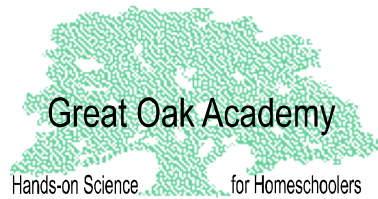


## General Policies

Send 1 copy to Great Oak Academy.

Keep 1 in each student's notebook.



[www.GreatOakAcademy.com](http://www.GreatOakAcademy.com)

E-mail: [Norma@greatoak.net](mailto:Norma@greatoak.net)

1. The primary communication with Great Oak Academy is via e-mail. It is the parent's responsibility to keep apprised of communications from Great Oak Academy related to their student(s).
2. Tuition for Great Oak Academy is paid twice a year. First semester tuition is paid in June and second semester tuition is paid in November. Families commit to paying for the full year even if the student withdraws.
3. Great Oak Academy stresses modesty in appearance and dress. Students are expected to avoid extremes in clothing and hairstyles. Clothing is to be size appropriate, neat, and modest. Layered clothing is helpful; outdoor activities are often done in hot or cold weather. Closed-toed shoes are required. Shoes with built-in wheels are not safe to wear in the science classroom. Long hair must be tied back during activities that involve heat sources.
4. Students should arrive on time for class, with all materials needed and assignments completed. Unless prior arrangements have been made, they are to be picked up promptly at the end of class time as we often have other classes here or appointments elsewhere afterward.
5. Vehicles are to be parked along the street, not in the driveway. Escorted by parents, students are to quietly walk (not run) to and from the classroom. We need to respect our neighbors with young children who nap during the day. Students are to wait quietly in the classroom or by the classroom door before and after class time.
6. No other areas of our home, property, or neighborhood are to be visited by the students.
7. Safety procedures must be strictly observed at all times. All equipment and materials are to be used according to given instructions. Animals and plants are handled only with permission. Any equipment breakage, spills, and injuries, however small, must be reported immediately. It is the student's responsibility to replace anything he/she damages.
8. Students are encouraged to bring bottled water. No other drinks are permitted. Food may be eaten with permission when it is appropriate. No gum is allowed. Neither microwave nor refrigeration is available for food.
9. Cell phones, iPods, etc. are not to be used at all while class is in session without permission from the teacher. Discs, thumb drives, etc. must be checked by Great Oak Academy before they are used in any of the computers.
10. With permission of Great Oak Academy, a student may study in silence at the back of the classroom, outside of class time, as long as no other students are distracted. This student may be asked to help with a volunteer activity in exchange for the privilege of study time.
11. Each week, parents of weekly students are to check and initial their student's assignment sheet to make sure all homework is completed. To proctor tests, a parent must be with their student the entire time each test is taken.
12. Great Oak Academy reserves the right to dismiss a student from the program without refund whose presence is considered detrimental to the best interests of the student, fellow students, or of the academy in general.
13. Great Oak Academy may use photographs, sound recordings, or video recordings of students in promotional materials or the website. Students will not be identified by name.
14. Students should not come to class with a fever, upset stomach, headache or bad cold. If absent, weekly students are responsible for missed class work and should contact classmates for assignments. Make up classes will not be scheduled.

We have read and agree with the above policies, and will abide by them. Today's Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Student: \_\_\_\_\_