



Seven Oaks Classical School

Family Handbook

Table of Contents

Welcome from the Head of School.....	5
I. First Things.....	6
A. Mission and Markers.....	6
B. Core Commitments	6
II. Governance and Strategic Partnerships	7
B. Partners	7
III. Academics	8
B. Communication of Student Progress.....	8
C. Homework and Classwork	9
D. Grading.....	9
<i>Weighting for High School Transcripts.....</i>	<i>10</i>
E. Promotion Criteria.....	10
<i>General Principles.....</i>	<i>10</i>
<i>Grammar School Students (Grades K-5).....</i>	<i>11</i>
<i>Middle School Students (Grades 6-8).....</i>	<i>11</i>
<i>High School Students (Grades 9-12).....</i>	<i>11</i>
F. Guidelines for the High School.....	11
G. Special Education.....	11
<i>Least Restrictive Environment</i>	<i>11</i>
<i>Transition Services.....</i>	<i>11</i>
<i>Procedural Safeguards.....</i>	<i>12</i>
<i>Article 7.....</i>	<i>12</i>
H. Eligibility for Sports and Extracurricular Activities (K-12).....	12
<i>Participation in Extra-Curricular Activities by Non-Enrolled Students.....</i>	<i>12</i>
I. Academic Textbooks and Supplies.....	12
J. Student Agendas.....	13
K. Classroom Guidelines.....	13
<i>Special Events and Parties.....</i>	<i>13</i>
<i>Special Events – Guest Speakers.....</i>	<i>13</i>

L.	Off-Site Extracurricular Activities	13
M.	Field Trips	13
N.	Teaching Controversial Issues	14
	<i>Example #1: Evolution</i>	14
	<i>Example #2: Human Sexuality</i>	14
O.	Video Viewing Policy	15
IV.	Community Standards.....	16
	<i>General Guidelines</i>	16
	<i>Absences and Make-up Work</i>	16
	<i>Excused v. Unexcused Absences</i>	16
	<i>Documentation for Medical Absences</i>	17
	<i>Excessive Tardies & Absences</i>	17
	<i>Truancy 17</i>	
B.	Student Uniform and Dress Code.....	17
	<i>Introduction</i>	17
	<i>Dress and Grooming</i>	17
	<i>Uniform Infractions</i>	18
	<i>Uniforms and Financial Assistance</i>	18
	<i>Used Uniform Sale</i>	18
C.	Parents & Volunteers	19
	<i>Responsibilities of Parents</i>	19
	<i>Parent-School Communications</i>	19
	<i>Parent-Teacher Community Association (“PTCA”)</i>	19
	<i>Requirements for Volunteering</i>	19
	<i>Need for Discretion</i>	20
	<i>Chaperone Policy</i>	20
	<i>Parent Grievances or Concerns</i>	20
V.	Student Discipline.....	21
	<i>General Principles</i>	21
	<i>Student Code of Conduct</i>	21
	<i>General Principles of Discipline</i>	23
	<i>Procedure for Suspension</i>	23
	<i>Procedure for Expulsion</i>	23

VI.	General Policies and Procedures	27
	<i>Maintenance of Records</i>	29
	<i>Confidentiality</i>	29
	<i>Directory Information</i>	29
VII.	Student Health & Safety	31
	<i>Harassment is Prohibited</i>	32
	<i>Sexual Harassment</i>	32
	<i>Definition</i>	33
	<i>Applicability</i>	34
	<i>Education</i>	34
	<i>Reporting</i>	34
	<i>Investigation</i>	34
	<i>Intervention/ Responses</i>	34
	<i>Parental Involvement</i>	35
	<i>Reporting to IDOE</i>	35

Welcome from the Head of School

Welcome to the Family Handbook of Seven Oaks Classical School. This Handbook is intended to give you a sense of who we are and the principles that govern our community.

Though the school is young, our mission is not. Seven Oaks Classical School seeks to train the minds and ennoble the hearts of young people through a rigorous classical education, so that students may live prosperous lives in a free society. For two thousand years in the West, educators have sought to orient students' intellect and affections to the true, the beautiful, and the good through the study of the liberal arts and sciences. We stand in this tradition.

Seven Oaks agrees with America's founders that the freedom of individuals and of society cannot endure without a well-educated and virtuous citizenry. Our goal is to offer this generation of students an excellent education that introduces students to the accumulated wisdom of Western and world civilization and to persuade them that it is their duty to pass on this precious inheritance with interest.

That is what we're trying to achieve. The principles and guidelines here provide a common standard to guide our conduct. They are like oil for the machinery of the school, reducing the friction that comes from uncertainty about what is expected and why. Thus this Handbook is an important means to a more important end. It is intended to define a space within which the beautiful work of education can go forward unhindered.

Of course, ultimately, our enterprise is not at all like a machine. It is human and personal. Seven Oaks is a partnership of human beings who have united their efforts around a very human mission – the mission of helping to nourish young souls with the gifts of knowledge and thought and speech, and of helping order young souls through the cultivation of good habits, strong character, and a keen sense of duty.

Please read, and if you need clarification, don't hesitate to ask.

Kind regards,

Stephen Shipp, Ph.D.
Headmaster, Seven Oaks Classical School

I. First Things

The rest of the Family Handbook details the school’s policies, including a number of specific ‘dos’ and ‘don’ts’ that are helpful to reference as needed. But the school’s guiding purpose and principles may be summarized more briefly. This is the page that we will ask you to reread again every year.

A. Mission and Markers

The **mission** of Seven Oaks Classical School is to train the minds and improve the hearts of young people through a rigorous classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Seven Oaks Classical School takes its **name** from the seven liberal arts of learning. We hope our education functions in a similar way, serving as an excellent foundation for future work, study, and civic life.

The **image** of the oak tree reflects our belief that students need deep roots and a strong character to flourish in the face of life’s challenges. The image also reminds us that education is a process of many years.

Our **motto** is *scientia est libertas*, “knowledge is liberty.” We believe that a classical education truly is a liberal education—one that helps to liberate, or free, us from ignorance and immaturity.

The **honor code** is simple:

I will seek what is true.
I will love what is beautiful.
I will do what is good.

B. Core Commitments

We will honor the education offered. And we will honor the office of the teacher by practicing respect, curiosity, humility, and gratitude.

We will seek to build a community of learning. We will honor others by being fully present and cheerfully engaged, avoiding distraction and taking care with the example we set.

We will treat one another with charity and dignity by assuming good intentions and by being slow to accuse and swift to apologize. We will protect one another’s reputations and address issues at the lowest possible level.

We will pursue our studies with zeal, but also strive for balance in ways that respect the need for rest and recreation.

We will seek to build the habits needed for success in life and learning, beginning with attention and organization.

We will tell the truth and take responsibility for our choices.

We will prefer better things to lesser ones and not settle for mediocrity. Instead, we will strive for excellence and persevere through difficulty.

We will prefer learning some things really well—taking the time to understand them and etch them into our long-term memory—rather than learn lots of things poorly.

We will be good stewards of the resources we have, helping to care for the things we have and seeking to make our surroundings more beautiful still.

II. Governance and Strategic Partnerships

A. Governance

Seven Oaks Classical School (“Seven Oaks” or the “School”) is governed by its Board of Directors (the “Board”). The Board operates in accordance with its Bylaws. The Board has entered into a charter agreement with Grace College in Winona Lake, Indiana, a college authorized under Indiana law to approve and oversee charter schools. Both the Bylaws and Charter Agreement are publicly available on the School’s website, www.sevenoaksclassical.org.

The Board is the governing body of the school and in this office is responsible for overseeing the effective, faithful execution of the School’s mission. To protect fidelity to that mission, it is a self-perpetuating board, meaning that existing board members elect subsequent board members in accordance with the Bylaws.

The Board oversees budgeting and spending, ensures fidelity to the school’s founding documents and compliance with applicable laws and regulations, and assists with community outreach and development in support of the mission of the school.

Board meetings are monthly. They are open to all and offer opportunity for public comment.

B. Partners

Seven Oaks Classical School is one of fifteen schools across the country partnered with Hillsdale College’s Barney Charter School Initiative. For over 170 years, Hillsdale College has been a champion of the liberal arts and sciences. Now, through the Barney Charter School Initiative and Hillsdale K-12 Office, the college is helping found and support classical charter schools of excellence. Through curriculum design and teacher training, the Initiative helps support schools where students can receive a rich education in the liberal arts and sciences and in the principles of moral character and civic virtue, while leaving decision-making authority fully in the hands of the schools with which they partner.

III. Academics

A. Introduction

Seven Oaks offers a classical education that is at once time-tested and cutting-edge. The curriculum is built around the classical liberal arts and sciences. From first to last, the curriculum has been designed to cultivate wise and virtuous men and women—individually, as members of their immediate community, and as citizens.

The curriculum is content-rich and academically rigorous, providing the knowledge and skills needed for high levels of academic and professional success. This is accomplished, in part, through a systematic building of cultural literacy. In this, the Western tradition occupies the central place, though not the sole one. Within Western civilization, students engage in a rich and recurring examination of America’s literary, moral, philosophical, political, and historical traditions. Mathematics, too, occupies an important place, not for pragmatic reasons alone, but as a source of insight and beauty. Whatever places or times the curriculum draws from, the goal always is to introduce students to what is true and beautiful and good.

From the earliest grades and across the disciplines, students enjoy an integrated sequence that systematically builds the content knowledge necessary for advanced study and clear communication. In this language-rich curriculum, students learn to read and write through traditional instruction in phonics, grammar, and composition. They study English morphology, including Greek and Latin roots, as well as the French and Latin languages themselves.

Students are not introduced to information alone. Students not only learn facts and formulae, but also the historical and philosophical context in which key developments occurred. As students grapple with questions and ideas, the goal is to help them develop habits of curiosity, wonder, and inquiry—in part by introducing them to the great and curious minds that have come before. We want to guide students to a conceptual understanding, to grow in their imagination, and to increase in their own power of articulating or illustrating their ideas.

The breadth and richness of the curriculum call for a measure of patience and humility. Virtually every child stands to benefit from this education. Those who apply themselves with steady effort and good cheer will discover what they are capable of, which will look different for different students. Not all students progress at the same rate or to the same degree, and the progress made often is not captured by state assessments or a student’s grades. This tends to be especially true in the first year that a student joins Seven Oaks after transferring from another school. A better test of the education is the conversation at the dinner table, or the sense of deep satisfaction that a student feels upon completing a difficult assignment (or semester!) and knowing that he or she has grown and accomplished something significant.

B. Communication of Student Progress

Seven Oaks Classical School is a partner with parents in the education of their children. To that end, the school will take the following steps to keep families apprised of student progress:

- Teachers periodically send home student work.
- Teachers assess each student’s academic level early in the school year. If a student is found to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate to consider academic support or a change in placement.
- Parent-teacher conferences are offered at the conclusion of each of the first three quarters. Families are invited to schedule additional conferences with their child’s teacher(s) as needed.
- Progress reports are sent home midway through each quarter. Report cards are sent home following the conclusion of each quarter. Final report cards are mailed approximately two weeks after the end of the school year.
- For specific concerns related to a student’s academics or behavior, teachers will typically call or email parents.

C. Homework and Classwork

Homework is an important element of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation, where the capacity for independent work is expected. It also helps develop a strong work ethic and habits of personal organization.

In general, families may anticipate roughly 10 minutes of homework per grade, plus reading time:

Kindergarten	Family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time

The typical middle schooler may expect an average of up to an hour of homework each weeknight, and the typical high schooler an average approaching an hour and a half.

These times serve as loose guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills, study habits, and aptitude. More advanced classes may require additional homework time. The end of a term may see a peak in the homework load (followed by a break, fortunately). In the upper grades, the amount of homework taken home will depend in part on whether students make use of the study hall built into the school day.

Weekends and breaks typically are considered one day for purposes of homework.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit will be left to the discretion of the teacher. The school discourages homework passes to exempt students from assignments and make-up work for students who choose not to work and then later decide they would like to improve their grade.

D. Grading

Grades are not the be-all and end-all of education. But they serve as a useful estimation of the relative mastery of the knowledge and skills being taught. Grades are *not* awarded on the basis of effort, and grade inflation is discouraged.

The grading scale is as follows:

A	94-100%	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0

C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

Parents and students will receive a report card once per quarter. The 4.0 grading scale will be reflected on high school report cards and transcripts.

Weighting for High School Transcripts

Seven Oaks Classical School thinks that grade inflation would be dishonest. Nevertheless, not everyone in education approaches grading in the same way. To ignore this reality also risks a disservice to our students, particularly as they apply for college scholarships.

In order to maintain the integrity of our students' education while recognizing the realities of the educational landscape, for purposes of official high school transcripts only, courses in the subjects of literature, history, science, and mathematics, as well as courses that receive both high school and college credit, will be weighted by one point.

For report cards, retention and promotion decisions, club and athletic eligibility, and honor roll designations, the standard 4-point scale applies.

E. Promotion Criteria

General Principles

An integral part of the Seven Oaks mission is shaping students into well-rounded citizens. In keeping with this vision, a student must show grade level appropriate conduct and mastery of the knowledge and skills being taught.

The school will make every attempt to prepare each student for the next grade level. However, if a student lacks the knowledge or skills necessary for the next grade, the school will not pass the student on. The school does not practice social promotion.

To advance to the next grade level, students must demonstrate what they have learned through participation in class and completion of assigned work.

Typically, the student's homeroom teacher will decide whether a student should be retained. A student's grades are only one element in the decision. The teacher will consider a variety of factors, including maturity. As teachers come to think retention may be necessary, they will confer with the student's parent(s).

Significant struggles with organization, class preparedness, test preparedness, focus, or work completion—or significant struggles in a student's ability to listen, cooperate, show appropriate respect, or resolve conflict—may result in retention in order to give the student more time to develop the maturity necessary to be successful in higher grades. Students with strong natural aptitude but who refuse to work and thus fail to demonstrate how far they have progressed should expect to be retained.

Grammar School Students (Grades K-5)

Solid literacy is the foundation of all learning. Without the ability to read well, a student cannot advance in English, history, the sciences, the arts, and even mathematics. The ability to read, particularly in the grammar school grades, will therefore be a requirement for promotion.

In addition to literacy, K-5 students typically must have attained at least a ‘C’ average for the year in the core subjects: grammar, composition, history, mathematics, and science.

Middle School Students (Grades 6-8)

Middle school students (grades 6-8) typically must attain a ‘C’ average for the year in core courses (literature, grammar, composition, history, mathematics, and science) to ensure passage to the next grade level.

High School Students (Grades 9-12)

High school students must pass each semester of a class in order to receive credit for that semester. Students who fail a core course in high school (grades 9-12) must retake the class in order to earn a Seven Oaks diploma and may need to retake the course in order to earn an Indiana diploma.

F. Guidelines for the High School

In the high school, a student’s grade level typically is determined by the number of credits earned toward a Core 40 diploma. Thus, in order to be considered a junior, or an eleventh grader, a student must have earned 20 credits.

The school’s graduation requirements go beyond those of the state. For example, students are expected to take Latin at least through Latin III and to take a class in each of the core subjects—history, literature, mathematics, and science—each year of high school. The Seven Oaks core also includes courses in composition, logic & rhetoric, moral philosophy, and senior tutorial. Students who attempt these courses each year, but who are unable to pass all required classes by the end of their senior year, yet have satisfied the state’s requirements, will be permitted to graduate with an Indiana diploma, but not with the Seven Oaks distinction.

G. Special Education

Seven Oaks Classical School is committed to giving students with disabilities the fullest possible access to the education we offer, consistent with applicable federal and state law.

Least Restrictive Environment

The School recognizes the importance of educating students with disabilities in the least restrictive environment.

The School works to ensure that students with disabilities are educated with nondisabled students to the greatest extent possible, and removed from the general education environment only when the nature and severity of the disability demands. Decisions about services are made by a case conference committee and are provided in the least restrictive environment regardless of the identified disability (as documented in the appropriate written notice).

Transition Services

The School takes all reasonable measures to see that children participating in early intervention programs under Part C of the Individuals with Disabilities Education Act experience a smooth and effective transition to early childhood special education under Part B of the Individuals with Disabilities Education Act.

Procedural Safeguards

The school will establish and maintain procedures to provide reasonable safeguards with respect to the provision of special education services.

Article 7

Discipline for special education students is subject to the requirements of 20 U.S.C. 1415 *et seq.* and 511 I.A.C. 7-1-1 *et seq.*

The school will establish and maintain procedures and guidelines to implement this policy in accordance with IDEA and Article 7.

H. Eligibility for Sports and Extracurricular Activities (K-12)

Absent special circumstances, students will be ineligible for extracurricular activities if they have two D's or one F at the end of a given semester. Academic eligibility will be determined at the end of each semester for the semester following. Exceptions will be made only upon the approval of school administration.

If a student has two D's or one F in any subject(s) on a mid-quarter progress report or quarterly report card, the student will still be permitted to participate in extracurriculars. However, the student will be put on "academic watch" until grades improve, meaning that they may be required to use part of their extracurricular time (e.g., practices) to work on catching up at a study table.

If a student receives a disciplinary referral, the student will be required to sit out of their next extracurricular event (e.g., game, meet, performance, competition). If a student is not in season for an extracurricular when he or she receives a discipline referral, the suspension will be applied to the student's next season. If a student receives five (5) discipline referrals in a school year, that student will be ineligible to participate in extracurriculars for the remainder of the school year. School administration may deem a student ineligible for the following season or for off-campus field trips based on severity or frequency of the student's misconduct.

After one unexcused absence, students will be suspended from one (1) event (e.g., game, meet, competition, performance) for each additional unexcused absence. For purposes of eligibility, every three (3) unexcused tardies will count as an unexcused absence.

For other factors affecting a student's eligibility to participate in Athletics, see the Athletic Department Handbook, pp. 9-10.

Participation in Extra-Curricular Activities by Non-Enrolled Students

Absent permission by school administration, only currently enrolled students may participate in Seven Oaks Classical School extracurricular activities, including athletics.

I. Academic Textbooks and Supplies

Students will receive a variety of books and materials. The school will be marked to indicate which are school property and which are student property. School property must be returned to the school at the end of the year.

Students are expected to be good stewards of their school materials. If materials given or loaned to a student are lost or damaged through negligence, families must pay to have them replaced.

If reimbursement has not been made to Seven Oaks Classical School for lost or damaged materials, no further materials will be issued to the student until the past due fees are paid, nor will transcripts be issued.

J. Student Agendas

Organization is an important part of self-government and is woven into our curriculum. To help students manage their assignments, the school will give them a planner (or “agenda”). This planner will allow students to record assignments and will serve as a means of communication between teachers and parents.

Students should bring home their planner each night. This provides parents with a convenient method of monitoring their student’s work. In the upper grades, the planner may also be used as a hall pass.

All students in grades 1-12 must have a planner. If lost, the replacement cost will be \$10.00.

K. Classroom Guidelines

Special Events and Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by the school administration a minimum of two weeks in advance. Approval for one academic year does not automatically carry over to the next.

Seven Oaks Classical School recognizes that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all of our students. *Parents, visitors, staff, and students may not bring food into the school to share with students with the exception of two parties per year—a winter break party and an end-of-the-year party, as organized by the teachers.* Parents are encouraged to eat lunch with their child on his or her birthday and to consider offering to the homeroom teacher to read a book to the child’s class in honor of the birthday.

On occasion, teachers may offer a snack to students, provided the teacher the content is sufficiently healthy and meets all applicable health guidelines.

Special Events – Guest Speakers

Guest speakers presenting during the school day must speak on topics that have some relation to the course or grade. If possible, the students should be studying the subject of the presentation at the time the guest joins the class.

Guest speakers must be approved by the school administration prior to the invitation being extended. Approval for one academic year does not automatically carry over to the next.

Guest speakers who cover controversial topics must be screened by school administration. The screening may include an interview of the guest by an administrator. Parents will be notified prior to guest speaker presentations on controversial issues. Students will be excused from such presentations on submission of a written request by a parent.

L. Off-Site Extracurricular Activities

Plans for all of Seven Oaks Classical School’s off-site extracurricular activities must be approved by school administration. All adults helping with these activities must be registered Seven Oaks Classical School volunteers, including a background check on file with the school.

M. Field Trips

Field trips are designed to support the curriculum. The school is mindful that class time is precious, and that time taken from regular instruction in the curriculum needs to be justifiable in terms of the curriculum.

Field trips must be approved by school administration a minimum of two weeks before the trip. Overnight or international travel must be approved a minimum of two months in advance.

The field trip planner will work with the administration and staff to ensure that reasonable safety procedures are followed. All adults attending an extended field trip are required to be currently registered volunteers.

All overnight and international trips must have liability insurance protecting all the trip attendees and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants.

Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees assessed to the trip participants.

Parent drivers will be required to complete an approval process before transporting students on a field trip. This process will include a background check and submission of driver's license and insurance information. Field trip organizers will select from available chaperones and drivers at their sole discretion. Field trip organizers will take into account class dynamics and the goals of the field trip. Parents should bear in mind that field trips are not family outings, but class outings, and so organizers will typically limit the number of chaperones.

Parents who do not want their child to ride with another parent are welcome to drive their child to and from the field trip location. However, only the designated chaperones will be permitted to remain with the school group.

N. Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions tend to run high. In the upper grades, controversial issues will be explored only when arising naturally from some part of the upper grades. Contemporary controversial issues will be avoided in the elementary school, absent approval by school administration.

Example #1: Evolution

Seven Oaks Classical School offers students a rigorous program in the natural sciences. Among other things, this includes familiarizes students with the theory of evolution as it is commonly taught. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A very small part of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection.

Teachers at Seven Oaks Classical School will leave matters of faith or belief up to students and their parents. The role of a teacher in a public school is neither that of preacher nor skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. The same is true of science teachers: In the teaching of science, they will neither advocate nor undermine religion in general nor any specific faith, but will focus largely on observable natural phenomena.

Example #2: Human Sexuality

Seven Oaks Classical School believes parents bear the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supporting one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the human experience, it will come up in the curriculum, but the teachers will handle the topic with circumspection and sensitivity.

The fifth-grade science curriculum includes a discussion of biological systems involved in plant, animal, and human reproduction. The unit on human reproduction typically will be taught briefly and in a gender-separated environment. Parents will have the opportunity to preview the materials that will be taught and to

opt out if they wish. Depending on the general maturity level of the 5th grade students, Seven Oaks Classical School may delay some or all of these lessons for a later time.

Employees will not discuss their personal lives on such matters with students.

O. Video Viewing Policy

From time to time, brief videos or other media may be used to support a lesson. To be used in class, videos or other media should be previewed by the teacher and should serve a specific curricular objective.

Teachers must receive prior approval from a department chair, coach, or school administrator prior to showing an extended video.

IV. Community Standards

A. Attendance

Regular attendance is important to ensure achievement in school. The school encourages parents to avoid scheduling travel or appointments that conflict with school whenever possible.

General Guidelines

- Students are expected to arrive in time to participate in morning assembly. When morning carline ends, students must be checked in at the front office by the driver.
- Absent a valid written excuse by a parent or guardian, students are expected to be present in their classroom on time and to remain in class until they are dismissed by their teacher.
- Excessive absences or tardiness may affect a student's eligibility for promotion or participation in extracurricular activities, including athletics.

Absences and Make-up Work

Students are responsible for making up work missed during their absence. Failure to do so in a timely manner may affect a student's learning and grades. Families are encouraged to make prior arrangements with a teacher whenever possible; and, whenever possible, students are encouraged to complete work in advance of a planned absence.

Excused v. Unexcused Absences

The following are considered excused absences:

- Absences for religious holidays
- Absences for documented mental or emotional disabilities
- Pre-arranged absences of an educational nature that are approved by school administration (e.g., visits to colleges for high school students; scheduled, performance-related activities)
- Attendance at any school-sponsored activity
- Bereavement (please notify the school if the absence will extend beyond three days)
- Absences for medical reasons

In order for an absence to be counted as excused, a parent must communicate the excuse to the school office in writing. Doctors' notes or other written explanations may be dropped off at the school office or may be emailed to attendance@sevenoaksclassical.org.

For every day of an excused absence, the student will have one day after coming back to school to make up the work missed.

Other absences will be considered unexcused absences. For unexcused absences, students will be given an opportunity to make up assignments, as outlined above; however, assessments missed during an unexcused absence may not be made up for credit, except on approval by an administrator.

Documentation for Medical Absences

- After ten (10) parent-excused absences for medical reasons, the school will require documentation from a medical professional before excusing any additional days.
- The school will also require documentation from a medical professional after three (3) consecutive days absent for medical reasons before excusing any additional days.

Excessive Tardies & Absences

- Three (3) unexcused tardies will be counted as an unexcused absence for purposes of student privileges (e.g., permission to participation in athletics or other after-school programs).
- After one unexcused absence (or three tardies), students will be suspended from one (1) event (e.g., game, meet, competition, performance) for each additional unexcused absence.
- Absent special circumstances reflected in an authorized school plan (e.g., a 504 plan), students who accumulate twenty or more absences in the course of a year—whether excused or unexcused—will be required to repeat the grade.

Truancy

- After the fifth unexcused absence incurred by a student during a given academic year, the school attendance officer shall send a letter or other notice to the parent or guardian of the student, reminding the parent or guardian of this policy and the potential repercussions of excessive absences, as required by I.C. 20-33-2-27.
- After the tenth unexcused absence incurred by a student during an academic year, the attendance officer of Seven Oaks Classical School shall file a truancy affidavit as required by I.C. 20-33-2-25 *et seq.*

B. Student Uniform and Dress Code

Introduction

At Seven Oaks Classical School, students are expected to wear uniforms and maintain good hygiene and an orderly appearance. The goal is to reduce distractions, to level the playing field socially, and to elevate the tone of the school.

It is the responsibility of parents to ensure that students arrive in dress code, and it is the responsibility of the school to ensure that the students remain so through the school day. When students are out of dress code, they will be sent to the front office. The goal is not punishment, but simply to fix the problem. Where possible, the student will be sold or loaned a replacement piece.

Families should consult the school website for the latest uniform guidelines, as well as a link to the school's approved uniform vendor.

Dress and Grooming

The following dress policies shall also be applicable to the students of Seven Oaks Classical School. Again, the goal is to avoid unnecessary distraction.

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If students are cold in the classroom, they should wear one of the long-sleeve uniform items or one of the uniform outerwear items unless otherwise given prior permission by the teacher. Blankets are not permitted.
- Skirts shall fall no higher than just above the knee when standing.

- Girls may wear gym shorts or privacy shorts underneath their skirts.
- Students backpacks lunchboxes should avoid distraction. Parents are encouraged to look for plain, neutral designs. Character prints are not allowed.
- Hair must be clean, neat, out of the eyes, and styled in a way that is not attention-grabbing. Only natural colors are allowed.
- Modest jewelry will be allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., chains or collars). Girls may wear no more than two necklaces at one time. Visible piercings must be limited to the ears or nose. Girls may not wear earrings larger than a quarter. Nose piercings may be maintained through a small stud; rings are not permitted. No stretched piercings (e.g., gauges) or holes may be visible. Boys are not permitted to wear earrings on campus.
- Only school-issued insignia (e.g., lapel pins) are permitted to be worn with the uniform.
- Makeup must look natural. Black nail polish and lipstick or other similarly attention-grabbing accents are not permitted. Press-on nails or nail extensions that are longer than a quarter inch are not permitted.
- Other than religious headgear, no hats, visors, bandanas, sunglasses or the like will be permitted in class.
- Good personal hygiene will be required at all times. This includes wearing neat, clean clothing in good repair. Strong or offensive odors or excessive use of perfumes or cologne are inappropriate. Similarly, tattered, worn, unstitched, or significantly stained pieces are inappropriate.

The school will work with students and parents to resolve any issues in a timely fashion.

Uniform Infractions

Students should come to school clean and in uniform. Students who are significantly out of uniform or whose hygiene poses a potential danger or distraction will be sent to the office for parents to be contacted for assistance. For minor uniform issues, students will receive up to three warnings per semester. With each warning, the student's infraction will be logged, a loaner item will be issued (if available) or a replacement item offered for purchase. The student will be sent back to the classroom, and the parent will be notified.

After three uniform slips—or for a single instance where a student is substantially out of uniform—if presence in the classroom would present a significant distraction, the student will be held from class until the missing item can be supplied by a parent if a suitable replacement is not available for loan or for purchase. At that point, the School will attempt to provide the missing or incorrect item(s) and charge the families accordingly.

Class time that is missed because a student is out of uniform is considered unexcused.

Uniforms and Financial Assistance

The School does not want financial need to present a barrier to enrollment. At minimum, for families who qualify for financial assistance, the School help acquire one set of uniform pieces with the school plaid or crest (e.g., skirt, tie, blazer, sweater). fund one complete uniform set for children whose families qualify for financial assistance.

Used Uniform Sale

The School further assists families by collaborating with the Parent Teacher Community Association (PTCA) to host a used uniform sale at least once per year.

C. Parents & Volunteers

Responsibilities of Parents

Seven Oaks believes parents bear the primary responsibility for their children's education and that the school's role is a supportive one. The school depends on parents to cultivate good character in their students, in part by modeling it themselves; promoting disciplines of focus, hard work, and study; reading to their children when young and overseeing early practice in reading, writing, and math; and supporting the school, including its mission, faculty, and guidelines, as well as by ensuring consistent, punctual attendance. The School's ability help students flourish depends in large measure on maintaining a vital partnership with parents.

Parent-School Communications

Seven Oaks Classical School values the conversations that take place between parents and teachers about the education of our students. Parents are invited to reach out whenever they have a question or a concern. As parents communicate with school personnel, they have an opportunity to model respectful partnership.

School personnel will communicate with parents by phone, email, or in person. Calls and in-person meetings should be scheduled in advance through email or by leaving a message with the front office. Parents should not show up unannounced and demand a meeting; the School's standard operating procedure is to decline such demands. Similarly, parents who are in the building for another reason should not use their access to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school. Parents who disregard this protocol, or who are uncivil, may be required to conduct all further communications with teachers through a school administrator.

Seven Oaks personnel have been directed not to communicate with students directly by email, unless on a school email account to which the parent has been given access. Seven Oaks will provide parents with password resets for student email accounts upon request. School personnel have also been directed not to communicate with students or parents by social media or text. Families should have no expectations of privacy with respect to student email accounts or electronic storage available to students through a school account. School administration reserves the view student accounts.

Seven Oaks Classical School teachers and administrators will respond to parents in a timely fashion. In general, parents may expect to hear from faculty or administration within two business days. Parents should not expect to send an email after school and receive a reply the same evening.

Parent-Teacher Community Association ("PTCA")

Seven Oaks Classical School's Parent-Teacher Community Organization (the "PTCA") exists to support the school's mission. PTCA teams and activities are intended to help the school flourish in and beyond the classroom. Largely, the PTCA consists of a series of task-oriented teams whose purpose is to marshal volunteers and financial support in order to provide aid and encouragement to the school and its faculty and staff.

Though it works on behalf of the school, the PTCA is a stand-alone, tax-exempt, non-profit organization and thus does not speak on behalf of the school.

Requirements for Volunteering

The school administration will maintain accurate records to confirm that the following requirements are met.

1. Background Checks: Volunteers who assist in the supervision of students will be required to successfully complete a background check prior to serving.
2. Training: Classroom-based volunteers are required to complete a training organized by school administration prior to serving.

Need for Discretion

Care is to be taken to protect student privacy. Any information about students, grades, faculty, etc., is to remain confidential. Volunteers may observe situations of a sensitive nature. These too are to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, Assistant Headmaster, Headmaster, or the President of the Board of Directors (in that order). Volunteers should not confront a teacher when students are present.

If a volunteer disregards any of these policies, or otherwise fails to show sufficient discretion, the privilege of volunteering may be revoked.

Chaperone Policy

Seven Oaks Classical School sometimes enlists the aid of parent chaperones for field trips and other events. The person responsible for planning the trip or event will designate the number of chaperones needed and select from among the available volunteers. Parents should not assume they will be able to attend field trips with their children. Chaperones are subject to the same general rules and requirements for volunteers as set forth above.

No siblings or individuals besides the approved chaperones may attend the event.

Chaperones are responsible for paying any fees associated with the field trip (e.g., gas, entry fee). Any fees due from students that apply to chaperones are due at the same time as student fees. If fees are not submitted by the date they are due may result in another chaperone being chosen instead.

Chaperones must attend to assigned duties and must demonstrate Seven Oaks Classical School's core virtues. Chaperones who do not abide by this policy will not be allowed to chaperone any future events.

Parent Grievances or Concerns

Parents who have a concern or grievance with a member of the faculty or staff, or concerns about the well-being of any student, academically or otherwise, should address the concern with the employee, Assistant Headmaster, Headmaster, or the President of the Board of Directors (in that order). In-person meeting should be preferred, but should be scheduled in advance. Any concerns communicated to the President of the Board should be submitted in writing to board@sevenoaksclassical.org.

V. Student Discipline

A. Introduction

Virtue arises from the practice of virtue—the cultivation of good habits. The school’s aim is to encourage this practice and cultivation. It does so through a variety of means, in part through the academic program, and in part through the maintenance of a high standards of conduct.

Seven Oaks offers a beautiful opportunity to the willing student. “Student” derives from the Latin word *studere*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students then, by definition, are those who take pains with, who apply themselves to, and who are zealous for, their studies. The word “discipline” is similarly fascinating because of its close connection to the word “disciple,” i.e., a learner.

Our goal with discipline is simply to help students to live up to their name. The precondition of successful study is a certain measure of respect. The following student code of conduct gives particular examples of the respect expected of students at Seven Oaks Classical School. The school has created a system of discipline that is discipline to encourage respect and study.

General Principles

School is for learning. Students ought to conduct themselves in a way that helps them and others to learn. Where that is not the case—where students are hindering learning—it is the duty of the staff and faculty to intervene—promptly, consistently, calmly, charitably, and as privately as circumstances allow.

The basic principle in matters of student discipline is respect—whether toward students, adults, or oneself. In a school, the most basic application of the principle of respect is to avoid words or actions that would impede learning.

Teachers should ground their conversation with students about their conduct in the virtues, including the school’s eight pillars of character and the sorts of virtues discussed each month. This includes recognizing and praising good choices.

Student Code of Conduct

By joining Seven Oaks Classical School, students are presumed to have agreed to the following code of conduct:

- I will be attentive in and out of class.
- I will do everything in my power to attend school consistently, to make to class on time, and to promptly make up any work missed when absent.
- I will come to class prepared.
- I will cheerfully follow the rules and comply with requests made by all those who have responsibility for me.
- I will be a good steward of school property.
- I will communicate in a respectful tone of voice.
- I will show respect to other students by avoiding words or actions that would intimidate or distract.
- I will not bring toys to school or use personal electronics on campus during school hours.

B. Degrees of Offense

1. **Minor.** Typically, minor offenses will be addressed by a teacher without needing to involve the school’s leadership. However, minor offenses may become major through repetition.

Examples:

- Distracting behaviors
- Minor disrespect toward a classmate or authority
- Minor dishonesty (e.g., misleading through the telling of partial truths)
- Slowness or initial unwillingness to follow directions
- Passing notes
- Talking out of turn
- Using mildly inappropriate words or gestures
- Failure to take responsibility for materials (e.g., bringing required supplies to class, maintaining organization of binders)
- Failure to complete assigned work
- Excessively wasting time or goofing off (e.g., in the bathroom)
- Walking or lingering in unauthorized parts of the building
- Frequent tardiness

2. **Serious.** Serious offenses are those that should not be handled exclusively in-class but should involve an administrator. These typically will involve a discipline referral and may include further disciplinary action.

Examples:

- Repeated minor offenses
- Significant dishonesty (e.g., cheating, plagiarism, forging a parent's signature)
- Written or spoken words that vulgar, abusive, or threatening
- Aggressive or unsafe actions (e.g., excessive roughhousing, tearing up or throwing a book)
- Vandalism (e.g., peeling paint in the bathroom)
- Theft

3. **Egregious.** Egregious offenses require immediate attention by an administrator. These may be criminal in nature and call for mandatory suspension or expulsion.

Examples:

- Persistent minor or serious offenses (more than 3 instances of the same sort of behavior in a 30-day period)
- Deliberate destruction of, or tampering with, school data or networks
- Possession or use of illegal drugs or other controlled substances
- Criminal mischief against school, student, or staff
- Significant threats of imminent bodily harm or destruction of property
- Physical harm of self or others
- Sexually inappropriate acts
- Possession of a dangerous weapon
- Gang activity
- Leaving campus without permission

C. Teacher Responses

In general, the teacher should attempt to address minor offenses.

Possible steps:

- In-class redirection
- Reteach expectations/rules/procedures
- Private conversation with student
- Minor changes (e.g., seating reassignment, increased active supervision)
- Parent communication
- Other low-level accommodations as appropriate (e.g., asking parents to sign the student agenda)
- Detention (e.g., loss of free play at recess, sitting separately at lunch, after-school detention)

- Request for in-person conference

D. Office Referrals

Discipline referrals are written for serious and egregious offenses, as well as repeated minor offenses, that cannot be sufficiently addressed within the classroom but that merit the attention of an administrator.

School personnel who write a discipline referral will exercise professional judgment in deciding whether the nature of the offense demands immediate removal from the classroom.

General Principles of Discipline

School administration will calibrate discipline to match the circumstances. The severity and frequency of the offense will weigh into the discipline administered. Thus, the student who receives three discipline referrals for the same offense in a single week will receive more significant consequences than the student who receives three discipline referrals over an entire school year for three different matters.

For less serious offenses, a discipline referral will typically follow a pattern of progressive discipline, with the first offense resulting in an office visit and notice to parents. A second offense, especially if similar in kind or coming soon after the first, may result in a parent-teacher conference and additional in-school consequences. A third offense may result in suspension, loss of privileges (e.g., participation in athletics), or other similarly significant discipline. A conference may be held to consider whether a Contract for Success would be helpful to clarify expectations, identify potential supports, and to outline consequences for continued infractions.

Procedure for Suspension

School administration may suspend a student for up to ten (10) school days provided the student has the opportunity for a meeting with the Headmaster or his designee, during which the student is entitled to the following:

- A written or an oral statement of the allegations against the student;
- If the student denies the allegations, a summary of the evidence against the student; and
- An opportunity for the student to explain his or her conduct.

If the conduct in question requires immediate removal of the student, the meeting shall occur as soon as is reasonably possible after the student's suspension. Following a suspension, school administration will send a written statement to the parent of the suspended student describing the student's misconduct and any disciplinary actions taken.

School administration may suspend a student for more than ten (10) days provided the suspension is pending expulsion and administration determines that the continued suspension will prevent or substantially reduce the risk of:

- Interference with an educational function or school purposes; or
- Physical injury to the student, other students, school employees, or visitors of the school.

Procedure for Expulsion

When a student has been recommended for expulsion by an Assistant Headmaster, the Headmaster or his designee will conduct an expulsion meeting. The hearing officer must be someone who has not been directly involved in the events of disciplinary process leading to the recommendation of expulsion, or part of a prior expulsion hearing involving the same student. The hearing officer may issue subpoenas, compel the attendance of witnesses, and administer oaths to those giving testimony at the expulsion meeting.

Prior to the expulsion meeting, the hearing officer will give the student and the student's parent(s) notice of the school's recommendation of expulsion and the parent's right to appear at the expulsion meeting. Such notice must meet the following requirements:

- Be provided by United States Postal Service, personal delivery;

- Contain the reasons for the expulsion; and
- Contain the procedure for requesting and conducting an expulsion meeting.

If the student or student's parent fails to request and appear at an expulsion meeting within ten (10) days after receiving notice, then the student and the student's parent forfeit all rights to contest and appeal the expulsion. Notice shall be deemed to have been provided when sent by certified mail or personally delivered to the student and the student's parent.

If the student or the student's parent request an expulsion meeting, the Headmaster, his designee or any appointed person shall conduct the expulsion meeting and, within a reasonable time following the meeting's conclusion, perform the following:

- Issue a written summary of the evidence heard at the expulsion meeting;
- Take action the individual finds appropriate; and
- Give notice of the action taken to the student and the student's parent.

Within ten (10) days of receipt of the action taken, the student or the student's parent may submit a written appeal to the Grievance Officer of the Board of Directors of the Seven Oaks Classical School. Within a reasonable time following receipt of a written appeal, the Grievance Officer shall review the appeal, including:

- The written summary of the evidence issued by the Headmaster, his designee or any appointed person; and
- The arguments of the person advocating for expulsion and the student or the student's parent.

Upon considering these items, the Grievance Officer appointed by the Board of Directors may take whatever action he or she finds appropriate.

The student or the student's parent may seek judicial review of an expulsion decision as provided by IC 20-33-8-21.

Except for the misconduct specified above relating to a firearm, explosive device, or deadly weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion may remain in effect through the first semester of the following school year.

A student who is identified as bringing a firearm (as defined by IC 35-47-1-5) or destructive device (as defined by IC 35-47.5-2-4) to school or on school property, or who is in possession of a firearm or destructive device on school property, shall be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester or quarter after the end of the one (1) year period. The Headmaster may modify the period of expulsion on a case-by-case basis for any student expelled for such a violation. However, students identified as bringing some other deadly weapon (as defined by IC 35-31.5-2-86) to school or on school property, or who is in possession of a deadly weapon on school property, may not be expelled for more than one (1) calendar year.

E. Cheating

Cheating will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his own. Cheating compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor.

Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment or to avoid doing one's own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating.

Whenever a student has been discovered cheating, the following process will be followed.

- The teacher will keep a copy of the student's assignment.
- The teacher will discuss the matter with the student and write a discipline referral.

- The teacher will inform an administrator of the cheating.
- Either the teacher or the administrator will inform the student's parent(s).
- The student will receive an 'F' on the assignment if it is the first offense.
- For a second offense, the student will fail the class for the entire quarter, and further disciplinary action, to include suspension or expulsion, may be instituted.
- High school students found guilty of academic dishonesty or similar serious offenses may lose privileges or honors (e.g., the designation of valedictorian or salutatorian).
- Instances of cheating may be placed in the student's permanent record.

A student who allows others to copy his work will also be held accountable in the same fashion.

F. Plagiarism

Like cheating, plagiarism will not be tolerated by any teacher in any subject.

Plagiarism is the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors may only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Plagiarism also occurs when students use an artificial intelligence platform (e.g., ChatGPT) to produce work that they present as their own, without attribution. As with any source, lightly edited answers produced by AI without citation constitutes plagiarism.

Whenever possible, a copy of the plagiarized work will be kept. The same process outlined for cheating will be followed for instances of plagiarism.

G. Additional Discipline Policies and Procedures

Students may be held responsible for conduct that occurs:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Absence from class for disciplinary reasons will typically be considered unexcused and may not receive credit.

School employees, usually administrators, may conduct searches of student property (including the contents of electronic devices) or persons on campus when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

At no time will a student's disciplinary record be discussed with another student with parents or guardians other than the student's own. However, other students or parents may be consulted regarding an incident in order to obtain the relevant facts.

Seven Oaks Classical School is not responsible for loss, theft, or breakage of items brought to school. Fines may be levied on parents for vandalism or theft committed by their students, or for school property (e.g., school-issued textbooks) that are lost or damaged by a student. Students may also be required to be involved in the maintenance or repair of damaged property.

Cell phones should be kept silent in students' backpacks or lockers until the school day has ended. Smart watches are not permitted. Students who need to make a call may do so by permission on a school phone.

In general, electronic devices and toys (including fidgets) that are seen or heard will be collected and turned in to the front desk to be picked up by a parent. Students who need to place a call may do so by permission in the school office.

H. Special Disciplinary Rules for Students with Disabilities

Notwithstanding the foregoing or any other law or policy, a suspension, expulsion, or other disciplinary action against a student who is a child with a disability (as defined by IC 20-35-1-2) is subject to the procedural requirements of 20 U.S.C. 1415 *et seq.* and 511 I.A.C. 7-1-1 *et seq.*

VI. General Policies and Procedures

A. Drop-Off and Pick-Up

The school administration will establish and communicate drop-off and pick-up (“carline”) procedures, giving priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The school will release students only to parents, legal guardians, authorized adults, or an older sibling who is an authorized driver, unless a student is given prior written permission by a parent or guardian to go home by other means (e.g., walking or biking, or in another adult’s vehicle).

B. Parking: Designated Spaces

The school may establish designated parking spaces. Employees, parents, and students are expected to adhere to the parking plan. Parking violations may result in towing.

C. Student Fees and Supplies

Mandatory textbook and school supply fees will be charged each year for each student, with the amount varying depending on student’s grade level. Fee waivers may be obtained by eligible families through the completion each year of a free and reduced lunch application that is available through the enrollment portal and may also be obtained from and submitted to the school’s Business Office (businessoffice@sevenoaksclassical.org). Failure to make payment of mandatory fee where a waiver is not available may result in fees being turned over to a third-party collection agency.

From time to time the school may charge other fees to its families for the purpose of expenses related to athletics, transportation, classroom supplies, clubs, art, elective courses, activities, field trips, etc.

D. Food and Water

Students should bring a translucent, reusable, shatterproof water bottle to campus each day. Absent a documented medical need, students may drink only water during the school day. No other beverages or beverage containers are permitted.

Students are not permitted to eat inside classrooms without prior authorization from a teacher.

E. Lunches

It is the parent’s responsibility to ensure that students come to school each day with a lunch, including eating utensils and napkins. The quality of students’ food makes a significant impact on their education. Sugar should be avoided. Absent a documented medical need, students may drink only water during the school day.

Microwaves and refrigerators are not available to students. Parents should select foods that do not require assistance from an adult. Students will be expected to clean up after themselves at lunch.

Parents will be called and asked to bring a lunch if their child does not have one. If we are unable to reach a parent, then we will provide food. Parents dropping off a lunch should avoid “junk” food in favor of a healthier option.

The parent community will be asked to donate individually-packages snack and lunch supplies to have on hand in case of need.

F. Use of Toilet Facilities

Absent a disability, students of Seven Oaks Classical School are expected to be independent in using restroom facilities, absent prior accommodations. On occasion, a student may have an “accident.” Absent prior accommodations, when an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated accidents, a meeting with the parents, a school administrator, and the school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

G. Lockers

Seven Oaks Classical School provides lockers (as available) for students in grades 7-12. Students may use a combination lock on condition that they share the combination with the school office.

Seven Oaks Classical School reserves the right to search a student locker when deemed necessary, even if it is necessary to cut a lock.

Seven Oaks Classical School is not responsible for lost or stolen items. Students are discouraged from bringing valuables such as tablets, iPods, cell phones, and video games to school. Missing items should be reported promptly to the front office.

With regards to lockers, students must observe the following rules:

- Students are not permitted to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the administration.
- Students are to keep their lockers neat and orderly at all times. The school will conduct periodic locker checks.
- Students are to keep their lockers closed when not in use to maintain the integrity of the fire corridors and avoid accidents. Items left outside lockers or on the floor may be removed or thrown away.

H. Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause or notice.

I. Emergency Operations Plan

The administration maintains and routinely reviews an Emergency Operations Plan.

J. Use of School Resources

School printing and copying equipment, the faculty resource room, and other school equipment are to be used solely in support of the staff and faculty, and not students or parents, unless by permission by designated school personnel.

K. Mass Communication Policy

School administration or their designee must approve all letters and bulletins to the entire school community, including email messages.

L. Enrollment

Seven Oaks Classical School is open to any student who resides within the State of Indiana and the school will admit students of any race, color, and national and ethnic origin 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, or national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs. For the most current enrollment policy, see the school website (www.sevenoaksclassical.org/enrollment).

M. Maintenance of Student Records

Maintenance of Records

Educational records, including documents gathered through the enrollment process and records related to student academic performance, health, and discipline, are maintained by the school and available to parents or guardian (or to students 18 years of age or older) upon request.

Confidentiality

The School may not release information about a student (except directory information as discussed below) or grant access to education records to anyone else without the written consent of the parents, of the legal guardian or of the student himself if 18 years of age or older except to or in accordance with the following:

- a) School personnel who have a legitimate educational interest in the student.
- b) Authorized government representatives, provided, however, that no personally identifiable information shall be included or information that would permit a student to be identified unless the collection of personally identifiable information is authorized by law.
- c) In compliance with a subpoena or court order, provided that the student or his parents are notified prior to the record being produced.
- d) An agency case worker or other representative of a State or local child welfare agency who has the right to access a student's records and when the agency or organization is legally responsible for the child's care and protection.

Where records contain information on more than one student, the parents, a guardian, a student 18 years of age or older, or any other person/entity receiving the record shall only receive that part of the record that pertains to the student at issue. If such separation of information cannot be reasonably accomplished, the requesting party shall be informed of the contents of the record or data that pertains to the student at issue without receiving the record.

Directory Information

The School may release certain "directory information" without consent to media organizations, colleges, civic or school-related organizations, or state or local governmental agencies. The directory information that the school may release, unless the parent or guardian requests specifically that this material be withheld, will include:

- a) Name, address, telephone number.
- b) Date of birth, hair and eye color, race, sex, height and weight, and grade level.
- c) Participation in school activities and sports.
- d) Dates of school attendance.
- e) Honors and awards.

- f) Other similar information: e.g., height and weight of athletes, honor roll members, and information generally found in yearbooks.
- g) Pictures of students involved in school activities.
- h) Motor vehicle description and license plate number.
- i) Unlawful activities on or near school property to the appropriate agency.
- j) Recommended disciplinary action for school-related offenses to the appropriate agency.

At the beginning of the school year, the school shall notify parents, guardians, and students 18 years of age or older that the school will make available directory information if requested from the entities identified above. The parents, guardians and students 18 years of age or older shall have 20 calendar days from the date of the notice to object in writing to the release of any of the above information.

VII. Student Health & Safety

A. Sick or Injured Students

Seven Oaks Classical School employs a school nurse to provide limited health services to students. However, sick children should not be in school. Any child who has a fever or who shows signs of contagion should be kept home. Parents with questions may contact the Health Office for further guidance.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken.

Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee.

If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school to determine what action should be taken.

In case of more serious illness or injury, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

B. Medicine Administration

Seven Oaks Classical School is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school nurse or other authorized school personnel, per written physician's orders and written parent/guardian authorization.

C. Student Medical Records

Student health records will be maintained in locked cabinets or password-protected files in order to maintain confidentiality. All health records will be managed by the School Nurse and will only be released to service providers as allowed and dictated by state statute or regulation and in accordance with established school procedure.

D. Medical Records and Enrollment

In order to complete the enrollment process, parents will be required to complete (or file for a waiver for) student immunizations in accordance with current state requirements.

E. Parent/Guardian Obligations

It is the obligation of parents to ensure that the school has updated medical information on file. It is the parent's responsibility to notify the office in writing if a child has been injured at home and may need special considerations at school.

F. Food Allergies

Seven Oaks Classical School maintains nut-safe tables in the lunchroom. However, Seven Oaks is not a nut- or allergen-free school.

G. Reporting Child Abuse and Neglect

School employees shall immediately report any suspected cases of child abuse and neglect to Child Protective Services in compliance with current state requirements for mandatory reporting. Employees with knowledge of actual or suspected child abuse or neglect are also encouraged to report their concerns to school administration.

H. Non-Discrimination Policy, Equal Educational Opportunity, and Anti-Harassment Policy

Seven Oaks Classical School will foster an educational environment that provides an equal educational opportunity for all students pursuant to all applicable federal, state, and local laws. The School does not, and will not, discriminate on the basis of race, color, national origin, sex, age, religion, disability, or any other protected category specified in applicable federal, state, or local law.

Harassment is Prohibited

All students, administrators, and employees are responsible for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on School grounds immediately before, during, or immediately after School hours; in any School program or activity taking place in School facilities, on School transportation, or at other off-campus locations, such as at School-sponsored field trips or a training program. This policy also extends to the use of property or equipment provided by the School, including School-owned computers and the School's computer network.

Anyone who believes that a student has been or is the victim of harassment is encouraged to immediately report the situation to an appropriate staff member, such as a teacher, counselor, or administrator.

Sexual Harassment

Students shall not engage in any activity to harass an employee or student through conduct or communications of a sexual nature.

"Sexual harassment" is defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made a term or condition of employment or education;
- 2) Submission to, or rejection of, such conduct is used as a basis for academic or employment decisions affecting that individual;
- 3) Such conduct has the effect of unreasonably interfering with the individual's academic or professional performance or of creating a hostile or offensive work or education environment;
- 4) Denial of an employment or educational opportunity occurs directly because an individual refused to submit to unwelcome requests for sexual favors made by a supervisor or teacher;
- 5) Such conduct is engaged in by volunteers and/or non-employees over which the School has some degree of control of their behavior while on school property.

Examples of sexual harassment include the following:

- a) Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, making sexual comments or innuendoes, whistling or making other sexually suggestive sounds;
- b) Nonverbal conduct of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual nature, staring at a person's

body or clothing, invading a person's space by standing closer than appropriate under the circumstances; or

- c) Physical conduct of a sexual nature such as touching, kissing, hugging, massaging, or brushing up against another person.

I. Internet Safety

The School recognizes that making the Internet and related technology available may enhance the learning process if such technology is appropriately accessed and safety procedures are implemented.

The School shall provide age-appropriate training to students regarding safe and appropriate online behavior, including interacting with other individuals on the Internet and cyberbullying awareness and response. The School will implement technology protection measures such as filters that protect against Internet access by both adults and minors to visual depictions that are obscene, depict child pornography, or are harmful to minors. In accordance with the Child Internet Protection Act, the School shall also design and implement measures to restrict minors' access to inappropriate material; to monitor the online activities of minors; and to protect against the unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors. Web browsing may be monitored and web activity records may be retained indefinitely.

Students who engage in unauthorized access, including hacking and other unlawful online activities, will be subject to disciplinary rules and applicable criminal statutes.

This policy applies any time a student uses:

- A school-owned computer or other technological device to access the School network/internet connection;
- A school-owned computer or other technological device to access a private network/internet connection;
- A privately owned computer or other technological device to access the School network/internet connection; or
- A privately owned computer or other technological device to access a private network/internet connection while on School property.

J. Bullying

Bullying is prohibited by Seven Oaks Classical School. Students who commit any acts of bullying will be subject to discipline, including, but not limited to, suspension, expulsion, arrest, and/or prosecution.

Definition

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student. Such actions create for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to his or her person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose, any burden or sanction on the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Applicability

Seven Oaks Classical School prohibits bullying in all forms including, but not limited to, bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network or social media, whether conducted on or off-campus.

Education

Seven Oaks Classical School will provide training and/or instruction on anti-bullying prevention and policy to all students in grades K-12, as well as staff, in accordance with Indiana law.

Reporting

Anyone who believes that a student has been, or is the victim of, bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator.

In compliance with state law, all staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a school administrator within the same day. If a staff member does not know who to make a report to, he or she should make a report directly to the Headmaster.

Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law.

Seven Oaks Classical School will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying, or who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff.

Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, requests for written witness statements, record identification and review, and an assessment of whether bullying occurred.

The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then Seven Oaks Classical School shall take appropriate intervention and responses as consistent with policy and procedure. Seven Oaks

Classical School will take prompt and effective steps reasonably calculated to stop the bullying, to remedy the bullying, and to prevent the bullying from recurring.

Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members.

In addition, if the acts of bullying rise to the level of serious criminal offense, the matter may be referred to law enforcement.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified. Conversely, parents of students suspected of being a target of acts of bullying will also be notified.

Parental notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School policy.

Reporting to IDOE

The Headmaster or his designee shall keep records of the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Headmaster or his designee shall report the number of bullying incidents by category for the entire School for each term to the Indiana Department of Education by July 1.

K. Social Media

Seven Oaks Classical School recognizes that the Internet and related technology enhances the learning process if such technology is accessed and used appropriately. Students are expected to use social media responsibly and to employ their own good judgment. Students are encouraged to review this policy for guidance on appropriate use of social media.

Teachers are not permitted to communicate with students via any medium that is not school-sanctioned and made available to parents.

The school prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. Students using social media to bully or harass other students are subject to the Bullying Policy and discipline procedures. Students should alert a teacher or other staff member if they see threatening, inappropriate, or harmful content online (including messages, posts, and images).