it in good condition. Our students do their part in helping our facilities staff keep it clean by picking up trash and recycling it, being mindful of the landscaping, etc. But gum is extremely hard to remove from sidewalks, rugs, and floors. One glob of gum carelessly discarded on a hot day in the quad can get tracked through multiple classrooms and other school facilities. It requires an enormous amount of labor to clean it all up. Therefore, we ask that no one bring gum onto the campus.

Dogs (other than service animals) pose two distinct problems. Like gum, they also pose a clean-up problem; those of you who take your children to public parks may know how unpleasant careless dog owners can make a soccer field or infield. Also, many otherwise friendly, well-trained dogs become stressed when well-meaning students crowd around. Stressed dogs may nip or bite, trying to protect themselves. We ask that you keep your dogs comfortably at home. Bring pictures instead!

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### **What items are banned?**

Many items are banned from campus for obvious safety concerns: firearms, intoxicants, matches, knives, medicine (this must be given to the office), explosives, etc. Skateboards and wheelies are also not allowed because of the danger they present and the damage they can cause to school property.

If you or your student is bringing a facsimile of a weapon to school (for a reenactment, for example), it must be checked in with the office. It may only be checked back out for classroom use, and it must be checked back in when finished. No students may have these types of items except when directly supervised by their classroom teacher.

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### Where do the students eat lunch? What if it rains?

We are fortunate to live in an area where the weather is pleasant for most of the year. Students in preschool through kindergarten eat in their classrooms. When it is nice outside, students in 1st - 8th grade eat their lunch in the quad, at the picnic tables under the shade structures. If it is rainy or cold, they eat lunch in their classrooms or The Barn. High school students eat in the High School Quad or by the Sport Court. When it rains, they have space in the Student Center and the Athletic Center.

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### What restrooms/locker rooms/changing areas are available to students?

Restrooms are located throughout the campus.

- Preschool, junior kindergarten, and kindergarten students have all-gender, single-user restrooms adjacent to their classrooms.
- 1st through 5th grade student restrooms are located at the north end of the Elementary Building and in the Barn.
- Middle school student restrooms are located at the south end of the Middle School Building.
- High school students have access to restrooms on the outside of the High School Building and in the lobby of the Liberal Arts Center.
- Upper school PE students and athletes have access to restrooms and locker rooms in the Athletic Center.
- Single-user all-gender restrooms and changing areas are also available to students in the Main Office, the Liberal Arts Center, and the Athletics Center.
- Students who are not sure where an appropriate restroom is available can ask their teacher or Advisor.

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### Where is the lost and found?

The lost and found bins are located in the area between the middle school and the elementary school and outside the Club/Activities Room (41) in the High School Quad. We encourage you and your students to check these bins often. Several times a year, we donate their contents to charity. You will receive notice prior to the donation to charity.

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## Friends and Family Referral Program

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### How do I refer a new family to Oakwood?

We love growing our school community, and our best outreach comes from current families who tell others, “you belong at Oakwood!” When you refer a student who enrolls at Oakwood, you connect their family with the educational experience you value and help inspire a child’s love of learning. As a bonus, Oakwood will send you a Spirit Store gift card so you can continue to share your Hawks pride. To receive your Spirit Store credit, the applying family must include your full name on their admissions application as a referral. Friends and Family Referrals are valid for students who do not attend and have not previously attended Oakwood, and whose siblings are not or have not previously been enrolled at Oakwood. Email [enrollment@oakwoodway.org](mailto:enrollment@oakwoodway.org) for any questions about referring families to Oakwood.



## Fundraising at Oakwood

### How does fundraising work at Oakwood?

Like most schools, Oakwood is active in its fundraising efforts. The largest source of fundraising is from donations to the Annual Fund campaign from Oakwood families. Oakwood also supports pre-approved fundraisers benefiting class trips, events, and clubs. (Oakwood School does not permit the selling of goods on campus for personal gain.) Oakwood also hosts two major fundraising events each year, the Auction and the Fund Run. All Oakwood families are asked to participate in some way every year.

### Why should I donate when I already pay tuition?

Tuition is used to fund the school's basic operations. Unlike most other independent schools, all funds donated to Oakwood go to enhancing the school and its programs, not to pay for the school's basic operations. All donated funds (unless otherwise restricted by the donor) go to the general unrestricted Annual Fund. This is an important way to benefit the school and your students and to be eligible for tax benefits. Donations to the Annual Fund are used wherever the need is greatest each school year.

As we welcome new generations into the Oakwood School family, we recognize that providing a more intentional education also requires equally intentional planning for our school's future. Together, we can sustain the promise of an Oakwood education, both for students today and for generations to come. Classroom teaching and learning develop students' competencies – like collaboration, problem-solving, global awareness, and analysis – while equipping students' hearts and minds to give, serve, and take citizen action to better their world. Developing philanthropy in students will equip them to be successful in our diverse world.

As an independent, non-profit, non-sectarian school, we rely on donations from families and alumni to ensure a thriving future for our students. We also seek funding from foundations and other philanthropic organizations, who look at our community's contribution rates to decide whether and how much to give. That's why every person—not just every dollar—matters. Both generous donations and widespread support at every level make a real difference to Oakwood.

### Are all families at Oakwood asked to donate to the school?

Yes. The school asks that all participate in the school's fundraising efforts. The goal is for every family to donate every year to the Annual Fund campaign and participate in fundraising events as they feel they would like to and are able to do so. Some give a little and some give more as circumstances differ, and every donation is very much appreciated. Each year we strive for 100% parent participation, and broad participation is a critical goal and an important sign of support for the school in order for Oakwood to secure outside funding through grants, etc.

### Does Oakwood qualify for matching funds from my work?

Many Oakwood families and their friends work for companies that offer a matching gift program. These corporate philanthropy programs vary from company to company, but generally, they will match some portion of their employees' donations to qualified charitable institutions, such as schools. As an accredited school and a not-for-profit public benefit corporation, Oakwood qualifies for nearly every corporate matching program. Oakwood relies on philanthropic giving from parents and the wider community, and students benefit from gifts

large and small. By taking advantage of your corporate matching gift program, you can maximize the value of your gift at no additional cost. You can check with your company's HR department to inquire about matching or contact [giving@oakwoodway.org](mailto:giving@oakwoodway.org) for assistance or more information.

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### **Can donations to Oakwood be tax deductible?**

Yes! Since Oakwood is a California public-benefit corporation designated as a 501(c)(3) by the IRS, donors may receive tax deductions by reporting their donations with their tax returns. Donors should contact their tax advisor for specific tax-related questions.

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### **How are the donated funds used?**

All donated funds, unless otherwise restricted by the donor, go to the Annual Fund, which supports several areas of the school including: our campus, science and technology, enrichment, faculty, and scholarship. If donors designate their donations to specifically benefit one of these allocations, their funds will only be used for the purposes of that specific area.

Donations in support of the specific allocations go toward the following areas:

**Campus:** Supports the enhancement and expansion of the Oakwood campus in conjunction with our ongoing capital campaign, Spreading Our Roots.

**Science & Technology:** Expands the school's resources to enhance the teaching environment and student experience.

**Enrichment:** Used to grow the library and enhance the school's arts and other enrichment programs.

**Faculty:** Used to support professional development opportunities and enhance faculty compensation.

**Scholarship:** Used to expand and strengthen the school community by providing merit-based scholarships to deserving students.

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### **Do my donations have to be designated to go to one of the five funds?**

No. Most donations come to the school designated as "Oakwood's greatest needs", which means they are unrestricted donations. However, the school still directs these donations to one or more of the five allocations as needed. On rare occasions, the school accepts donations for other purposes and always expends funds consistent with the donor's designation.

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### **Does any of the donated money go to day-to-day operations?**

No. Unlike many private schools, Oakwood does not ask donors to pay for the base operation of the school. Donated funds are used exclusively to enhance and grow the school and its programs through the Annual Fund. As a non-profit corporation, there are no profits or dividends for shareholders or owners as there are in for-profit entities. When school revenue exceeds expenses all available funds are reinvested in the school.

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### How will I know the results of fundraising each year?

Every year the school provides to all Oakwood families an annual report of fundraising results and how fundraising dollars were spent the previous fiscal year. Our Book of Gratitude reports how every fundraising dollar has been utilized. This report is sent to all donors and every Oakwood family.

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### What type of recognition do donors receive?

Oakwood's faculty, staff, and students [appreciate all donations](#), regardless of the amount. Please visit our website for more information on [Oakwood's Donor Recognition](#). Those who are able to give at higher levels make a tremendous difference, and the school provides additional recognition, including naming opportunities.

## Governance

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### Who owns the school?

As a not-for-profit, public benefit institution, the school does not have an owner. There are no shareholders who receive any excess revenue (or profit) as there are in private corporations. The school is governed by a Board of Directors. The Board of Directors may be contacted directly at [board@oakwoodway.org](mailto:board@oakwoodway.org).

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### What is the Board of Directors and what is its function?

The Board of Directors was initially established by the school's founders. The Board has responsibility to assure the school operates within its mission and complies with all required regulations. The Head of School is responsible for all operations of the school and reports directly to the Board.

## Independent School

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### What does it mean for Oakwood to be an "Independent School"?

There are different types of private schools, each with different priorities, objectives, and approaches to education. They generally fall into one of three groupings: independent schools, church-affiliated schools, and other private schools. While there are naturally differences within these groups, there are some common qualities that define the school and have a major impact on the education, as well as the cost structure and operations.

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### What characteristics make Oakwood an "Independent School"?

Oakwood is a not-for-profit educational institution with local management and independent governance in the form of a Board of Directors (or Trustees). It is fully accredited by the Western Association of Schools and Colleges (WASC), which is generally accepted as the highest standard of accreditation in the Western United States (for both public and private educational institutions). Oakwood is also aligned with the National Association of Independent Schools (NAIS). It is not affiliated with any religious organization but is supportive and respectful of students of all faiths. Oakwood offers a college-preparatory program with a broad and rich curriculum in small class sizes taught by specialized teachers throughout all grades. The school operates with revenue generated by the tuition and fees it charges its students, and then grows and thrives as the result of robust parent volunteerism and charitable donations. As a not-for-profit school, all proceeds remain in the school to support its mission.

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### How do independent schools differ from church-affiliated schools?

Religious or church-affiliated schools (sometimes referred to as parochial or Christian schools) are very common and can differ significantly from one another, but usually share some of the following characteristics. As the name implies, these schools are affiliated with a church or other religious entity and seek to fulfill its mission. Academic rigor varies significantly depending on the school's goals and resources. Religious instruction is usually a core part of the curriculum and may be taught in a class or religious service on one or more days and is often deeply infused throughout the broader curriculum. The larger schools often have large class sizes. Specialized teachers and broad curriculum are uncommon. The church and school often share facilities and staff and may receive financial support from the organization and its members. Some are members of various associations of similar schools and may or may not receive some accreditation from that organization. Church membership may provide a tuition discount. Donations of time and money are requested or even required.

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### How do independent schools differ from other private schools?

This broad “catch-all” category of other private schools includes some very small, specialized schools, as well as larger for-profit schools. They often have an overriding characteristic or methodology to attract students. It may include a more narrowly focused curriculum with an emphasis on acceleration, rather than breadth and depth. These schools may be locally owned and managed, but are commonly operated by a regional or national entity with owners or shareholders expecting a financial return on their investment. As for-profit corporations, they are not eligible to seek charitable donations and they generally do not emphasize (or even allow) parent volunteerism.

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## Lunch Program

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### How do I order lunch for my student?

An outside vendor, Choicelunch, offers lunches to Oakwood students. They offer greater variety at lower prices with better ordering flexibility than the school would ever achieve on its own. More information can be found at [www.oakwoodway.org/student-life/choice-lunch](http://www.oakwoodway.org/student-life/choice-lunch).

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### How do I get an emergency lunch for my student?

Please see the [Choicelunch website](#) to make arrangements for late lunch orders. If a student arrives at school without a lunch, one will be provided, and the parent will be responsible for the cost and any late fees that may apply.

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### How do I pay for lunches?

All billing is handled through [Choicelunch](#).

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### What is the school's policy on delivery services (DoorDash, Uber Eats, etc) delivering food to campus?

Food delivery services to campus (DoorDash, Uber Eats, etc.) during the school day are not allowed. Food may be delivered before or after school hours during non drop-or pick-up times, if the student meets the driver at the front of the school.

## Medical

### What medical information do I need to provide?

In order to attend Oakwood, parents must present up-to-date immunization records for their students. This is mandated by the State of California. Specifically, California's Health and Safety Code sections 120335 and 120375 require students to be immunized from many communicable diseases in order to enroll in school. Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenzae type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

In order to comply with the requirements of the law, the school requires that all students must have a current official California Immunization Record (signed, dated and stamped) or immunization exemption form, on file with the school on or before the first day of enrollment. Only medical exemptions will be accepted. Students who had personal belief exemptions on file before January 1, 2016, will not be required to comply with the immunization obligation until their next grade span change (entry into either K or 7th grade).

A student may be conditionally admitted if the student is scheduled to be fully immunized within the time limits set by the California Health and Safety Code. (Health & Saf. Code § 120340.)

Immunizations records constitute private medical information and will not be shared without written parental consent (or the student's own consent if 18 or over) except that the school retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.

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### Medication

With the exception of inhalers for asthma, students may not carry any medication on campus. Any medication that your child needs should be dropped off at the office.

All over-the-counter medications require an authorization form signed by a parent (form in [Magnus](#)). Over the counter medication should be in the original packaging, labeled with the student's name and have written directions for administering it.

Parents can indicate (via form in [Magnus](#)) if their student may be given a Tylenol pain reliever by the office. This medication will not be dispensed without parent authorization.

Prescription medication, including EpiPen's, should be in the original pharmacy packaging with written directions from the doctor for administering it. All prescription medications require an authorization form signed by a physician and a parent (form in [Magnus](#)).

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### Health Needs & Issues

Please notify the school of any health issues your student might have (allergies, asthma, chronic migraines, diabetes, etc.). We need to be able to communicate any of these issues to health workers in case of an emergency. Also, please discuss with your child's teacher(s) any special precautions that should be put into place.

We expect parents to inform the school of specific student educational, developmental, physical, or emotional needs. Parents should advise the teacher and the school office whenever medications need to accompany the student on a school field trip.

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### **What is Magnus Health?**

[Magnus Health](#) is the school's digital system for tracking forms and health information. Parents receive notifications when updates or form signing/acknowledgments are needed. Please respond to the prompts sent by the system to ensure that your child's records are accurate and up to date at all times.

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### **Why does Oakwood ask its community to support the goal of having a peanut-free campus?**

Oakwood has more than a few students who are not only allergic to peanuts, but so sensitive to peanuts that coming into contact with any peanut substance may be life-threatening. We ask that all families support and respect our goal of promoting a peanut-free campus policy and not send or bring any peanut products in lunches or foods brought to school. Though it is not possible for any school to ensure that exposure to peanuts will not occur at school or during school events, we ask that everyone do their part to comply with this policy.

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### **What happens if my student is hurt or becomes ill?**

Your student's safety and health are very important to us, and our goal is to make Oakwood as safe as it can possibly be. Occasionally, students become ill or get injured at school. These situations are evaluated in the office. Minor injuries are treated – scrapes cleaned up, band aids administered, etc. If a child is ill or we think you might want to have your student evaluated by medical personnel, we will call you. If you are unavailable, we will call the emergency contact of record. In extremely rare cases when immediate emergency care is needed, we will contact 911 and then contact you.

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### **What if my student has a communicable disease?**

Oakwood is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. (17 Cal. Code Regs. § 2508.) The school must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to school or until the expiration of the prescribed period of isolation for that particular disease. (17 Cal. Code Regs. § 2526.) The school may prohibit a student or employee who has been in a quarantine area from returning to school until he or she has been cleared by the local health officer. (Health & Saf. Code § 120230.)

The school will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The school may choose to inform the school community that someone in the school community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

Oakwood is in conformance with the Occupational Safety and Health Administration (OSHA) standards (see 8 CCR § 5193) for employees with potential occupational exposure to HIV (human immunodeficiency virus), HBV (Hepatitis B virus), and other blood-borne pathogens. OSHA regulations require all employees considered to have exposure to take the HBV series at the employer's expense or specifically to waive this right. If an employee waives the right, he/she may at any later time decide to take the series, still at the employer's expense.

Employees are required to observe all universal precautions for infection control, including but not limited to use of disposable examination gloves and other protective gear, and are required to dispose of contaminated materials in the prescribed manner.

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### **Mandated Reporter Law**

Oakwood complies with the procedures outlined in the Santa Clara County Mandated Reporter Law.

Under the Mandated Reporter Law (also known as the Child Abuse and Neglect Reporting Act), people with certain jobs, such as teachers, instructional aides, employees of schools, etc., must report any suspected or known instances of child abuse to Child Protective Services (CPS), even if the child reported it in what s/he thought was in confidence. The report of suspected or identified abuse must be made by phone as soon as it is possible, and a written report must follow within 36 hours.

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### **OSSP – Oakwood Student Success Program (Middle School)**

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#### **What is OSSP?**

The Oakwood Student Success Program (OSSP) is a program administered by the Advisors in middle school. There are two kinds of OSSP: conduct and academic. Both work in a similar manner. It is initiated in cases of minor infractions (conduct) or academic issues (2 C-s or below; multiple missing homework assignments, etc.). If the Advisor and the student are able to resolve the issue, the student goes off OSSP.

However, if sufficient progress has not been made, the student may be elevated to a more intense level of support from the Advisor. Students may spend lunch or time before or after school with the Advisor to receive extra help on academic problems, and parents may be asked for a conference.

If this extra focus by the family, student, and the Advisor still doesn't resolve the issue, the Middle School Principal becomes more involved, providing a more urgent focus on the issue, with all parties knowing that if the issue isn't resolved at the end of the week, the student may be suspended. The parents are then responsible to create an action plan, which the school must approve for the student to return to school.

OSSP is designed to be constructive in nature. We intend it to provide support for students who need extra help because of an academic issue or to provide time for reflection and growth when conduct issues arise. The Advisors and Middle School Principal always have the student's best interests at heart; small issues are dealt with before they get out of hand and become overwhelming for students. Parents are an important part of OSSP, and the student's Advisor and the Middle School Principal work closely with parents and the student to attempt to resolve any issues that arise.

Nothing about OSSP limits the school's ability to, in its sole determination, impose discipline, up to and including suspension or expulsion.

The school has the sole discretion to decide what situations are or are not appropriate for OSSP. In cases involving serious academic or conduct issues or a pattern of conduct or academic problems, Oakwood may decide to take a different approach, including modifying the OSSP process by using some steps but not others, adding different steps, or not using the OSSP process at all. Nothing about the OSSP policy prevents the school from immediately suspending or expelling a student in situations where Oakwood deems it appropriate.

## Parent Service Auxiliary (PSA)

### What is the PSA?

The mission of the [Parent Service Auxiliary \(PSA\)](#) is to strengthen and foster our school community and contribute meaningful service to Oakwood. The PSA Board facilitates this service, encouraging parental involvement, hosting social and fundraising events, assisting with community outreach programs, and enhancing educational opportunities now and for the future. The PSA Board hosts regular Oakwood Community Involvement Meetings throughout the school year to facilitate parent engagement, camaraderie, and volunteerism.

## Party Invitations and Birthday Celebrations

### May my student bring a special birthday treat to share with classmates?

Any parent who wishes to bring in birthday treats for a student must notify the student's core teacher/Advisor well in advance, with information as to what type of treat and what day it will arrive. (We like to avoid multiple treats on the same day and want to be sure to the best of our ability that all food is peanut free.) Then, as agreed upon, on the special day, the treats should be delivered by the parent to the core teacher/Advisor before school, or to the Main Office after school start. Core teachers/Advisors will then determine how and when the treats will be distributed.

### May my student hand out invitations at school to their party?

One of the delightful things about watching your child grow up is to see the social development that takes place. We want our students to make friends, and birthday parties are an important part of childhood. If you and your student are inviting the whole class to the party, feel free to hand out the invitations at school. If, however, not everyone is invited, please handle the invitations privately off campus.

## Photography on Campus

### Under what circumstances will you use photos of my student?

Photos taken during school activities, whether in person or virtual, may be used for promotional purposes and the yearbook. Photos from photography class may also be used in this way or may be displayed around the campus. Parents may request in writing that their student be excluded, and the school will make a best effort to honor this request, but this cannot be guaranteed.

## Placement

### How do I request a specific teacher for my lower school student for next year?

Placement is a very thoughtful and thorough process during which we consider group dynamics, the mix of learning styles and aptitudes, the gender mix, and student/teacher personality compatibility.

However, we know that some parents may want to participate in this process. In order to have your input considered, we ask you to describe the educational needs of your student in a written letter that must be given



to the Lower School Head no later than May 1<sup>st</sup> to be considered in the placement decision for the following school year. This letter should address the learning style of the student – both strengths and areas that need strengthening, preferred learning environment, and any special concerns about the child that the parent has that might impact placement for the following year.

We cannot guarantee that your request for a specific teacher will be honored. However, please remember that when a family chooses Oakwood, they are choosing a successful and proven program, not an individual teacher. We are confident that whichever teacher the child is placed with is a talented, nurturing, dedicated, trained professional who will ensure that each child receives the very best educational experience. The Oakwood Faculty is a team working together for your child.

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### **How is the math placement in upper school determined?**

A great deal of thought and care goes into math placement. Students who are placed in a math class for which they are not cognitively ready will struggle and may decide that they hate math. Students who are placed in a class that is too easy for them may get bored. Our math teachers use a combination of the student's past math grades, input from current and former math teachers, and the results of diagnostic and end-of-course testing to make a decision. If the decision is not clear-cut, input from the family and the student may be solicited.

If you disagree with the placement, you should make an appointment to discuss this with the math teacher. While we would be happy to meet with you and get your views, ultimately, the final determination belongs to the school's instructors and administration.

### **Public Display of Affection (PDA)**

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#### **Are public displays of affection allowed on campus?**

Although a quick and casual hug between friends is not uncommon on campus, sometimes upper school students may want to demonstrate their feelings in a way that is not appropriate for school. Any affectionate behavior beyond a quick and casual hug is not appropriate at school.

### **Reporting to Colleges**

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#### **Does Oakwood report disciplinary action to colleges?**

Colleges and universities are interested in the character of applicants as well as students' academic abilities and performance. Some colleges and universities specifically ask Oakwood about applicants' disciplinary actions. Oakwood has the responsibility to communicate honestly to colleges about these matters.

If colleges and universities request information regarding an applicant's disciplinary history, Oakwood will report actions that result in dismissal or withdrawal. If a student withdraws from Oakwood to avoid disciplinary action, Oakwood reserves the right to report the infraction(s) to the colleges and universities.

Students who have been subject to discipline by Oakwood prior to their senior year are expected to respond honestly on any college application that asks questions such as "Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?" or "Have you ever been dismissed, placed on probation or suspended from an educational institution?"

If a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all colleges to which an application has been submitted or the college at which the student has confirmed their intention to enroll. The student should notify the college or colleges within two weeks from the date of the change in status.

The Director of College Counseling will be available to assist and counsel students in reporting disciplinary infractions to colleges.

## Scholarships

### Does Oakwood offer scholarships?

Oakwood accepts scholarship applications from new students applying to the school (eligibility for applicants to 6<sup>th</sup> grade and above). These scholarships are designed to help qualifying applicants attend Oakwood. These are merit-based and require proof of high academic performance and the recommendation of the scholarship committee who interviews the candidates and reviews their qualifications. These awards are funded in part with donations to the Scholarship Fund and are not based on financial need. (For financial need, see "Tuition Assistance.")

## Security for Students and the Campus

### How is security handled at Oakwood?

Oakwood is very fortunate to be situated in a safe community. In order to maintain the safety that Oakwood students enjoy and keep our campus secure, students (and parents) are required to observe the following:

- Students should not be in any school building without adult supervision.
- Lower school students may not be on campus without adult supervision.
- Middle school students are allowed to remain on campus to attend after school events, including sports games. Students are expected to remain in the area of the activity and not roam the campus. There is no supervision unless they are participating in a school-sponsored activity. The school is not responsible for unsupervised students before 8:00 am or after 3:30 pm that are not signed into care. Middle school students may remain on campus unsupervised until 15 minutes after the end of an event they are attending.
- For high school students who are on campus before or after school hours, which are 8:30 am to 3:30 pm, there is no supervision unless they are participating in a school-sponsored activity. The school is not responsible for unsupervised students before 8:30 am or after 3:30 pm. High school students may remain on campus unsupervised until sunset or until 15 minutes after the end of an event. On school days, the high school office is closed for the day at 4:00 pm. The Student Center is locked at 5:30 pm.
- All middle and high school students should be picked up promptly following evening activities. Oakwood staff members or supervising parents must stay with students until they are picked up by their parents. Late pick-up fees may apply.
- Groups working on campus over the weekend should ensure that there is adult supervision at all times.
- All visitors age 18+ must check in at the Main Office and present a valid government ID which is checked by our visitor management system against registered sex offenders, custody orders that the school has been made aware of, individuals prohibited from visiting school grounds, and other relevant databases.

Oakwood has a main gate that is open when school or school activities are occurring. There is a back gate that is closed and locked unless in use for specific purposes. For students walking or biking to school there are two bike/pedestrian gates. Additional information can be found on the [arrival and dismissal](#) page of the Family Portal. There are also pedestrian gates that remain locked and require a key to open. The school uses outdoor surveillance video cameras on campus to help monitor security.

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### **How are registered sex offenders handled?**

Any parent, legal guardian, or family member of a student enrolled at Oakwood who is a registered sex offender must notify the Head of School. Pursuant to Penal Code section 626.81, a family member of an enrolled student who is a registered sex offender must submit a written request to the Head of School each time that he or she seeks permission to enter campus indicating the date, time, and purpose of the request, and will only be permitted to enter campus if the Head of School approves this request in writing. Such written permission from the Head of School to enter campus will be limited to that date, time, and purpose.

Parents or legal guardians who are registered sex offenders are not permitted to volunteer in the classroom or to serve as chaperones for any Oakwood field trip.

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### **How are student searches handled?**

Lockers, cubbies, and desks are the property of Oakwood and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these locations. Oakwood reserves the right to inspect any lockers, cubbies, desks, or other School property at any time.

Oakwood may also search students' property, including backpacks or outer clothing, such as pockets, if the school has reasonable cause to believe that a student has violated any Oakwood rules. In the case of reports that a student has engaged in conduct that threatens the safety of Oakwood and its students, Oakwood may confiscate that student's personal property and turn it over to law enforcement.

## **Struggling Students**

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### **What do I do if my student is struggling?**

In elementary school, talk to the classroom teacher. In middle or high school, if the student is struggling in one class only, talk to that teacher. If it seems to be a larger problem involving more than one class, talk to the student's Advisor.

If you feel extra help is needed outside the classroom, ask the teacher, Advisor, or principal for recommendations. Please be aware that it is Oakwood's general policy that teachers do not tutor their own students for money.

## **Transfer Credit For High School Courses**

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### **Will high school courses taken outside of Oakwood transfer?**

Any coursework designed to achieve credit at Oakwood High School must be approved by the administration prior to the close of the school year. This will generally involve at least one parent conference during which we

will discuss the merits of the summer program versus a year-long course at Oakwood. Parents should provide Oakwood with a copy of the confirmed registration for the course, as well as a course description.

Upon completion of the summer course and before the next school year opens, the student may be required to take an assessment of the work completed, to determine mastery of the material, compared to that of a course taken at Oakwood. Early August completion of this requirement would ensure that the student's schedule for the coming school year will reflect the credit.

No outside courses will be placed on Oakwood's transcript. Courses taken outside of Oakwood will be on a separate transcript that will be sent to colleges. Grades for outside courses will not be averaged into a student's GPA.

Oakwood cannot guarantee that a student can be scheduled for the next level course, if it is outside the standard options available to students at a particular grade level.

## Transportation

### How do students arrive to and from school?

Oakwood families have a variety of options for arriving to and from school, ranging from car, shuttle, bike, or public transit.

#### Carpool

Many families utilize carpools that are arranged informally with the assistance of the family directory. To see a list of families who live near you, log in to the Oakwood Website Portal and click on "School Directory" in the "Quick Links" section. The "Households" tab has a "Nearby Student Households" link where you can locate households with Oakwood students within a 10-mile radius of your home.

#### Public Transit

In addition, some students utilize public transportation on the VTA Bus #68 that runs from Gilroy to the San Jose Diridon Transit Center, offering a bus stop directly outside of Oakwood on Monterey Road at John Wilson Way.

#### Shuttle Service

Oakwood also offers a morning and afternoon shuttle service to and from the South San Jose and Los Gatos/Campbell areas through partnerships with local, private companies. Please direct any questions to [transportation@oakwoodway.org](mailto:transportation@oakwoodway.org).

#### Bicycles

Oakwood School does not permit bikes to be ridden on campus and should be kept at the bike racks in designated areas. Once on campus, bikes should be walked over to the racks. Additional information including a map of bike rack locations can be found on the [arrival and dismissal](#) page of the Family Portal.

## Tuition, Fees & Other Costs

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### How is Oakwood tuition set each year?

The school's administration considers what changes it anticipates for the coming year and estimates what cost (or savings) these changes might have. Generally, the most significant cost increase each year is faculty compensation. In developing the budget, emphasis has been given to increasing faculty compensation. A corresponding budget is produced and presented to the school's Board of Directors for approval.

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### Why is there an enrollment fee?

The school has had an enrollment fee from its inception. Its purpose is for parents to make a firm commitment to enroll their child and preserve a place for the coming school year. The school then plans accordingly. Planning and enrolling new students for the new school year would be nearly impossible without such a commitment from parents.

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### How are funds received through enrollment fees used?

Unlike other fees at the school that have a specific purpose, the enrollment fee is used to fund the general operations of the school in the same way tuition is used.

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### Why doesn't the enrollment fee "count toward" my tuition?

Enrollment fees, by definition, are not part of tuition. Some schools do not have a separate enrollment fee but require a non-refundable deposit toward tuition that serves the same purpose as an enrollment fee. There is no practical difference between the two systems. Many schools have converted to an "enrollment fee" model, at which point it increases the total cost of an education, because it is in addition to routine tuition increases. Oakwood has never increased the enrollment fee, but it is added to tuition when calculating total cost for students and year-to-year tuition increases.

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### Are there other costs in addition to tuition and the enrollment fee?

Yes. Most miscellaneous middle and high school fees are consolidated into a single annual book and activity fee to cover the costs of textbooks, yearbooks, sports, promotion/graduation, and some student activities. This non-refundable fee is due before school starts in August of each year. The cost of some elective classes and other activities are not included in this fee. Elementary students may have costs associated with their annual play. For 4th through 8th Grades, each student will have the opportunity to participate in one major field trip nearly every year. High school students also have the chance to participate in international field trips. Field trip costs vary from year-to-year and from grade-to-grade. Late fees also apply to any tuition or fees that are not paid by their due date.

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### How does Oakwood's tuition compare to other independent schools?

Oakwood's tuition is amongst the most affordable of Bay Area independent schools. It is also below state and national averages for independent school tuition.

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### **Why is the annual enrollment contract important to read and understand?**

Parents who enroll or re-enroll their child(ren) at Oakwood recognize that they are making certain commitments to the school, including monetary obligations. Parents should read and understand the permissions, obligations, and commitments that they are making when they sign the annual enrollment contract.

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### **How are overnight field trip costs determined?**

Beginning in 4th Grade, students participate in one major field trip nearly every year. Field trip costs vary from year-to-year and from grade-to-grade. Each year the trip leader works with the principal to determine if there will be any changes to the trip and then proceeds to assemble a budget. Program fees, transportation, and chaperone compensation for the entire trip are calculated. Approximately 5% is added for miscellaneous and contingent expenses. This amount is then divided by the number of students the school is confident will attend the trip. This number is usually then rounded to the nearest five-dollar increment and presented to the business office for review. The business office then reviews and approves the final budget before the trip information is sent to parents. If the trip costs more than was budgeted, the difference is paid out of the school's general funds (from tuition). If the trip is under budget, the excess funds go towards paying the school's general expenses. As a non-profit organization, if the school has any excess funds at the end of the school year, they are all reinvested in the school.

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### **How is the amount of the book and activity fee determined?**

The book and activity fee is intended to cover the costs of core textbooks, yearbook, sports, graduation, and some student activities (such as the Oakwood Adventure). These expenses are calculated and set separately for middle school and high school. The school does not currently charge a book and activity fee in the lower school. All of the costs covered under this fee are added, an estimation of expected incremental increases is made, the sum divided by the estimated number of students who will pay the fee, and then the fee is set. All enrolled middle school and high school students pay this fee without exception. Because of the timing of when the fees are set versus when cost information is available, previous year's figures are used to set next year's fee. This fee rarely covers the incurred expenses.

## **Tuition Assistance**

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### **What if I can no longer afford tuition?**

Financial Aid is available for a limited number of families who demonstrate financial need. Those wishing to apply for tuition assistance must complete a Financial Aid Application (available online at [aid.oakwoodway.org](http://aid.oakwoodway.org)) and turn it in with an enrollment fee no later than the priority annual enrollment deadline in January.

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### **If I received financial aid, do I need to re-apply to receive it again?**

Yes. Financial Aid applications and decisions are made on an annual basis.

## Visitors

### How do I bring visitors onto campus?

All visitors, including Oakwood parents, must sign in and out of school in the office, unless they are attending a public event like a game or a play. Pre-approval by teacher and principal is required for special guest visits. When signing in, you must present a valid government issued ID which is checked by our visitor management system against registered sex offenders, custody orders that the school has been made aware of, individuals prohibited from visiting school grounds, and other relevant databases. You will then be given a name tag which must be worn while you are on campus; this badge shows the staff and faculty that you are officially signed in. You also must sign out before you leave.

This procedure is extremely important. In the event of an emergency, it is imperative that an accurate count of everyone on campus is available for emergency workers so they are not searching through a dangerous site for a visitor who has forgotten to sign out.

## Volunteering

### What help do you need? How do I volunteer?

Without parent volunteers, our school would not be the connected, vibrant community it is. Our parent organization, the Parent Service Auxiliary (PSA), is very active and is always eager to welcome parent volunteers. Classroom teachers, especially in preschool, junior kindergarten, and elementary grades, are grateful for the work that their volunteers contribute. Potential volunteer positions are for copying, chaperoning field trips, reading to students, helping with middle school socials, etc. Talk to your classroom teacher, attend a Community Involvement Meeting, or visit [oakwoodway.org/signup](http://oakwoodway.org/signup) to volunteer.

When volunteering at the school, especially in functions that require interaction or supervision of students, the school requires parents to be fully present and engage with students and their activities. The school requests that cell phones remain on silent and out of sight while parents are volunteering and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the school requires that a parent driver not use a cell phone, even with a hands-free device, and only use a cell phone in the case of an emergency.

All parent volunteers must comply with all school policies and directives. Some volunteers may be required to undergo background checks by fingerprinting and comply with tuberculosis testing requirements prior to providing certain volunteer services.

When volunteering or attending a school function (i.e. class party), please make other arrangements for younger siblings so that you can fully focus on the Oakwood students.

## Withdrawal & Dismissal

### How do I withdraw my child from Oakwood?

When you enroll your child at Oakwood, you are committing to have your child attend the full year of school and that you will pay all tuition and fees associated with a full-year enrollment. If, however, circumstances arise that require you to withdraw your child after he or she is enrolled for the current (or upcoming) school year, you must

notify the school in writing to the attention of the Enrollment Office ([enrollment@oakwoodway.org](mailto:enrollment@oakwoodway.org)), which handles all enrollment issues. They will inform you of the process for withdrawal. If the school receives a “Request for Records” from another school, your child is withdrawn from the school and the records are sent to the school requesting them.

Once withdrawn (or dismissed), your child forfeits their place at Oakwood and all benefits associated with enrollment, including attending school functions, receiving school information, curriculum, or yearbooks that are distributed subsequent to your child’s withdrawal.

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### **Am I still responsible for all unpaid tuition and fees after withdrawal?**

Yes. Students enrolled at a private school, including Oakwood, may be withdrawn by parents or dismissed by the school administration at any time and for any reason. Regardless of circumstances, families remain responsible for the student’s full annual tuition and fees. Scholarships, financial aid, and other discounts are only available to students enrolled the entire school year and will not be considered in calculating the remaining tuition balance for withdrawn or dismissed students. Any unpaid tuition and fees must be paid in full within 15 days of withdrawal or dismissal.

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### **May I request an exception to this tuition & fee policy?**

If there are unexpected circumstances that create an undue hardship, an exception to this tuition & fee policy may be requested in writing within 15 days of withdrawal. This request generally will be processed within 30 days of the Enrollment Office’s confirmation that you have completed all requirements for withdrawal, including returning school materials, removing personal belongings from campus, etc. These requests are rare, and only considered on a case-by-case basis at the school’s sole discretion.



## Appendix

In this section we have included a variety of policies and procedures ranging from dress code to playground rules to the high school graduation requirements. These documents can be accessed quickly and easily through the website portal at [oakwoodway.org/family-handbook/appendix](http://oakwoodway.org/family-handbook/appendix)

- i. [Campus Map](#)
- ii. [Preschool - 8th Grade Dress Code](#)
- iii. [Guidelines for Playground Structure](#)
- iv. [High School Academic Probation Policy](#)
- v. [High School Graduation Requirements](#)
- vi. [High School Service Learning Policy](#)
- vii. [High School Student Expectations & Dress Codes](#)
- viii. [Lower School Student Expectations](#)
- ix. [Middle School Student Expectations](#)
- x. [PSA \(Parent Service Auxiliary\) Information](#)
- xi. [Tuition & Fee Schedule](#)