

## General Policies

Send one copy to Great Oak Academy.  
Keep one 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). Check email (and spam folder) at least once a day.
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. Every week, parents of weekly students must check their student's assignment sheet to ensure 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, tape the envelope closed, and sign across the tape. During tests, students may not use the internet, a phone, textbook, notes, etc.
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 always required. Sandals, or 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 personal materials needed, and assignments completed. Assignments turned in late will have points deducted. Unless prior arrangements have been made, students 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 water with them. Fruit drinks, shakes, coffee, soda, etc. are not permitted. Food may be eaten with permission when it is appropriate. No gum is allowed. Neither microwave nor refrigeration is available for food.
10. When meeting over a video conferencing platform like Zoom, students are to sign in with their first and last names, have the microphone muted unless they are speaking, keep their video on as directed by the host teacher, and respect others by not causing any distractions. If siblings are in the same class and they share a computer, they should sign in with both their names.
11. 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.
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 with a headache, fever, bad cough, upset stomach, etc. should not attend class or a field trip. Weekly students who miss a class, or a portion of a class, are responsible for missed class work and should contact at least two classmates.

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

Parent's signature: \_\_\_\_\_ Student signature(s): \_\_\_\_\_