

**The Oaks Private School**

Serving Students Around The World

Who Study At Home

**PARENT – STUDENT**

**HANDBOOK**

**The Oaks Private School**

**STAFF**

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Office Hours:

Monday - Thursday: 9 am - 4 pm EST

Friday: 9am – Noon EST

Note: Evenings and Saturdays by appointment

**Notice of Nondiscriminatory Policy**   
The Oaks Private School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available to TOPS students. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, athletic and other school-administered programs. However, we reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of The Oaks Private School.

**Accreditations**

* Cognia
* Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)
* North Central Association Commission on Accreditation and School Improvement (NCA CASI)
* Northwest Accreditation Commission (NWAC)
* Florida Coalition of Christian Private School Accreditation (FCCPSA)
* National Counsel for Private School Accreditation (NCPSA)

Cognia is the world’s largest education community, serving more than 30,000 public and private schools and districts across the United States and in more than 70 countries that educate over 16 million students. We believe that students must be prepared to succeed in a constantly evolving and diverse world and that educational institutions are deeply responsible for delivering quality education to students from all walks of life.

As the global leader in advancing education excellence through accreditation and school improvement, Cognia brings together more than 100 years of experience and the expertise of three US-based accreditation agencies — the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

**Florida Coalition of Christian Private Schools Accreditation**

The FCCPSA is comprised of a group of Christian leaders involved in the administration of Christian Non-Traditional Private Schools, Traditional Private Schools and Faith-Based Child Care Facilities in the State of Florida. We, as individuals and as an organization, base our principles on the absolute mandates of the Holy Bible, which includes the parent’s responsibility to direct the education of their children. How this is accomplished is left up to the respective schools and their families, not the FCCPSA. They desire to support and encourage the administrators of Christian Non-Traditional and Traditional Private Schools and Faith-Based Child Care Facilities.

The Vision of the FCCPSA is to set up an administrative network throughout the State of Florida to enable administrators of the Christian Non-traditional and Traditional Private Schools and Faith Based Child Care Facilities to interact, exchange ideas and share successes. It is through this networking that information can be disseminated for the strengthening and the aid of the Schools and Child Care Facilities; and this in turn, accomplishes our ultimate goal of building Godly families. In all this, the FCCPSA desires to serve the Body of Christ; keeping Jesus Christ paramount in all we do.

**National Counsel for Private School Accreditation**

Recognizing the rapid emergence of technology in 21st-century schools, NCPSA is committed to the same high standards for instructional technology and distance education as it has upheld for all other areas of education.

Strong student-teacher relationships catalyze lasting and responsible learning. Technology can serve as an adjunct and aid to teaching but should not be perceived as a substitute for good teaching. The use of technology in education is constantly evolving. Over time teachers will continue to develop effective uses of technology to enhance learning.

**Professional Affiliations**

**Home School Legal Defense Association**

Home School Legal Defense Association is a non-profit advocacy organization established to defend and advance the constitutional right of parents to direct the education of their children and to protect family freedoms. Through annual memberships, HSLDA is tens of thousands of families united in service together, providing a strong voice when and where needed. (www.hslda.org)

**Florida Parent Educators Association**

The Florida Parent Educators Association (FPEA) exists solely to serve homeschooled families in Florida. The FPEA executes that mission through support for the legal right to homeschool, local school board education and interaction, support group networking, a state convention, local conferences and events, informative communications, and most importantly, by giving individual encouragement, in accordance with Judeo-Christian principles. (www.fpea.com)

**College Board**

College Board is a not-for-profit membership association that serves to connect students to college success and opportunity. College Board issues each school a CEEB code which is used to register for Scholastic Assessment Test (SAT), American College Testing (ACT), SATII, and Cognia Placement (AP) exams. **The CEEB code for The Oaks Private School is 102-188**. **This is used to register for SAT, ACT, and AP testing.**

**Florida Virtual School**

Florida Virtual School (FLVS) is an established leader in developing and providing virtual K-12 education solutions to students all over Florida, the U.S., and the world. A nationally recognized e-learning model and recipient of numerous awards, FLVS was founded in 1997 and was the country’s first, state-wide Internet-based public high school. Today, FLVS serves students in grades K-12 and provides a variety of custom solutions for schools and districts to meet student needs. NOTE: FLVS does not grant diplomas. The credits are received by The Oaks Private School for inclusion in a student’s permanent record.

**Florida Department of Education**

The Oaks Private school is incorporated as a Florida Limited Liability Corporation as defined by Florida Statutes. We are listed on the FLDOE website under School Choice/Private Schools/Hamilton County. Our Florida School Code is 5122 and the National School Code (CEEB) is 102-188.

Florida Department of Education School ID #5122  
National College Board Test ID (CEEB) #102-188  
Florida Name Registration #G06319900045  
Florida Limited Liability Corporation #L17000103985  
I.R.S. E.I.N. #90-0951484

**Mission**

The Oaks Private School was established as a private Christian school committed to providing a biblically-based distance-learning education to young people in primary and secondary grade levels. Our mission is to partner with parents in educating their children to think and act biblically and to pursue academic excellence in joyful submission to the Lord Jesus Christ. We seek to empower and educate students who choose to study at home using innovative, proven, and effective educational programs to ensure that they reach their full academic, spiritual, personal, and social potential. We allow unchurched families to enroll in The Oaks Private School to provide witness of Jesus Christ to students who may not otherwise be exposed to the Gospel.

**Vision**

We believe that a Christian-based education is the key to a student’s future.  The Oaks Private School enables students to acquire that key by providing the finest in Distance Education programs.  Providing both online courses with a choice of certified teachers or printed materials with parents as teachers, we strive to set students on a course of lifelong, self-motivated learning, to prepare them for a life of fulfillment, purpose, and success in the global 21st century.

**Code of Ethics**

In the pursuit of academic excellence, The Oaks Private School strives to uphold a Code of Ethics based on personal integrity, honesty, self-respect, and moral character. This code expects each student to diligently monitor and manage their attitude and activities in such a way as to preclude the occurrence of cheating on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, and receiving or accepting improper assistance in the performance of their studies and school responsibilities. Any activity that compromises the academic integrity or reputation of TOPS and undermines the educational process will be grounds for dismissal. After due process, as outlined in the Conflict Resolution Policy and grounds for dismissal have been established, The Oaks Private School reserves the right to dismiss a student for personal and/or academic misconduct, without recourse or appeal.

**Statement of Faith**

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| * We believe in one God - Father, Son, and Holy Spirit, Creator of all things. * We believe that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, died, was buried, was resurrected, ascended into heaven, and is now seated at the right hand of God the Father and is true God and true man. * We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct. * We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost. * We believe in the personal salvation of believers by grace through faith in the shed blood of Jesus Christ. * We believe in sanctification through the Word of God and by the Holy Spirit, and we believe in personal holiness, purity of heart, and life. * We believe in the Christian's hope - the soon-coming, personal return of the Lord Jesus Christ. |

**Philosophy of Education**

At The Oaks Private School, the core of our Christian private school is the belief that God has given all person unique gifts and talents and has a specific purpose for their life.  We believe that the purpose of “education”, from the Latin educare “to draw out”, is to assist each student to grow into and fulfill that purpose, whatever it is.  At TOPS, that means preparing students for the next step in their journey, whether that be college, a vocation, military service, or ministry.  We believe that a “good education” has several key components:

#### **Academic Excellence**

As a Christian private school, we believe that a Godly life means striving to be excellent in all things.  When it comes to academics, that means striving to have the best curriculum and the best teachers possible.  It means encouraging our students to take their academic requirements seriously, and not only to meet but exceed, the requirements mandated by the state.  Academic excellence drives our **mastery-based approach** to education, whereby we strive to have all students attain mastery in all subjects to the best of their abilities.

#### **Whole Life Approach to Learning**

At TOPS, as a Christian private school, we believe that learning is more than just academics.  We believe that good education involves the whole person – not just the mind and academics, but all other aspects as well – character development, social skills, and physical training.  While much of our direct effort is focused on academics, we also recognize that character, social, and other aspects are equally as important.  We strive to model good behavior through our teachers and to assist our students as they learn to overcome barriers and obstacles.

#### **Learning As A Lifelong Process**

At TOPS, we believe that education is a lifelong process, one that requires freedom and creativity, and that allows for individuality.   We don’t believe that learning stops at graduation, but that we each need to continually learn and adapt.  We constantly seek to learn from our experiences and to improve our program wherever possible, and we hope to teach our students to adopt the same attitude toward their learning.

**Administrative School Calendar**

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**WE ACCEPT ENROLLMENTS THROUGHOUT THE YEAR**

**Progress Report Schedule**

NOTE: This calendar is for term reporting purposes. Online class progress is updated continuously and does not need to be reported to the school. Progress on students using print material or courses outside TOPS’ three online platforms must be reported according to this schedule. Upon enrollment, you have 12 months to complete courses.

First Term: Begins Sep 1

Ends Nov 30

Reports due Dec 5

Second Term:

Begins Dec 1

Ends Feb 28

Reports due Mar 5

Third Term:

Begins Mar 1

Ends May 31

Reports due Jun 5

Fourth Term:

Begins Jun 1

Ends Aug 31

Reports due Sep 5

**School Holiday Schedule**

School offices will be closed on these days. Students may

continue to work or take a break. It’s YOUR CHOICE.

Labor Day

Veteran’s Day

Thanksgiving Week

Christmas Week

New Year’s Eve

New Year’s Day

Martin Luther King, Jr. Day

President’s Day

Good Friday and Easter Week

Memorial Day

Independence Week

**Enrolling in The Oaks Private School**

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In The Oaks Private School, we try to keep our enrollment process as simple and easy as possible.

Just follow these easy steps to enroll your child:

1. Call the school for a pre-enrollment conversation about your schooling needs.

1-386-938-1352

1. Complete the Enrollment Form, including payment of fees.
2. Submit the required forms listed below. (Enrollment counselor will help you

determine which ones apply to you.)

The enrollment process will be complete when we receive the following required documents:

* + Completde enrollment form
  + One picture of each student for the student file
  + Birth Certificate (need not be a certified copy)
  + Schedule of Immunization Records (original copy) or Exemption Form
  + Health Certificate (physical exam within the last 12 months) (Florida students only)

Documents should be completed, signed, and mailed to

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The Oaks Private School

4600 SW 63rd Run

Jasper, FL 32052

Documents may be scanned and emailed to: [tops@theoaksprivateschool.com](mailto:tops@theoaksprivateschool.com)

**Cell phone photos of documents are not acceptable**.

**Academic Validation**

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The Oaks Private School requires that you:

1. Read the Parent-Student Handbook completely during the enrollment process.
2. Sign the Parent-Student Agreement including the Honor Code.
3. Provide a minimum of 180 school days within a calendar year.
4. Suggested daily hours of study:
   1. Kindergarten = 2 hours daily
   2. Grades 1-3 = 3-4 hours daily
   3. Grades 4-12 = 5-6 hours daily
5. ONLINE STUDENTS: Students are expected to complete ten percent of the course per month of enrollment. Attendance, Progress, and Work Samples are recorded via the curriculum platform. Extra-curricular activities such as PE, community service, apprenticeships, and courses taken through an approved source other than TOPS Online must be reported no less than frequently than the end of each term. (see calendar of reporting)
6. PRINTED MATERIALS STUDENTS: Students are expected to complete ten percent of the course per month of enrollment. Submit an accurate Attendance Report, Progress Report, Work Samples, and Extra-Curricular Report no less frequently than the end of each term for teacher review, comments, and assignment of grades to the report cards and transcripts.
7. Provide adult supervision for student(s) of compulsory attendance age during public school hours and any time the student(s) is engaged in schoolwork.
8. Agree to annual standardized achievement once a year (usually in the spring of each year). This testing is completed online and proctored by the staff of TOPS. Details of testing procedures will be provided in the weeks before the testing dates.
9. Pay registration and tuition as outlined in the Financial Agreement.
10. If a student finishes a grade level early, the parent is responsible for tuition in full before promotion and re-enrollment into the next grade level.
11. If a student does not complete their courses within their 12 month enrollment period, a one-time carryover of uncompleted subjects is permitted into the new enrollment grade level. A new finish date will be assigned. A consultation will be required before the carryover is enacted. Remember … the student will be using up time that should be devoted to the new grade level so be very diligent to finish a grade level timely.
12. Uphold a standard of behavior that will not detract from the reputation of The Oaks Private School.
13. Allow the staff at TOPS to be of service to you and your child!



NOTE: If transcript or achievement test scores are not available for prior school years, a diagnostic evaluation may be required to assess your child’s current educational level before the enrollment process can be completed. The diagnostic evaluation may be given to your child under your supervision with review by TOPS staff.

NOTE: Parents must assume full responsibility for compliance with any special or unique state requirements for home educators (see TOPS website under TOPService, “State Laws”).

**Curriculum Choices**

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We strongly encourage parents to be involved in selecting the best program of study and the delivery method for their child. Experienced administrators and teachers, along with parents, review the student’s academic history, diagnostic results, IEP plans, learning style, and educational goals to determine the best course of study and best method of lesson delivery for each child. For high school students, this determination includes a decision about the diploma choice the student wishes to pursue: Honors College Preparatory (28 credits), College Preparatory (26 credits), Standard (24 credits), Career/Vocational Diploma (18 credits).

To help with this customization for each student, The Oaks Private School offers two methods of study, Digital and Printed Materials:

**DIGITAL**

There are three digital platforms to choose from:

**TOPS Online (Apex)** is an **HONORS**, fully online educational program for grades 9-12. This highly rigorous program includes standard, honors, and AP courses. **Students are assigned certified teachers for four core courses. More teachers may be purchased as necessary to cover electives**. This high school program will prepare your student to meet the challenging entrance requirements of top colleges and universities.

**TOPS Online (Ignitia)** is a **Christian-based**, fully online educational program for grades 3-12. With this academically rigorous program, parents may elect to be the teacher of all subjects or choose certified teachers to help their students at the point of need. This high school program can be customized to meet each student’s needs with a personalized plan of study to prepare them for college or career. **On-demand teachers may be purchased as necessary to supervise the learning. If TOPS teachers are not purchased, the parent is responsible for carrying out teaching, scoring, and supervisory responsibilities.**

**TOPS Online (Accelerate)**, grades 3-12, is a secular curriculum for parents who prefer lessons without religious presentation. With this academically rigorous program, parents can be the teacher or choose certified on-demand teachers to help their student at the point of need. If TOPS teachers are not purchased, the parent is responsible to carry out teaching, scoring, and supervisory responsibilities.. This high school program can be customized to meet each student’s needs with a personalized plan of study to prepare them for college or career. **All high school students are required to take two (2) Bible courses to meet graduation standards, even if the parents elect to use a secular curriculum for core courses.**

**NON-DIGITAL (PRINTED MATERIALS)**

**TOPS Traditional Program** provides students with the opportunity to learn anywhere, anytime, and at a pace that suits their existing skills, knowledge, and aptitudes. This parent-led program teaches independent learning with engaging and rigorous workbooks. Created for students K-12 who learn best in a non-digital setting or who simply prefer to obtain their lessons through traditional “pencil and paper” methods of study. The course materials we recommend are SELF-TEACHING in design and require very little one-on-one teaching for the student to learn. The administration, teachers, parents, and students work together to determine the best course method to fit the learning style of the student. Sometimes a student may use more than one method, i.e: math with a workbook, science through a video course, English from a textbook, etc. Parents are the teachers for this program choice. There are no tutors available through TOPS

We strongly encourage the use of a Christian worldview curriculum, especially in history and sciences. Religiously neutral curriculum may be used; however, a curriculum that is specifically anti-Christian will not be allowed as a choice. If such limitations are unacceptable to a parent, The Oaks Private School may not be the best place for the student.

**Grading System**

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For Kindergarten, we use this grading system:

E = Excellent

S = Satisfactory

M = Mastered

I = Improving

N = Needs Improvement

For 1st through 12th grade, the following grading system should be used:

Letter Grade Numerical Grade GPA

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A+ = 98 - 100 4.00

A = 94 - 97 4.00

A- = 90 - 93 4.00

B+ = 88 - 89 3.00

B = 84 - 87 3.00

B- = 80 - 83 3.00

C+ = 78 - 79 2.00

C = 74 - 77 2.00

C- = 70 - 73 2.00

D+ = 68 - 69 1.00

D = 64 - 67 1.00

D- = 60 - 63 1.00

High school CORE courses with grades F must be repeated under our Credit Recovery Policy. The failed course grade will appear on the transcript but will not be calculated into GPA. We strongly recommend that core courses with grades of D be repeated, especially in mathematics.

Credits needed for grade level status:

Freshmen (9th): Minimum of 6 credits

Sophomores (10th): Minimum of 12 credits

Juniors (11th): Minimum of 18 credits

Seniors (12th): Minimum of 24 credits

**Gifted and Advanced Students**

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We encourage advanced students to consider broadening their educational track with dual enrollment at their local college, through approved online career courses, taking AP courses, adding higher math classes, seeking an internship opportunity, or adding more elective courses in Arts, Foreign Language, Sciences, Literature, Creative Writing, and Social Studies. At appropriate age levels, apprenticeships may be considered as a way of introducing new interests and skills into their educational experiences. Field trips, volunteering programs/community service all enrich a student’s life in ways that continue after graduation.

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**Early High School Credits**

One avenue of motivation for advanced students in 7th and 8th grades is to begin earning credits toward graduation by taking high school courses. The courses must be designated as High School level by the curricula or program used. Permission to enroll in high school courses before 9th grade must be obtained from the school principal.

**Dual Enrollment and College Credits**

Dual Enrollment gives high school students (usually designed for 10th through 12th grades) the opportunity to attend classes on a college campus or online and earn credits that will apply to both their high school and college transcripts. Students who wish to take advantage of the provisions of Dual Enrollment should be mature enough to function in the college environment, as verified by their parents and school officials. To be fully qualified for the Dual Enrollment program, the student must meet the qualifications of the local college and score high enough on the College Placement Test to exempt them from any “college preparatory” courses. Any college courses that are considered remedial by the college are not acceptable.

Courses taken through Dual Enrollment are counted on the student’s high school transcript as credits toward graduation and also as college credit hours toward their associate degree for college. The number of high school credits may vary by course, but almost all the courses are counted in both places.

**Diplomas and Acknowledgements**

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**Honors-College Preparatory Diploma**

The Honors-College Preparatory Diploma is designed for those students possessing outstanding academic skills in most areas. The student who earns this diploma will be ready to attend top-ranking colleges and universities. The pursuit of this diploma indicates a very high level of ambition and a desire for a high level of academic achievement.

1. Requires **28** credits, 6 of which must be Honors, Dual Enrollment, or Advanced Placement.

2. Requires 3.5 or higher GPA

3. Requires a SAT score of 1330+ or ACT score of 29+

4. 100 hours of community service or paid work hours, or a combination of both to equal 100 hours.

NOTE: Students who wish to qualify for their state’s scholarship programs must fulfill specific requirements. Talk with TOPS counselors for requirements based on your state’s requirements for your graduation year.

Math:

Algebra 1 1.0 credit

Geometry 1.0 credit

Algebra 2 1.0 credit

Higher Math – PreCalculus, Trig 1.0 credit

4.0 credits

English:

English 1 1.0 credit

English 2 1.0 credit

English 3 1.0 credit

English 4 1.0 credit

4.0 credits

Social Studies:

World Geography (or other SS course) 1.0 credit

World History 1.0 credit

American History 1.0 credit

U.S. Civics & Economics 1.0 credit

4.0 credits

Science:

Biology 1.0 credit

Physical Science 1.0 credit

Chemistry 1.0 credit

Physics or other higher science 1.0 credit

4.0 credits

Foreign Language (2 years required/3 years recommended) 2.0 credits

Other Requirements:

Physical Education 1.0 credit

Health & Life Management 0.5 credit

Performing / Practical Arts 1.0 credit

Bible Studies 2.0 credits

Electives 5.5 credits

10.0 credits

**Diplomas (cont’d.)**

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**College Preparatory Diploma**

The College-Preparatory Diploma is designed for the student who has a background of above-average achievement. This diploma is recommended for the student who desires a college education in preparation for a professional career. It is accepted at most colleges and universities.

1. Requires **26** credits, 4 of which must be Honors, Dual Enrollment, or Advanced Placement.

2. Requires a minimum 3.0 GPA

3. Requires a minimum score of 1190 on SAT or 24 on the ACT.

4. 75 hours of community service or paid work hours, or a combination of both to equal 75 hours.

NOTE: Students who wish to qualify for their state’s scholarship programs must fulfill specific requirements. Talk with TOPS counselors for requirements based on your state’s requirements for your graduation year.

Math:

Algebra 1 1.0 credit

Geometry 1.0 credit

Algebra 2 1.0 credit

Higher Math – Pre-Calculus, Trig 1.0 credit

4.0 credits

English:

English 1 1.0 credit

English 2 1.0 credit

English 3 1.0 credit

English 4 1.0 credit

4.0 credits

Social Studies:

World History 1.0 credit

American History 1.0 credit

U.S. Civics & Economics 1.0 credit

3.0 credits

Science:

Biology 1.0 credit

Physical Science 1.0 credit

Chemistry or Science choice 1.0 credit

3.0 credits

Foreign Language 2.0 credits

Other Requirements:

Physical Education 1.0 credit

Health & Life Management 0.5 credit

Performing / Practical Arts 1.0 credit

Bible Studies 2.0 credits

Electives 5.5 credits

10.0 credits

**Diplomas (cont’d.)**

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**Standard Diploma**

The Standard Diploma is aligned with the Florida Department of Education requirements for graduation. This diploma is accepted at most colleges and universities. World language is not required for this program although it is strongly recommended if the student plans to attend college. Students who are unsure about college or career plans may prefer to pursue this Standard Diploma.

1. Requires 24 credits to earn this diploma

2. Requires no less than 2.0 GPA

3. Acceptable score on the SAT or ACT or Achievement test administered by TOPS each spring

NOTE: Students who wish to qualify for their state’s scholarship programs must fulfill specific requirements. Talk with TOPS counselors for requirements based on your state’s requirements for your graduation year.

Math:

Algebra 1 1.0 credit

Geometry 1.0 credit

Math Choice 1.0 credit

Math Choice 1.0 credit

4.0 credits

English:

English 1 1.0 credit

English 2 1.0 credit

English 3 1.0 credit

English 4 1.0 credit

4.0 credits

Social Studies:

World History 1.0 credit

American History 1.0 credit

U.S. Civics & Economics 1.0 credit

3.0 credits

Science:

Biology 1.0 credit

Physical Science 1.0 credit

Science Choice 1.0 credit

3.0 credits

Other:

Physical Education 1.0 credit

Health & Life Management 0.5 credit

Performing / Practical Arts 1.0 credit

Bible Studies 2.0 credits

Electives 5.5 credits

10.0 credits

**Diplomas (cont’d.)**

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**Career Diploma**

The Vocational Diploma is designed for the student who seeks to pursue a career choice that requires preparation but not a college degree. These students usually show strong skills in creative endeavors, enjoy working with their hands, and find accomplishment and gratification in working on a job from beginning to end. Students will engage in a Work Study Training Program learning specific job skills, customer relations, business practices, and more. This diploma does not fulfill college entrance requirements.

1. Requires 18 credits to earn this diploma
2. Requires 6 credits (600 hours) of work-study or apprenticeship training

Math:

4 years of progressively higher math

until 3 credits are earned 3.0 credits

English:

4 years of progressively higher English

until 3 credits are earned 3.0 credits

Social Studies:

American History 1.0 credit

U.S. Civics & Economics 1.0 credit

World History 1.0 credit

3.0 credits

Science:

Biology 1.0 credit

Choice of Science course 1.0 credit

2.0 credits

Career: Work Study/Apprenticeship (100 hours per credit) 6.0 credits

Other:

Bible Studies 2.0 credits

Elective 1.0 credit

3.0 credits

**Diplomas (cont’d.)**

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**Acknowledgement of Achievement**

The Acknowledgement of Achievement is designed for the student who has a diagnosis of learning difficulties. Students in this program will be educated through a Special Education curriculum or by curriculum chosen after consultation with TOPS staff and the ones who know them best, their parents.

Math 3.0 courses

English 3.0 courses

Social Studies 3.0 courses

Science 3.0 courses

Bible Studies 2.0 courses

Electives 2.0 courses

**General High School Information**

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**Academic Requirements**

* Students who transfer to TOPS during high school must repeat any core course in which a grade less than 65% was earned.
* Under our FORGIVENESS POLICY, a student enrolled in TOPS who earns a “D” or lower in a core course must repeat the course through Credit Recovery. The Credit Recovery score and lower score will be entered on the transcript with notation (X) for the original course but not used in GPA calculation. The Repeated Course will be notated on the transcript with (CR). The same course must be repeated… a different course cannot be substituted.
* High school students must earn two Bible credits. Students who enter TOPS during their senior year must earn at least one Bible credit before graduation. Students who choose our non-religious platform of study must also fulfill this requirement
* Graduating seniors must have a minimum GPA of 2.0 unweighted.
* Seniors seeking enrollment after September 30 will be charged a Senior Late Enrollment fee of $400. A senior must be enrolled for a minimum of 4 credits and at least one semester before they graduate.

**High School Planning**

By the beginning of the eighth-grade students should begin considering which of the 4 diplomas offered by TOPS they want to pursue:

* Honors College-Prep
* College-Prep
* Standard
* Career Vocational

**4 Year Academic Projections**

During the enrollment process, a guidance counselor will prepare an Academic Projection showing all the credits a student has earned to date and the credits needed to fulfill the desired diploma choice (Honors College-Prep, College-Prep, Standard, or Career Vocational). The Academic Projection is a study plan and may be adjusted throughout the high school years to satisfy a student’s maturing objectives and goals.

**High School Transfer Students**

High school students transferring from a public or private school and seeking credit for completed work must request that their transcript be sent to The Oaks Private School to show satisfactory completion of coursework with a grade of 65% or better. Students who transfer to TOPS during high school must repeat any core course in which a grade less than 65% was earned.

**Home School Transfer Students**

Students entering The Oaks Private School from a homeschool program must have high school grade level work evaluated by a certified teacher or other recognized homeschool evaluator. If the previous grades are not evaluated and validated, TOPS will review the submitted portfolio and convert approved work into credits. The Home School Credit Acceptance fee for this conversion is $400 per grade level.

A portfolio for each course being reviewed and converted into credit must include:

1. A course outline, title of textbooks used, name of publisher, and table of contents for each subject.
2. Proof of work completed for each subject – work samples, quizzes, and chapter tests as well as other proofs of work completed.
3. A description of any projects, research, or labs required by the course.

**MCj02921160000[1]Recognition of Extra-Curricular Activities**

At The Oaks Private School, we believe students should receive recognition for all learning activities. We record participation in choirs, dramatic presentations, music lessons, dance lessons, sports activities, scouting, and other such activities in the student’s permanent file. We also award one-half credit for driving lessons resulting in the obtaining of a Learner’s Permit or Driver’s License.

When the End-of-Term Reports are submitted, the activities will be included in the report. If the student is attempting to earn PE or elective credits, he or she must account for 80 hours for one-half credit and 160 hours for one credit. Credit will be awarded when the hours are completed and a Verification Letter is submitted.

**Community Service and Volunteer Work**

MCj02975530000[1]

Students are encouraged to participate in Community Service or Volunteer Work. Some scholarship programs require community and volunteer work to qualify to receive funding. Florida’s Bright Futures Scholarship program requires 100 hours for the Academic Scholarship and 75 hours for the Medallion Scholarship. A student choosing this option may also earn one elective credit by completing 100 hours of service and submitting a Verification Letter.

**Florida Virtual School and Bright Futures**

\*\* For Florida resident students ONLY: If you would like information on the Bright Futures Scholarship Program or how to take Florida Virtual School courses, please contact the school office.

**Portfolio**

MCj02332790000[1]

During your student's high school career, The Oaks Private School will maintain a portfolio of attendance, grades, extra-curricular activities, and work samples. These items are to be submitted to the school office at the end of each term. We recommend that you keep copies of items submitted, but it is not required.

**College and Career Guidance Assistance**

It is the desire of The Oaks Private School that each student achieve the highest level of preparation possible for their God-given calling in life. To that end, we begin college and career planning as early as the eighth grade and continue guiding each student toward his or her choice of diploma with regular conferences and advisories.

The 4 Year Academic Plan mentioned under High School Planning Conferences is part of this process.

**Testing Information**

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**Annual Standardized Testing:**

1. Students in grades 3-12 must take an annual standardized achievement test in the spring of each year.
2. Because TOPS is an accredited distance-learning private school, the protocols mandated by our accrediting agencies require that these tests be administered under the supervision of a proctor to ensure the integrity of the results. The staff of TOPS will proctor via computer monitoring while the student tests in his/her home.
3. Students who have IEPs or 504 accommodations may be tested under the recommendations of those plans.
4. Juniors and seniors who have already begun college preparation by taking SAT or ACT exams may be exempted from annual testing by presenting their scores.
5. Tests will be administered in the spring of each year with other months scheduled as necessary for individual student accommodation.
6. Students who score below 30 percentile will be entered into our STAR (Strategies and Techniques for Academic Reinforcement) with re-testing in December of the same school year.

**PSAT, SAT, ACT Testing:**

1. High school students who intend to pursue a college education are highly encouraged to take the PSAT in the 10th grade as practice for the 11th grade PSAT Merit Scholarship Award as well as practice for the 11th and 12th grade SAT. These tests are given at local high schools and testing sites. Detailed information will be provided to high school students during planning conferences.
2. Students should consider registering for both ACT and SAT testing in the 11th grade and continue testing until the required scores are earned.
3. If a high school student doesn’t take the PSAT, SAT, or ACT during any year of high school, he/she must take the annual achievement test administered in the spring of each year.

**Use The Oaks Private School’s National Testing Code 102188**

**when registering for the PSAT, SAT, or ACT.**

**Tuition Information**

Parents and guardians agree to pay the tuition, fees, and other charges in a prompt and timely manner. Parents and/or guardians understand that non-payment or late payment of tuition, fees, and other charges may result in the following consequences: (1) blocking of on-line courses at 60 days overdue, (2) withholding of progress reports for traditional students, (3) dismissal of the student from school, (4) withholding of records in case of transfer to another school, (5) withholding of diploma and graduation.

If a student finishes a grade level ahead of schedule, payment must be made in full for the current grade level before promotion and re-enrollment with new tuition for the next grade level.

The parent will agree to pay all penalty costs and all costs of collection including reasonable attorney fees incurred by the school. This tuition contract represents the commitment of the undersigned legal adult(s) to pay the entire tuition amount or the adjusted tuition amount due to financial forgiveness, even if the student(s) leaves the school during the year or is expelled during the year. Lastly, it is the family’s responsibility to make sure students have reliable internet connections and working hardware, tuition is still due regardless of issues with connectivity. Tuition payment plans are offered as a courtesy to our families.

**Admission and Re-enrolling**

Students must be enrolled in TOPS by parent or legal guardian, TOPS provides rolling enrollment. This simply means that enrollment is never closed and enrollment may occur in any month of the school year, thus providing flexibility to each of our families. An academic counselor will work with students and parents to determine the next set of courses for the grade level. If necessary, TOPS reserves the right to refuse reenrollment based on previous enrollment, financial record, or behavior.

**Transferring Credits to TOPS**

High school credits earned at previous institutions and homeschools may be accepted based on submission of transcripts and approval. Students transferring mid-year must show successful completion of the first semester or the student will repeat the semester. TOPS only accepts 0.5 credits and 1.0 credits.

**Skipping Assignments**

TOPS does not allow students to skip around in their courses or complete assignments out of order. If students are caught trying to complete assignments out of order the student will be blocked from moving on until the student turns in missing work or accepts zeros for incomplete work. If the student skips ahead to the unit tests, the student’s incomplete work prior will be entered as zeros. If the student continues to skip around, no repeat is allowed on skipped assignments after a first warning from the teacher.

**Schedule Changes**

Course changes must be made in the first two weeks enrollment. Students withdrawing from a course prior to the end of the drop/add period will not have the course recorded on their cumulative records. Any course dropped after this period may be recorded on the student’s transcript as an F. Any work not completed will be scored a zero. Students may not change courses after the add/drop period; however, the Education Director may approve changes due to extenuating circumstances. Students may add on courses throughout the year with approval from the Education Director.

**Extension Policy**

If a student does not complete their courses within the enrollment period, a conference with the Education Director will be held to determine the best course of action. This conference should be held before the enrollment period expires and the student is locked out of the course. A doctor or professional note explaining the reason the student was unable to complete the course will be required. Skipping daily work because of a lack of diligence, laziness, or competing interests is not a valid reason for failing to complete courses. The maximum time allowed for one semester is 6 months and a full-year course is 12 months.

If a student does not complete a course within 12 months because of extenuating circumstances, a **one-time carry-over** of uncompleted subjects is permitted into the new enrollment grade level. A new finish date will be assigned. Carrying over a course means that the student is using time that should be devoted to their next grade-level courses.. This carryover is allowed only one time.. A consultation will be required before the carryover is enacted

If a student still does not complete the course by the new finish date, the course will be recorded as an F on the transcript.

**Online Attendance & Inactivity**

TOPS allows students to work at their own pace, within reason. Students enrolled must post attendance a minimum of 180 days per year. TOPS’s school year begins on the date the student’s official enrollment and extends for 6 up to months per semester or 12 months per year

* + Attendance is taken when students are logged into the system and is working, typically displayed by how many minutes worked daily, this includes turning in assignments any day of the week.
  + Students should login and turn in consistent assignments so that their weekly calendar is fulfilled by Sunday night. This allows for a fresh week of assignments each Monday morning.
  + Students can become blocked due to inactivity by the Education Director and a academiparent/ teacher conference must be had prior to unlocking.
  + Parents are responsible to notify of any extended absences in writing to TOPS staff and teachers.
  + Students will communicate questions, computer problems, and academic struggles to the school immediately to be able to make adequate weekly progress.
  + If students fail to meet the minimum requirements set by the school and teachers, students may be placed on an action plan to finish the year at TOPS.
  + TOPS will evaluate any attendance issues to make sure online learning is the best learning environment for the student

**Traditional Attendance & Inactivity**

* + Attendance is taken any day that he/she is actively working on workbook assignments.
  + Students are expected to complete one workbook a month, depending on the number of workbooks in a single course. Divide the number of workbooks by 12 to determine pacing to finish in 12 months. We recommend completing 10% or one workbook a month to allow a vacation break before promotion to next grade level.
  + An average of 3-5 pages per day in each workbook will allow a student to complete a workbook within one month.
  + Parents are responsible for notifying any extended absences in writing to TOPS staff
  + If students fail to meet the minimum requirements set by the school and teachers, students may be placed on an action plan to finish the year at TOPS.
  + Parents are expected to report progress on Progress Form every three months.



**The Oaks Private School**

**ADDENDUM**



**The Oaks Private School**

**Attendance Policy**

Parents and students of The Oaks Private School are free to determine their own schedule of attendance and schoolwork within these few guidelines:

1. Students must attend school for 180 days within one 12-month cycle from date of enrollment.

\*Students who complete ALL their work before 180 days will be credited with 180 days.

1. Students who complete their full year’s coursework in less than the required 180 day minimum may re-enroll into next grade level when full tuition is paid.
2. If a student misses 5 consecutive days of school, a reason should be noted on the Progress report for print material students. Online students will submit a notice to teachers explain non-submission of work.
3. Transfer students will have their attendance at their prior school or homeschool credited to the 180 day requirement. The remainder of the required days must be completed by the end of the student’s established school year.
4. Students who do not fulfill the 180-day attendance requirement by the end of the student’s established school year will be asked to meet with the school administrator to determine a plan for attendance. This meeting will include an evaluation of coursework progress and whether the absences affected the completion of the coursework.
5. When a student experiences a severe situation due to tragedy or serious, long-term illness, the parent should contact The Oaks Private School as soon as possible for a conference to determine a Plan of Action for the continuance of schoolwork during the extent of the situation. Failure to inform the school will cause a breakdown in communications and may be grounds for academic suspension.
6. Students who do not fulfill the 180-day attendance requirement for two consecutive years and whose progress in their coursework is hindered by the absences will be dismissed from The Oaks Private School.



**The Oaks Private School**

**Integrity Agreement and Policies**

Personal Behavior**:**

Attendance at The Oaks Private School is considered a privilege and requires a serious commitment. Therefore, students must agree to abide by a Bible-based code of conduct that encourages them to continually seek to follow Christ's example in what they think, say, and do.

Should it come to the attention of The Oaks Private School that a student is engaging in behavior that would reflect badly on the reputation of the school, the staff shall contact the parents of the student to discuss the specifics of the unacceptable behaviors. The Oaks Private School will then mail a letter to the parents and students, naming the unacceptable behavior and the plan for remediation. The student and parents must agree by signature on the letter that the student will refrain from the unacceptable behavior while enrolled in The Oaks Private School. The letter must be mailed back to The Oaks Private School and will be retained in the student’s permanent file.

Should there be a second occurrence of unacceptable behavior, the parents will be contacted and the student shall be dismissed from The Oaks Private School.

ACADEMIC BEHAVIOR

Our mission at TOPS is to provide quality education with personalized, customized graduation plans and curriculum choices for all students. We strive to maintain a relationship between academic excellence and the dynamics of Christian life, with the highest quality of educational materials, grounded in Christian values and beliefs. We strive for excellence in the academic process and hold our students to the highest academic standards.

INTENT:

We strive to develop honesty, integrity, respect and Godly character in our students. According to the Christian philosophy of The Oaks Private School and Scriptural principles in the Word of God, we are committed to maintaining the highest quality of personal, professional and ethical conduct. All students have a responsibility to maintain the highest standards of academic integrity in all work completed at The Oaks Private School.

PURPOSE:

While a student at The Oaks Private School, a student must agree to abide by our principles of Academic Integrity Policy. The purpose of this policy is to set forth the terms of how academic work must be performed. Students will be held responsible for its contents and must sign the Honor Pledge. The Pledge is included in our Parent-Student Agreement.

DEFINITION OF ACADEMIC INTEGRITY:

Academic integrity is defined as the student completing all academic work on their own, as

assigned for each class. This includes, but is not limited to the following:

A. Reading all lesson materials

B. Taking quizzes and tests independently

C. Completing essays, practices, journals, and other coursework

D. Gathering research and writing research papers/projects

OUR STANDARDS:

To protect the value of your accredited academic record with The Oaks Private School, we maintain the highest standards of integrity and honor in all academic work. The essence of these standards is a respect for individual achievement and an intolerance of any form of lying, cheating, fabrication, all forms of plagiarism, unauthorized use of resources, assisting other students in academic dishonesty, or anything that threatens to devalue academic achievement with integrity and honesty.

ACADEMIC DISHONESTY:

Academic dishonesty is the deliberate attempt to misrepresent your individual efforts, whether in attendance, lesson reading and review, writing, taking tests and quizzes or presentations. There are five major categories:

* + - 1. CHEATING: using unauthorized notes, study aides, altering a grade, allowing someone else to do your work, submitting identical or similar work for credit.

1. PLAGIARISM: submitting material that in part or whole is NOT entirely your own work without attributing the written work or portions to the correct source.
2. FABRICATION: falsifying or inventing any information, data, or presenting data not gathered in accordance to guidelines set forth by the teacher.
3. UNFAIR ADVANTAGE: stealing, reproducing, or circulating course materials prior to authorization by faculty. Unauthorized collaboration on an assignment.
4. FALSIFCATION: Altering documents that affect academic records, forging signatures or falsifying information on an official academic document, letter, transcript ID card or any other school document.

PLAGIARISM:

One of most common forms of online learning academic dishonesty is plagiarism. To claim work as your own, without acknowledgement or citation is academic dishonesty. Plagiarism, either by copying or paraphrasing without citation, is a violation with serious consequences. Plagiarism is misrepresenting information and may be willful or negligent. In either case, this is a serious offense and students are subject to strict penalties. In accordance to accreditation standards, The Oaks Private School has instituted a professional plagiarism check, used by all teachers. If you copy work from another source, we will find it!

Our desire is not to punish, but to use it as a teachable moment. Yes, there are real consequences for plagiarism issues, but there is also a desire on our part to work through it with a student and move forward. Suspected cases of academic dishonesty (any form of cheating) are immediately reported to the Director. Students charged with academic dishonesty, in any form, will be informed of the infraction by the teacher. The Director will notify the parents or legal guardian with proof of the infraction.

The process for dealing with instances of plagiarism will be:

1. Allow student to re-work with no penalty after getting acknowledgement from student AND parent.
2. Second instance, receive a zero for work
3. Third instance, fail course.  (Student may be allowed to re-enroll in course with new payment – at discretion of principal.)



**The Oaks Private School**

**Confidentiality Policy**

Concerning

RECORDS, DOCUMENTS, AND PROCEDURES

For the protection of both The Oaks Private School and the student and families, the following procedures will be followed:

As The Oaks Private School is a Limited Labiality Corporation, the incorporation documents and accounting records may be accessed by the Administrators and selected members of the TOPS staff.

Student cumulative records may be reviewed by:

* The Oaks Private School Administrator
* Parents and responsible adults as designated by parent
* Staff directly involved with supervision of the student’s coursework

Student medical records may be reviewed by:

* The Oaks Private School Administrator
* Parents and responsible adults as designated by parent on enrollment form

No government agency will be allowed access to cumulative or medical records, with the exception of:

* Review of health records by the county health department
* Verification of attendance by the superintendent’s appointee
* Transcripts transferred to another school or college at the student/family’s request



**The Oaks Private School**

**Conflict Resolution Policy**

For the protection of both The Oaks Private School and the student and families, the following procedures are to be followed in cases of conflict:

1. The policies and procedures of The Oaks Private School are clearly outlined and readily available in the Parent – Student Handbook.
2. Parents are required to read the handbook during the enrollment of their children and attest to that reading by signature on the Parent-Student Agreement Form before enrollment is considered complete.
3. Should a question or conflict arise regarding policies, the school policies will prevail.
4. Should an academic question or conflict arise between the student and parent that hinders student academic progress, the parent is encouraged to contact a school counselor to receive assistance in resolving the situation. Should the situation involve non-academic issues the parent is encouraged to seek assistance from counseling professionals.
5. If a conflict arises wherein there is no stated policy, the parents and the school administrator will attempt to resolve the situation amicably. If a solution cannot be reached, the school administrator or the parents may call for an arbitration meeting between school representatives, the parents and an unbiased mediator.
6. Failure to attend an arbitrated meeting or to abide by the arbitrated solution may result in the dismissal of student/family from The Oaks Private School.



**The Oaks Private School**

**Discipline and Dismissal Policies**

The need for discipline and/or dismissal from The Oaks Private School is rare. We endeavor to work with parents and students to resolve any deficiencies or problems which may arise before dismissal becomes a necessity.

However, continued deficiencies in any of the following areas could result in dismissal:

1. Failure to make appropriate progress in coursework:
   1. Inadequate documentation submitted to show appropriate progress
   2. Inadequate progress as evidenced by annual achievement testing for two years in a row
   3. Non-compliance with Plan of Remediation as prescribed by The Oaks Private School to bring student to acceptable levels of progress and/or grade level according to student’s ability
2. Failure to abide by Financial Agreement:
   1. Monthly tuition 30 days late – Warning from The Oaks Private School
   2. Monthly tuition 60 days late – Student placed on inactive status. Online students will have courses blocked until account is up to date. Traditional students will will be placed on inactive status. Reports will be received from student but no report cards, transcripts, or diplomas will be issued by The Oaks Private School until account is up to date
   3. Monthly tuition 90 day late – Student will be dis-enrolled from The Oaks Private School
3. Failure of student to behave in an acceptable manner as outlined in Code of Conduct:
   1. First offense – Conference with parent(s) and student and follow-up letter.
   2. Second offense – Dismissal from school

NOTE: When a student less than 16 years old is dismissed from The Oaks Private School, the student must be re-enrolled in a public or private school or continue in homeschooling. The Oaks Private School must receive a request for Records Transfer from the new school where the student is enrolled within 45 days of dismissal or a copy of the Letter of Intent to Home School which the parent submits to their local school district.

This is not meant to interfere with the parent’s responsibility for their child’s education and welfare, but rather to help The Oaks Private School close the files for the former student.



**The Oaks Private School**

**Grades Validation**

To ensure that each student enrolled in The Oaks Private School receives the full benefit of their studies and their earned grades…

…and, to fully support each student enrolled and to fully attest to the work and grades earned by each student through Report Cards, Transcripts, and official Diplomas…

…The Oaks Private School will require the following information to validate the assignment of any test score and/or grade for work completed:

1. Students enrolled in TOPS*Online* will have daily work and tests reviewed by teachers or parents weekly.
2. Students enrolled in TOPS*Online* who are taking additional courses from sources outside TOPS AND students using Printed Materials (non-digital resources) will abide by the following guidelines:
   1. Completed tests shall be submitted at the end of each term or more often as requested by teachers and administration.
   2. Samples of daily work and completed projects shall be submitted at the end of each term or more often as requested by teachers and administration.
   3. When extra-curricular projects are assigned a letter grade, a copy of the project or a picture, or some other proof of work shall be submitted at the end of each term or more often as requested by teachers and administration.
   4. Standardized testing should clearly reflect the progress a student has achieved during the student’s established school year. If a student’s reported progress is substantially above the standardized testing results, TOPS will contact the parents for a review of work accomplished – to include additional documentation and work samples. Significant differences between reported progress and standardized testing results may require diagnostic testing before the student is allowed to move into the next grade level.
   5. If annual standardized testing results do not show sufficient progress in learning, a conference with parents, teachers, and administration will be held to determine a plan of remediation. The student will be put on a STAR Plan (Strategic Plan of Academic Remediation) If a student fails to show sufficient progress in testing results for two consecutive years, dismissal may result. Final determination will be at the discretion of the administrator.



**The Oaks Private School**

**Academic Accountability and Progress**

Parent and students are expected to show accountability and report student progress by:

1. Abiding by the Parental Agreement to submit end-of-term documentation of work accomplished and attendance.
2. Conducting school days in sufficient quantity each term to total 180 school days within one calendar year.
3. Completing sufficient lessons in grade level curriculum each term so that full year’s curriculum will be completed within one calendar year.
4. Maintaining passing scores of ‘C’ or better in each subject taken
5. Presenting all areas of required core curriculum: Math, English, Science, Social Studies.
6. Supplementing elementary and middle school core curriculum with electives such as P.E., Word Building, Bible, Literature, etc.
7. Choosing enough high school electives to fulfill diploma requirements.

NOTE: This list is not considered inclusive of all areas where studies may be required.

If at any time a student falls below the standards outlined above, TOPS will request a meeting to work out a Progress Plan of Action which may include but is not limited to:

1. Progress report submitted more frequently to TOPS
2. Grades and Lesson Plans submitted weekly
3. Weekly phone conferences with parents and student
4. Diagnostic testing of student to determine a more appropriate grade level
5. Change of curriculum or delivery method to facilitate student’s learning style and ability
6. Review of student’s diploma choice and effort needed to achieve it
7. Discussion of WHY the family is educating their child through The Oaks Private School and a review of the dedication and effort which MUST be willingly given to the program

The student will have 3 months to show improvement in quality and quantity of work completed. A second review will be conducted at the end of 6 months and a determination made as to whether the student will be allowed to continue as a student of The Oaks Private School.