

General Policies

Send one copy to Great Oak Academy.
Keep one in each student's notebook.



www.GreatOakAcademy.com

E-mail: 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 is due by June 30. Tuition may be paid in full, or parents can request to have tuition split into two payments: half on June 30 and the balance on November 30. Families commit to paying for the full year even if the student withdraws.
3. Each week, parents of weekly students are to check their student's assignment sheet to make sure all homework is completed. To proctor tests, a parent must open the test envelope, be with their student the entire time each test is taken, and tape the envelope closed when the student is finished. Students may not use the internet or a phone during tests.
4. 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.
5. 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.
6. Pull into our driveway to drop off students. Students are to walk (not run) to and from the classroom and wait quietly in the classroom or by the classroom door before and after class time. Drivers, if you plan to stay during class, please park in our driveway. Be sure someone outside your vehicle is watching for children and the mailbox across the street as you back up. If you must park on the road, do so in the direction of traffic flow, and only on our side of the road. Please do not use our neighbors' driveways, even briefly.
7. No other areas of our home, property, or neighborhood are to be visited by the students.
8. 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.
9. 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.
10. Cell phones are not to be used while class is in session without permission from the teacher. Thumb drives, etc. must be checked by Great Oak Academy before they are used in any of the computers.
11. 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.
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. If absent, weekly students are responsible for missed class work and should contact classmates for assignments.

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

Parent's signature: _____ Student signature(s): _____