



# Oakwood SDA Academy

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Taylor, Michigan 48180  
(313) 291-6790

*Educating  
For Eternity*

## OUR SCHOOL - GOD'S SCHOOL

Oakwood SDA Academy is dedicated to fulfilling the prayer of Christ—"that they may know You, the only true God, and Jesus Christ whom You have sent" (John 17:3).



## OUR MISSION

*Prepare the mind  
for truth,  
the hands for  
service,  
and the heart  
for heaven.*

In the beginning, God designed that His children would reflect His loving character to the world. But sin greatly disrupted His plan. "To restore in man the image of His Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life" (Education, page 15).



The staff at Oakwood SDA Academy values the infinite worth of every student and seeks to provide a spiritual environment that will help each one reflect the image of Jesus in their life.

Our curriculum is thus designed to acquaint students with Christ, the best in character-building literature, art, and music, and to develop an appreciation for God's awesome creation.

We also provide students with an intelligent understanding of health—how to care for their bodies as the temple of the Holy Spirit, that they may love God with their whole heart, mind, and strength.

It is our prayer that everyone who spends time at Oakwood SDA Academy will sense that this is

## *Attendance Policies*



*“Wisdom is the  
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wisdom.”*

*PROVERBS 4:7*

God’s school and be drawn into a close relationship with Him.

### **Attendance**

Oakwood SDA Academy follows the educational requirements of the General Conference of the Seventh-day Adventist Church. We also operate in accordance with the State of Michigan education requirements. Therefore, attendance at all school sessions is compulsory.

Prompt and regular attendance provides students with the maximum benefits of school. It also instills important habits of punctuality, self-discipline, and responsibility. Studies have indicated that students with poor school attendance generally do poorly in academics.

When a child is ill or cannot attend school for another important reason, a parent/guardian will call the school office before 8:00 a.m., giving the reason for the child’s absence. A message may be left on the answering machine if no one is able to receive the call. A written explanation also needs to be signed by the child(ren)’s parent and/or guardian. Written explanations brought in later than the third day after an absence will not be accepted, and the absence will stand as unexcused.

### **Everyone Is Welcome - Non-discrimination Policy**

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and make no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs and extracurricular programs

# *Attendance Policies*



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## **Attendance Is a Privilege**

Attendance at Oakwood SDA Academy is a privilege. The school reserves the right to refuse admittance and to dismiss any student in order to safeguard the spiritual, academic, and moral atmosphere of the school.

## **Kindergarten Requirements**

Students must be five years old by September 1 of the new school year to be admitted into the Kindergarten program. Final admission will also be based upon consultation with the lower grade teacher and the School Board.

## **New Applications**

Parents or other family members who are interested in sending their child or children to our school must:

- Complete a student application
- Have an interview with the teacher and principal.
- Present a copy of their birth certificate.
- Present a complete immunization record.
- In addition any student transferring from another school will be required to present records from the last school attended or personal copies of report cards and standardized tests.

## **Acceptable Absences**

Students' attendance will be excused for the following reasons:

- Personal Illness
- Sickness or Death in the Immediate Family
- Inclement Weather
- Unavoidable Medical/Dental Appointments
- School-Sponsored Activities

Any other reasons for missing school are not excused unless prior arrangements have been made with the principal and/or classroom teacher.

## *Attendance Policies*



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### **Unavoidable Medical/Dental Appointments**

Medical and dental appointments during the school day are discouraged. If an appointment is unavoidable, the parent must notify the classroom teacher prior to that appointment. They may do so by sending a signed note or contacting the school. It is acceptable to leave a message if no one is available to answer the phone. The parent must also come into the school to pick up their child. This is for safety reasons. No student will be dismissed from school unless these steps have been followed.

An absence due to medical and/or dental appointments will be considered excused if a signed note from the doctor is brought in with the student no later than the following day.

### **Family Vacations during the School Year**

Family vacations during the time school is in session are also discouraged. Proper arrangements can be made with the principal/classroom teacher for pre-planned absences and work to be made up during this time. The parent and/or student is responsible for making sure they obtain the child(ren)'s assignments and complete them at the designated time set by the classroom teacher. This must be done prior to the set vacation time.

### **Prolonged Absences**

When a student's absence for personal illness exceeds 5 consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's absence from school.

### **Student Absences and Classroom Work**

When a pupil is absent, he/she is expected to complete the school work covered during the absence in a timeframe provided by their teacher. It is the student's/parent's responsibility to obtain the assignments and make up the work while maintaining current assignments.

## *Attendance Policies*



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### **Unexcused Absences**

All absences that do not fall under the Acceptable Absences found on page 3 and are not accompanied by a written note or doctor’s excuse are considered unexcused. We understand that there may be a legitimate excuse and prior arrangements may be made but the absence remains unexcused.

### **Tardiness**

Punctuality is an essential development of character. Tardiness, if repeated frequently, can become a way of life. We therefore encourage all students to be punctual to their classes. Any student who comes to class later than 8:01AM will be marked tardy. Three tardies within a marking period will equal one unexcused absence.

### **Excessive Unexcused Absences**

Five or more unexcused absences within a calendar month will result in the principal sending a letter of warning outlining our concerns and the next action to be taken. If the situation does not improve, the school board chairperson will send a second letter indicating that failure to improve the problem will result in a meeting with the school board. The last step would be for the parent to meet with the school board where it will be determined if dismissal from the school is warranted.

# *Basic School Operational Procedures*



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## **School Hours**

School begins at 8:00 a.m. and ends at 3:15 p.m. from Monday through Thursday. However, on Friday, school will end at 2:30 p.m. so that Seventh-day Adventist families can honor the Biblical Sabbath found in Exodus 20:8-11. Parents are encouraged to bring their child to school 5-10 minutes before 8:00 a.m. so that they will be prepared to begin school promptly at the start time.

## **Early Arrival**

The school doors will be open at 7:45 a.m. to make it possible for working parents to drop off their children on the way to work. However, students will not be allowed into their respective classrooms until 7:50 a.m. Before that time, they are to wait quietly in the hallway by their classroom door.

## **After-School Dismissal and Pick-up**

Parents and other drivers will pick their children up from 3:15 to 3:30 p.m. in their prospective classrooms. After 3:30 p.m., parents or other designated drivers must pick their children up in after school care. Those students that have not pre-registered for this service will be charged \$5 every half hour. We do realize emergency situations may come up. Please contact the school if they do. Also, the doors of the school will not be unlocked until 3:15pm. Please make arrangements accordingly.

## **Withdrawal from School**

Parents wishing to withdraw their child from Oakwood SDA Academy should give the school office 24 hours notice. An exit form will be provided for you to complete and return to the

# *Basic School Operational Procedures*



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school principal within three business days. The teacher will issue a report card after making sure that tuition, registration, textbook, library, and hot lunch meal records are clear. The school office will release your child(ren)’s records to the proceeding school when a record release form has been received and the account is financially cleared.

## **School Volunteers**

All parents are encouraged to volunteer in some capacity during the school year, such as with transportation for field trips and Bible labs, reading with lower-grade students, or helping with the Hot Lunch program. This aids in fostering a close relationship between home and the school. The assistance of volunteers also allows us to maintain Oakwood SDA Academy at an affordable level. The Home and School Association is designated as the agency to provide leadership in this important area. As a guide, it is suggested that each family provide at least eight (8) to sixteen (16) hours of service per month.

## **Emergency School Closing**

During extremely bad weather or other severe emergencies, the Principal will determine if it is necessary to close the school for the day. In the event of an emergency closing of school, announcements will be made by the “All Call System, and the TV news stations.

## **School Visitors**

Parents play a vital role in the ministry of Oakwood SDA Academy and they are welcome to visit, observe, and participate in our school program. However, to make these visits beneficial to all and to ensure that our students’ education is affected as little as possible, parents should abide by the following school policies:

1. *Parents are cordially invited to attend all school programs held during the day, including Joint Worship, School Assemblies, and other special events.*

## **Basic School Operational Procedures**



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2. *Parents are welcome to eat lunch with their child in the designated lunch area. However, prior arrangements need to be made at the school office.*
3. *If parents wish to observe in their child’s classroom, they should arrange this at least a day in advance with the classroom teacher.*
4. *In order for our teachers to provide you with their undivided attention, if you would like to discuss your child with the classroom teacher, we ask that parents and/or guardians arrange with the classroom teacher to set up meetings during after-school hours.*
5. *Parents who wish their child (who is not a student at Oakwood SDA Academy) to observe a classroom or to participate in a school function must contact the school principal so that arrangements can be made.*
6. *In emergency situations, a parent may request that his/her child leave the school campus during the school hours. This must be arranged beforehand with the child’s classroom teacher.*
7. *Parents who wish to talk with their child over the phone are encouraged to call during lunch/recess time or before school begins. Cases of emergencies will be considered during other parts of the school day.*

### **Use of Textbooks and Library Books**

All students are issued textbooks for subject areas where the text is used regularly. Students are responsible for the care and condition of all books issued to them. Parents are encouraged to help their child or children take good care of all school books.

Students also have the privilege to read a great variety of classroom and school library books. Each student is required to return all books at the designated time and in the same condition as they

## ***Basic School Operational Procedures***



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received it. If books are not returned or they are returned in a damaged state, students will be asked to pay an appropriate fee to repair or replace the book(s).

### **Field Trips**

Field trips are often arranged by teachers to correlate and reinforce units of study. Signed parent permission slips are required for these events. These will be provided at the beginning of the year and updated as available drivers change.

Parents are needed to assist as parent-chaperones on many of these field trips. All accompanying parents are to supervise the children under their care. Parents who volunteer to drive a group of students on a field trip must have a valid driver's license and be covered by a current auto insurance policy. The insurance policy must cover \$100,000 to \$300,000 in liability.

The costs of field trips are not included in our tuition and will be required at the time of the event. Parents/guardians will be notified at least two week prior to the event.

### **School Board**

The School Board is the administrative body that oversees the general school business in accordance with the Michigan Conference Education Handbook and the School Constitution. The board members are elected by the constituent church according to policies governing election of officers. The board officials consist of a School Board Chair, Secretary (principal), Treasurer, Home and School Leader, and Pastor. The membership of the board also includes members at large.

The School Board normally meets at least once a month on the first Tuesday. Meetings begin at 7:00 p.m. and are open to any constituent or parent who wishes to visit. Visitors may offer input or ask questions to the topic under discussion when they

## ***Basic School Operational Procedures***



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are recognized by the Chair. However, at certain times, the Chair may call an “Executive Session” in order to discuss matters of extreme confidentiality. At this time, only school board members may be present. The Board follows the Roberts’ Rules of Order for all its meetings.

If a visitor wishes to address the board on a particular problem or topic, they are required to present their request a week in advance to the School Board Chair. Parents who wish to discuss a school problem must follow outlined steps under the “Parent Appeal Policy” before addressing the board.

### **Home and School Association**

The purpose of the Home & School Association is to unite the church, the school, and the parents in their endeavors to provide a quality Christian education for children.

- Home & School works in cooperation with the church in fostering biblical values in the school program.
- Home & School works with the teachers and School Board to enhance programs and events, to promote Christian education, coordinate parent volunteers, and to communicate with the church. This includes programs that assist the school financially, such as Box Tops for Education, Campbell’s Labels, the fruit program, and Meijer’s Community Rewards Program. A list of these participating businesses and products will be provided at the beginning of the school year.
- Home & School offers encouragement and support for parents. Many seminars are scheduled throughout the year which address topics intended to be helpful to parents.

# *Basic School Operational Procedures*



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## **Parental Appeal Policy**

A school is much like a family. There are times when problems or disagreements arise between two or more members. Sometimes we are tempted to discuss our frustrations with other parents and/or students. However, we are asking that everyone uses the counsel found in Matthew 18: 15-17.

When any conflicts arise, our goal is to bring reconciliation in the spirit of Christ (see 2 Corinthians 5:18), so that the home and the school continue to work harmoniously as partners. We believe that all conflicts may be resolved peacefully by following the biblical steps as outlined above. We have adapted these principles to the school setting and have established them as the basis for our school’s “Parental Appeal Policy.”

When a parent encounters a problem dealing with their child’s education, the following steps must be taken in order:

1. *The parent should arrange for a conference with their child’s teacher during after-school hours to discuss the problem and reach a mutual agreement on how it may be resolved.*
2. *If the situation remains unchanged after a time, the parent may then arrange for a conference with the school principal during after-school hours.*
3. *If the problem remains unresolved after the above steps have been followed, the parent may speak to the School Board Chair. He/she may consult with the Pastor in seeking a solution to the problem.*
4. *If the problem continues, the parent may then arrange to speak to the School Board. At this time, the principal, teacher, and any parties involved must be present in order for the Board to listen to all points of view. They will then decide on a plan of action designed to bring about a Christ-like resolution.*

## *Financial Information*



*“And my God  
will supply all  
your need,  
according to  
His riches that  
are in Christ  
Jesus.”*

PHILIPPIANS  
4:19

5. *If the problem cannot be resolved after following the above steps the Michigan Conference Office of Education will be contacted by the School Board Chair to find an amicable solution.*

### **Student Discipline**

Oakwood SDA Academy adheres to the discipline requirements of both the State of Michigan, and Michigan Conference of Seventh-day Adventists. As such, it is the responsibility of Oakwood SDA Academy to administer the discipline of our students while in our care. Therefore, parents and/or guardians are not to discipline children that are not their own while on school grounds. Parents that do not follow this rule will not be allowed to enter the school building until the incident has been discussed with the school board. A second offense may result in permanent dismissal of parent and/or their child.

### **Financial Preparation**

Current students at Oakwood SDA Academy must have their account from the previous school year paid in full before registration. Any request for exemption of this policy will be considered on an individual basis by the school finance committee.

### **Tuition Payments**

Tuition for the school year must be paid in ten or twelve equal payments, beginning in August and ending in May or July. At registration, the first month's tuition is due. Subsequent payments are due on the 15<sup>th</sup> of the month. Requests for a different due date must be given to the School Treasurer at registration time to be considered.

Any tuition is considered late if paid after the last day of the month. Parents will be charged \$15 for any late payments made.

## Academics



*“And whatever  
you do,  
do it heartily,  
as to the Lord,  
& not to men...  
for you serve  
the  
Lord Jesus  
Christ.”*

COLOSSIANS  
3:23

Please refer to the tuition information sheet for current tuition rates and calculations. This can be found in your registration packet.

### Yearly Fees

There is a yearly registration fee for all students. These fees include the following:

- Textbook Rental
- Insurance
- Literature Books

These entrance fees are charged to all students and are built into the monthly tuition. There is no additional fee to cover these costs.

### Curriculum

Oakwood SDA Academy offers a Christ-centered education to students in grades K-8. This curriculum is created, approved, and designated by the North American Division of Seventh-day Adventists. It has been adapted by The Michigan Conference of SDA and is formatted to be used in a multi-grade classroom in accordance with its curriculum guides. A summary of this program may be viewed at the following website: <http://www.misda.org/Education/Curriculum.cfm>

### Report Cards

Report Cards will be issued at Parent/Teacher Conferences for the first two grading periods and issued to the students for the third period. Report Cards for period four and eighth grade records will be mailed at the end of the school year. In addition, teachers will also send home Progress Reports periodically throughout the school year.

### Incomplete Work

If a student has not completed sufficient class work to earn a passing grade, he/she may receive an incomplete. An incomplete grade must be removed within a two week period or the student will automatically receive a failing grade.

## *Academics*



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### **Student Back-Work**

Students are expected to complete all classroom and homework assignments. Students who do not submit assignments when they are due will be subject to consequences as outlined by the individual classroom teachers. Assistance will be provided when necessary. Assignments must be submitted no later than one full day after it is due unless prior arrangements have been made with the classroom teacher.

### **Homework**

We at Oakwood SDA Academy view homework as a valuable extension of learning beyond the classroom and an integral part of the educational progress. We believe that effective, homework will be:

- 1) Meaningful, purposeful, and directed toward specific learning objectives.
- 2) Built upon concepts and skills previously introduced in the classroom.
- 3) Include a variety of activities.

The specifics of homework distribution will be outlined within the classroom management plan as provided by each classroom teacher.

### **Academic Excellence**

All students are encouraged to do their best in every area of study. We will provide every opportunity for your child to be academically successful. We also ask that you promote academic success at home as well. This is most effective when the use of television, video games, ipods, etc. is at a minimum. These items should be replaced with books and quality family time that encourages verbal interaction that is meaningful.

# *Student Health and Safety*



*“Therefore,  
whether you eat  
or drink, or  
whatever you  
do, do all to the  
glory of God.”*

1 CORINTHIANS  
10:31

## **Bible Labs**

Training in Christian Service is an integral part of the curriculum at Oakwood SDA Academy. Therefore, students in grades Kindergarten through eight will be actively involved in a Bible Lab project two to three days per month. They will reach out in a variety of ways to groups of individuals in the community and beyond. All Bible Labs are included in the student’s Bible grade.

Some Bible Labs require off campus activity. We would greatly appreciate parent chaperones and drivers for these events. See Field Trip section for insurance requirements.

## **Healthy Students**

At Oakwood SDA Academy we believe that a healthy body leads to a strong mind and a closer walk with Jesus Christ. When we enjoy vibrant health, we can more easily respond to the urgings of the Holy Spirit and appreciate the truths found in God’s Word. We also believe that our bodies are to be a fit temple for the indwelling of God’s Spirit (1 Corinthians 6:19-20). Therefore, health plays a vital role in the school’s curriculum and operation. Every program of the school is designed to promote and strengthen student health, safety, and fitness.

We also encourage parents to extend our teachings of healthy living in the home by taking care when preparing meals so that they contribute to the overall health and strength of your child. Proper rest and exercise must also play a vital role in the positive overall development of each child and is advised to be practiced in the home as well.

## **First Aid and Medication**

In case of accident or sickness, minimal first aid will be administered by staff members at the school. The only conditions under which school personnel may administer any medication (including aspirin) are as follows:

## *Student Health and Safety*



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- A completed medical form as provided by the school is submitted.
  - The medication is in its original container.
- 1) The school does not permit self-administering of any medications by students whether they are/are not prescribed by a physician.
  - 2) Medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of the pharmacy, the serial number and date of the prescription, the name of the person for whom the drug is prescribed, and the name of the physician or health-care provider who prescribed the drug. Medications will be stored in a secure place.

### **Infections and Disease**

Oakwood SDA Academy seeks to protect the health and safety of all its students. In order to prevent the spread of contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a contagious condition should contact the school so that other students who have been exposed may be alerted. A list and descriptions of such contagious diseases that require a child to stay at home can be retrieved from your local health department and/or physician.

# *Student Health and Safety*



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## **Emergency Medical Treatment**

Parents will complete an emergency care form each year that includes a place for parental consent for school personnel to request medical treatment for the student, as provided by law. If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need written consent to obtain emergency medical treatment.

Parents must inform the school office of any changes to their medical information. Having current information is critical should an accident or injury occur that requires emergency medical treatment.

## **Student Lunches**

Oakwood SDA Academy offers hot lunch several times each month. It is cooked and served by volunteers for a nominal fee. Ask at the office for the price.

Because health plays a vital role in student behavior and thinking skills, we urge parents to pack lunches that provide the highest nutrition. Meals featuring whole grains, fruits, and vegetables will provide a growing child with the best nutrients to do well in school. Candy and high-sugar snacks are strongly discouraged as these have a detrimental effect upon children’s emotions and self-control. All lunches should also follow the health standards taught by the Seventh-day Adventist church. These include the following:

- *Beverages should be drug free – coffee, tea, and soft drinks containing caffeine are not to be used.*
- *A vegetarian diet is greatly encouraged; however, if meat is eaten, it should be from Biblically “clean” animals, (see Leviticus 11 and Deuteronomy 14 for a list of these animals). Therefore, no pork products are permitted on campus. Also, fish without scales or shell fish are not permitted.*

# ***Student Health and Safety***



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- *Eat fresh fruits and/or vegetables daily to provide high energy for thinking and physical activities.*
- *Eat sparingly of high-fat foods such as chips, fried foods, and rich desserts. These foods greatly contribute to childhood obesity and the early stages of cardiovascular disease. Therefore children should not bring more than one dessert on a given day. Children that do will be asked to wait until after school before eating it.*

## **Water Bottles**

Recent studies indicate that drinking sufficient amounts of water greatly assists the memory and other functions of the brain. It is recommended that students drink five to eight glasses of water per day (depending on age and body weight). Drinks from the drinking fountain will not provide sufficient water for good health and thinking, therefore we strongly urge every student to bring his or her own water bottle to school. These bottles must only contain water and should be taken home daily for hygienic reasons. It is recommended that students have a refillable water bottle for PE.

## **Safety Drills**

Students, teachers, and other staff members will participate in drills of emergency procedures. When the alarm has sounded, students will follow the direction of teachers quickly, quietly, and in an orderly manner.

The school regularly conducts the following safety drills:

- Fire
- Civil Defense
- Tornado

## *Christian Citizenship*



*“Train up a  
child in the  
way  
he should go,  
and when  
he is old,  
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PROVERBS 22:6

### **Christian Citizenship**

Principles of Christian conduct are based upon principles from the Bible and Spirit of Prophecy counsel. Honesty, courtesy, reverence, purity, and obedience are strongly emphasized. All students are expected to abide by the policies of this handbook and rules established by the classroom teacher.

Our aim at Oakwood SDA Academy is to provide an environment where students feel safe and can grow spiritually, academically, emotionally and physically. To make this possible, all students are expected to follow 5 basic principles:

- Respect God, Yourself, Others and Their Property
- Be Kind
- Be Courteous
- Be Obedient
- Be a Team Player

We believe these principles form the foundation of strong Christian citizenship.

### **Christian Behavior**

Students at Oakwood SDA Academy are expected to conduct themselves in harmony with the standards and the spirit of the school at all times. They must therefore maintain a respectful attitude toward the school faculty, other students, and the school facility. A student whose progress or conduct is unsatisfactory, or whose attitude is not in harmony with the standards or principles of the school, or whose influence is found to be negatively impacting others, will be disciplined.

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### **Unacceptable Behavior**

A student who engages in any of the following behavior will seriously jeopardize his or her privilege to enter or continue in school:

- 1) Undermining the religious beliefs or practices of the school or of spreading atheistic or agnostic ideas or involvement with spiritualism.
- 2) A lack of cooperation displayed by the student or parent(s) toward school rules, principles, and/or policies.
- 3) Using profane language, possessing or displaying obscene literature or pictures, or indulging in lewd conduct.
- 4) Engaging in any impure or sexual activity on school grounds or during school-related trips (including any demonstration of affection toward the opposite sex).
- 5) Sexual harassment (see section below).
- 6) Using tobacco, narcotics, or harmful drugs in any form or having them in one's possession.
- 7) The use of caffeinated beverages on school grounds.
- 8) Gambling or possessing playing cards or other gambling devices.
- 9) Drinking or possessing alcoholic beverages.
- 10) Stealing, any form of cheating, willful deception, or dishonesty.
- 11) Entering locked facilities, breaking windows purposefully, duplicating school keys, or using unauthorized keys.
- 12) Tampering with school lights, wiring, or unauthorized use of fire alarms.
- 13) Possessing or using knives, firearms, firecrackers, or incendiaries of any kind.
- 14) Participation in any act that injures, degrades, or disgraces a fellow student.
- 15) Displaying a detrimental influence or attitude manifestly out of harmony with the standards or basic philosophy of the school.

## **Christian Citizenship**



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### **Social Standards**

As students mature, a friendly, wholesome relationship between boys and girls is expected. However, students will not participate in any dating relationships or in flirting with the opposite sex. Students are expected to act with Christian modesty at all times.

### **Sexual Harassment**

Oakwood SDA Academy is committed to providing a school environment free from sexual harassment for all students. Sexual harassment is defined as unwelcome sexual advances or offensive sexual conduct. It may be spoken, written, or physical in nature. It includes offensive pictures, graffiti, jokes, gestures, and foul language and stories. Incidents of sexual harassment must be reported to the school administration as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. Students who sexually harass others are subject to discipline up to and/or including permanent dismissal.

### **Electronic Devices**

Students are not permitted to bring any electronic devices to school. This includes radios, cassette players, CD players, MP3 players, electronic games, laser pointers, or I-Pods. These items pose a great distraction to the learning process; they are also quite expensive and the school cannot be responsible if they are broken or lost.

Cell phones may be brought to school, at the parent's discretion, but they can only be used during non-school hours. During school, the student must submit their cell phones to the school office for the duration of the day.

### **School Discipline**

Oakwood SDA Academy is committed to providing a safe learning environment that encourages

## *Christian Citizenship*



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PROVERBS 22:6

children to be independent thinkers as well as responsible members of society. We believe this can only happen as students learn that there are positive and negative consequences for their choices.

Each classroom teacher will have a behavioral reward system in place that will be specified in their classroom management plan. This plan will be distributed at the beginning of the school year. Please allow for modifications as needed. All parents and/or guardians will be notified in writing if any changes are made.

### **Individualized Discipline Plan**

We realize that although some students may be motivated by behavioral rewards this may not be enough for others. That is why a disciplinary step process has been instituted. Students that have difficulty obeying the rules as outlined above will be subject to a six step disciplinary process. That process consists of the following:

1. A documented warning will be given by the classroom teacher and/or principal. This warning will include an outline of the disciplinary action that will accompany the next infraction.
2. A pink slip with the appropriate discipline will be issued to the student. A parental signature is required for that student to return to school the next day. Parents will be contacted if the student returns without the signed form.
3. A one day in school suspension will be issued on the third infraction.
4. A three day suspension is the next step.
5. Students that are still having problems following the rules will be issued an indefinite suspension until the board can meet and discuss the appropriate action to take.
6. Students that are determined to disregard the rules and have shown so by having the five

## *Christian Citizenship*



*“Train up a  
child in the  
way  
he should go,  
and when  
he is old,  
he will not  
depart from it.”*

PROVERBS 22

steps taken will be asked, as a final step, to withdraw from school.

The school reserves the right to handle each situation on an individual basis. The teacher and/or principal will look at the seriousness of the offense and address the behavior in a way that appears most redemptive in nature. Our goal is not to tear down our students but to build character that will last for an eternity. This can only happen as we show mercy mingled with justice.

### **Zero Tolerance**

We are committed to making our school a learning institution where students feel welcome and comfortable each day they walk through our doors.

To ensure that this will take place certain behaviors will not be tolerated. Students involved in any **zero tolerance behavior** will be dealt with immediately. “The Principal at his/her discretion is authorized to suspend a student for up to three consecutive days. If any action is required by the school board and the school board cannot meet within three days, the suspension may be extended in consultation with the school board chair or Superintendent of Schools.” (Michigan Conference Office of Education Handbook p.47) Repeat offenders may be asked to withdraw from Oakwood SDA Academy. Zero Tolerance behavior includes actions such as:

- Verbal taunts, name calling, and put downs related to an individual’s race, religion, national origin, age, gender, appearance, or physical challenges.
- Possession of any type of weapon during school functions, events, or field trips.
- Vandalism of any school property which includes any manner of deleting work or programs on school computers.
- Harassment/Bullying: Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or

emotional abuse, or the attack on the property of another.

## *Christian Citizenship*



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PROVERBS 22

### **Suspension and Expulsion**

Suspension is the removal of a student from school or class when there is a serious infraction or when other disciplinary measures have failed.

**Expulsion:** The local school board reserves the right to remove any student from continuance in the school when it determines the student does not meet with the school’s mission of behavioral, academic, social, or spiritual expectations.

**Immediate expulsion will result from any type of physical and/or verbal assault on a teacher, aide, or adult worker.**

## *Student Dress*



*“No education  
can be complete  
that does not  
teach right  
principles in  
regard to  
dress.”*

CHILD  
GUIDANCE,  
page 419

### **Purpose for a Dress Code**

Oakwood SDA Academy believes that Christians are to glorify God in every area of their life, including dress. Our appearance often provides a non-verbal message of our values and the God we serve. Therefore, “no education can be complete that does not teach right principles in regard to dress” (Child Guidance, pg. 419). As a result, we have developed a school dress code as one means of teaching students how to reflect Christ in their appearance.

### **Biblical Teachings on Dress**

The school dress code is based upon principles found in the Scriptures:

*“Do not let your adornment be merely outward – arranging the hair, wearing gold, or putting on fine apparel – rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is very precious in the sight of God” – 1 Peter 3:3-4, NKJV.*

*“In like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but which is proper for women professing godliness, with good works” – 1 Timothy 2:9-10, NKJV.*

We are committed to reflect Jesus Christ rather than the fashions and trend-setters of the world. In general, our appearance will demonstrate principles of modesty, simplicity, economy, health, and Christ-like values. For as the apostle Paul once said, “You yourselves are our letter, written on our hearts, known and read by everybody” (2 Corinthians 3:2). The only picture many may see of Jesus is what they see in us. Therefore, our appearance must testify to a faithful relationship with the Lord Jesus Christ.

## *Student Dress*



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CHILD  
GUIDANCE,  
page 419

### **Acceptable Dress for School**

Oakwood SDA Academy has an established school uniform. The uniform is available through Schoolbelles either from their Westland store, or their online store [www.schoolbelles.com](http://www.schoolbelles.com). A complete required uniform description is also available in the store or online.

All items must be purchased through Schoolbelles with the exception of the uniform pants, the choir and the physical education uniform.

Jeans and cargo pants are not accepted as the school uniform, regardless of the color (see exception to this rule under “Dress for Special Activities”). Hip-hugging pants are forbidden for school attendance or any school function.

Students should wear the uniform fleece during the winter months in addition to their uniform for added warmth in the classrooms. Sweatshirts are only acceptable during P.E. time or nature outings.

For safety reasons, shoes must also be worn at all times for every school function.

### **Choir Uniform**

Students are required to wear a special uniform for all choir programs throughout the school year unless otherwise notified. The required inform is set by the directors.

### **PE Uniform**

For PE your student needs to wear tennis shoes. Girls who wear skirts should have shorts or pants on underneath for modesty.

## *Student Dress*



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CHILD  
GUIDANCE,  
page 419

- Boys: Navy blue or black pants, white button-up, long-sleeve oxford shirt, and dark dress shoes.
- Girls: Navy blue or black skirt, white button-down blouse, navy blue, black or white tights, and dark dress shoes.

Parents are responsible for providing the appropriate uniform before the first performance.

### **Footwear**

Socks, nylons, or tights must be worn with tennis shoes. Shoe laces must be tied at all times for safety reasons.

### **Dress for Special Activities**

For outdoor field trips and other designated activities, such as Field Day or end of the year picnics, students may wear more casual attire. Jeans, T-shirts or sweatshirts (with no slogans and/or screen printed pictures, designs, or logos) may be worn for these activities. However, jeans must be in good condition, with no holes or tears. Neither can they be baggy or overly tight. Newsletters or notes will be sent home to parents to indicate when casual attire will be permitted as student appropriate dress.

### **Inappropriate Dress**

Clothing should be neat, clean, stain free, and fit properly. Oversize, baggy clothing may not be worn to school. Neither should young ladies wear blouses or tops that are immodestly tight. In addition, caps or hats are not to be worn in the school building once school begins.

Students may not wear any type of jewelry or colorful cosmetics to school or during any school sponsored activity. Jewelry includes, but is not limited to, the following:

- Rings
- Bracelets
- Earrings and studs
- Chains (including those used to carry keys and watches around the neck or wallets)

### **Enforcement of Dress Code**

Students who violate the school dress code will be disciplined in the following manner:

1. Students will be asked to correct the dress code violation immediately before being allowed to attend classes or participate in any activities (this includes choir performances).
2. Students will also receive an appropriate discipline write-up.
3. The second violation may result in the student being sent home or they may receive an in school suspension.
4. Students unable to participate in activities due to inappropriate dress will receive a zero for the graded activity missed.

## *Student Dress*



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GUIDANCE,  
page 419

### **Words of Encouragement**

The staff of Oakwood SDA Academy appreciates the cooperation of parents in working with us in teaching standards of Christian lifestyle to our students. We believe that all Christian behavior is a heart response to the sacrifice Jesus made for us on Calvary's cross. "We love Him because He first loved us" (1 John 4:19). And by His grace, we believe we can follow in Christ's footsteps to glorify His Name.

## *Our Pledge*



*“Choose ye this day whom you will serve... As for me and my house, we will serve the Lord.”*

JOSHUA 24:15, KJV

## **OUR STAFF COMMITMENT**

Oakwood SDA Academy teachers and extended staff are in complete agreement with the mission and policies of this school. We have dedicated our lives to Jesus Christ and agree to maintain a personal relationship with Him so that we may effectively minister to our students.

Because our bodies are a temple of the Holy Spirit, we pledge to practice a healthful lifestyle and dedicate ourselves to service for others.

We will seek to build positive relationships with our students and their families by frequent and open communication. If a disagreement arises, we will follow the counsel of Matthew 18.

We also pledge to continually advance in our ministry and stay current in effective teaching methods. Our goal is to be a Christian at all times and in all places.

Connie Hickman.....School Principal  
Jason Hamstra.....School Board Chair

Oakwood SDA Academy Hours of Operation  
Monday through Thursday: 8:00 a. m. - 3:15 p.m.  
Friday: 8:00 a.m. - 2:30 p.m.  
Early Dismissal on Half Days is at 12:00 p.m.  
Phone Number: (313) 291 - 6790  
Fax Number (313) 291 - 5483

# Our Agreement



*“Be not deceived; God is not mocked: for whatsoever man soweth, that shall he also reap...you may be a co-laborer with God in the great work of human redemption.”*

Messages to Young People p. 21

## Parent and Student Handbook Contract

I, \_\_\_\_\_, a parent at Oakwood SDA Academy acknowledge that I have read and understand all the policies and requirements for my child(ren) to attend Oakwood SDA Academy. I, by signing this contract, agree to follow the rules as outlined in this handbook.

Parent(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, a student at Oakwood SDA Academy acknowledge that I have received, read, understand, and promise to abide by the policies as set forth by the school. I realize that if I fail to adhere to these rules I may be subject to the outlined discipline based on the infraction.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_