OAKWOOD SCHOOL
7210 Braddock Road
Annandale, VA 22003

Phone: 703/941-5788
Fax: 703/941-4186
www.oakwoodschool.com

Catalog of Information and Guidelines For Parents and Students
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1. **FORMS** which must be completed each year and in your child’s file at Oakwood:

   A. One copy of Contract for Enrollment  
   B. One copy of the Emergency Care Form  
   C. Current State Medical report/immunization record  
   D. Current Treatment Record

2. **CLASS DAYS & HOURS:** Unless otherwise mandated by the Virginia State Board of Education, there will be a minimum of 180 school days in each year. See the current school calendar for schedule and daily hours.

3. **SCHOOL SUPPLIES:** The student will be required to provide consumable school supplies and materials, such as pencils, pens, paper, crayons, notebooks, etc. Students should not bring toys, radios, pets, or items of personal interest without the specific permission of the school.

4. **LUNCHES AND SNACKS:** Student should provide their lunches and beverages each day. It is recommended that lunches include only food that will keep at room temperature. Please make every effort to provide nourishing lunches. Research suggests that a nutritious lunch contributes to a more productive day. Junk food and excessive sugar can interfere with your child’s performance.

5. **ATTENDANCE, TARDINESS & ABSENCES DUE TO ILLNESS:** Students at Oakwood are subject to the compulsory school attendance laws of the state in which they live. Oakwood is subject to local and state regulations regarding the reporting of absences. Attendance reports with reasons for absences are frequently requested by the home school district of a student. Written or verbal explanations of reasons for absence or tardiness must be submitted to the school office promptly when a child will be tardy or absent. Students who are out for extended medical reasons must provide written documentation from a medical professional to be considered "excused." Failure to produce verifying documentation after an absence of five days may result in a report being issued to local authorities or a truancy officer. Parents are urged to keep in mind that frequent or protracted tardiness or absence of a student is disruptive to his/her educational progress and should be allowed only when it is absolutely necessary. Parents or guardians should report late arrivals of students by a prior telephone call or by communicating with the school office (not the classroom teacher) upon arrival. A student arriving late must sign-in at the school office, otherwise the student may be considered absent on school records. Students suffering with a contagious or infectious condition or disease or any other mental, emotional, or physical impairment shall be excluded from school while in that condition unless attendance is approved by a qualified healthcare provider.

6. **APPROPRIATE DRESS & APPEARANCE FOR STUDENTS:** The following is a statement of mandatory guidelines for student dress and appearance during all school hours and school functions, unless otherwise directed for special activities. Students out of compliance with this code at any time will be asked to cover non-complying clothing, if appropriate.
change clothes, or remove items. If those actions will not make the student’s dress acceptable, the parent/guardian will be called to either bring a change of clothes or to take the student home. Repeated infractions will result in disciplinary action.

The Oakwood student’s personal appearance will be clean, modest, non-distracting and appropriate, according to the judgment of the school administration. Anything about the student’s appearance that interferes with or disrupts the educational environment is unacceptable. This will include clothing, hairstyle, and display of jewelry or other adornments. Make-up, if worn, should have a natural look – not excessive. Jewelry, if worn, should be limited. Tight collars/necklaces are not allowed. Rings should be limited in number and size – one per hand. They may need to be removed for P.E.

The following are not permitted at any time: tight-fitting, revealing, or otherwise immodest clothes, including apparel with vulgar, violent, discriminatory, obscene or other inappropriate slogans or graphics. Shoes with wheels are not permitted as they increase the possibility of harmful falls and can be a distraction. Gloves or partial gloves may not be worn indoors. Clothing should have no attachments such as chains or straps.

Other examples of prohibited apparel or appearance include, but are not limited to: Sagging or low-cut pants, clothing that inappropriately reveals underwear or skin, low-cut necklines, tube tops, spaghetti straps, halter tops, backless blouses or blouses with only ties in the back, ‘see-through’ clothing, or clothing that is torn or has large holes. The midriff may not be exposed at any time, and no item of clothing may be shorter than 3-4 inches above the knees. Unusual haircuts, hairstyles, and hair coloring, and unusual body piercings, adornments and tattoos are not allowed.

Dress for physical education: Students will have Physical Education classes and recess each day throughout the school year, and should dress for outdoor play and physical activities. Often rainy mornings turn into sunny afternoons, so it’s best to always be prepared for outside activities. Girls should either wear pants to school or bring a pair to change into for daily physical education. Tennis shoes should be worn for best results in P.E. classes.

7. STUDENTS SHOULD NOT BRING ITEMS TO SCHOOL TO SELL: This includes projects sponsored by the various organizations with which the youngster is associated outside of school.

8. PARTIES AT SCHOOL: Birthday parties are welcomed at school. If there are no children with restricted diets in the class, birthday treats may be allowed. However, the CLASSROOM TEACHER SHOULD BE CONTACTED WELL AHEAD OF TIME TO FIND OUT IF SUCH PLANS CAN BE MADE FOR YOUR CHILD’S CLASS.

9. BEHAVIOR OF STUDENTS: Appropriate behavior is essential to school progress for each student. Oakwood staff members operate under the following guidelines:

   • Cooperative behavior is recognized, encouraged, and reinforced.
• Behavior standards are made known in clear and specific terms, along with consequences for unacceptable behavior.
• Whenever possible, appropriate behavior is encouraged with non-tangible rewards, such as: recognition and approval, extra privileges, positive contacts with parents/guardians, etc. When essential, tangible rewards may be used.
• Appropriate positive and aversive strategies are used to reinforce appropriate personal and social behavior. Any student “time out” will be limited to re-seating in the classroom, attending scheduled Study Halls, meeting with one of the supervisory staff, or on rare occasions, in-school or at-home suspension for a limited period of time. Any student who requires any level of physical restraint or more behavior management than outlined in this Catalog is not appropriately placed at Oakwood and alternative placement will be required.

The school will try to be reasonable and understanding of isolated incidents of unacceptable behavior on the part of a student. However, it is necessary for the long-term benefit of the student involved, as well as essential for the well-being and progress of the total student body, that Oakwood School insists upon a pattern of cooperative behavior on the part of each student. In this regard the following general behavior code must be firmly enforced:

A. A pattern of disrespectful behavior or attitude towards any staff members or other adults will not be tolerated. Suspension or expulsion will be utilized if necessary. Parents/guardians may be called to pick up any student who shows evidence of such a pattern and who does not respond to requests for cooperation.
B. Respect for fellow students will be required. A pattern of abusive language or actions will not be allowed.
C. Students/parents will be required to pay for any damage the student deliberately or carelessly causes to any school property (building, materials, equipment, etc.) or to any property of another person while under the supervision of the school. This is necessary to teach the student respect for other people and their property, and to teach the student to be responsible for the consequences of his/her own behavior.

10. PARENT INVOLVEMENT: Oakwood believes that parents play a vital role in working with the school staff to assure that students make expected progress. Therefore, in order to assure that positive relationships are maintained within the school environment, parents are expected to model to their children courtesy and civility in their relationships with staff and all members of the Oakwood community, and to abide by the policies and procedures of the school. These include, but are not limited to:

A. Participation in scheduled parent meetings.
B. Cooperation in scheduling and attending personal conferences with Oakwood staff.
C. Participation in discussing any need for additional diagnostic work and/or professional assistance indicated, and following through on mutually agreed upon decisions.
D. Participation in a home/school reinforcement program, if needed.

E. Support of homework requirements for your child.

If the school Director reasonably concludes that the actions of a parent or guardian significantly interferes with the program or purposes of the school, or with constructive relationships within the school, Oakwood reserves the right to discontinue the student’s enrollment or not to re-enroll the student.

11. PARENT VOLUNTEERS: Parents often have certain skills and a limited amount of time that they can offer to assist in the program at Oakwood. Volunteer opportunities will be available throughout the year.

12. VISITORS IN THE CLASSROOM: Other than persons who need to be in the classrooms for professional observation, visitation in the classrooms will be discouraged. This is a necessary policy because of the special nature of our program. A steady stream of visitors moving through the classes would be distracting and would significantly impede the progress of the children.

13. DUE PROCESS APPEALS: Oakwood is staffed and administered basically to provide total and direct educational services to the students. In this capacity and for the sake of the students, we try to work cooperatively with the local public education districts. There may be rare occasions when our services will be required as advocates for the child which may place us in an adversary role with another public or private institution or school. However, we are not staffed to do this frequently. Further, when we try to regularly play both roles of direct service agents and advocates for funding of a child, we may be questioned as to possible conflict of interest. For these two reasons, Oakwood staff will not usually be available to participate in person in funding appeals and hearings. We will always cooperate in providing any records, reports, or written opinions regarding a student’s program needs.

14. INDIVIDUAL PARENT CONFERENCES: The Oakwood staff will schedule parent conferences periodically. However, the parents are encouraged to request conferences at other unscheduled times if they so desire. Telephone conferences are invited. Teachers may be reached before and after school but should not be called to the phone during class hours.

15. WRITTEN PROGRESS REPORTS: A written progress and outcome report on each student shall be prepared twice annually, one report at the end of the first academic semester and a second report at the end of the second academic semester. The report shall specifically describe progress towards the current objectives for that student and shall be placed in the student’s master file. Student progress reports will be sent to the parents at the end of report periods. In addition, a report conference will be scheduled with parents.
Student progress will be reported in written narrative form and/or by the grading system: A, B, C, D, F.

16. **UNUSUAL DELIVERY OR PICK-UP ARRANGEMENTS:** Oakwood makes no provision for supervision of early delivery and/or late pick-up of children. It is important to student progress that teachers have the time before and after school for preparations, conferences, etc. In case of short-term emergencies, parents should contact the school office to make special arrangements for students to be in the building before 8:30 a.m. and after 3:00 p.m. Thank you for observing these hours in your transportation plans for your child.

Please cooperate with the following requests with regard to unusual pick-up arrangements. We request that verbal communication or a written note be delivered ahead of time to the school office indicating that a parent will need to pick up a child earlier than the usual dismissal time. If early dismissal is required regularly on certain days, one note for the file will be sufficient. **THE PARENT SHOULD PLAN TO PICK UP AND SIGN-OUT THE CHILD IN THE OFFICE.** The teacher will send the child to the office at the time for dismissal.

If anyone other than the parent, regular car pool driver or a school bus is to pick up the child from school, a note must be sent ahead of time signed by the parent, giving the name of the person who will pick up the child. Proper identification will be required of the person when he/she arrives to pick up the child.

17. **TRANSPORTATION:** Oakwood maintains school-owned vehicles for field trips and school business, but does not operate bus service to and from school. Our staff will assist in contacts for car pools, and will refer all registered students to transportation vendors providing bus service to Oakwood. When students are transported in school owned vehicles for field trips or other school business, Oakwood staff will assure that students are wearing their seat belts, and are behaving appropriately. A first aid kit, cell phone, and fire extinguisher will be available in case of emergency for Oakwood staff to use as needed. The vehicles are regularly maintained to meet all safety requirements of the Commonwealth DMV and the State Board of Education by the Oakwood Facilities Manager. All drivers have an appropriate license and a good driving record on file in the school office.

18. **CONFIDENTIAL FILES AND INFORMATION:** It is the policy of Oakwood to consider all data in our files, including names, addresses, and telephone numbers of our staff and students as privileged information. Permission of the parents will be required if student or family information is to be supplied by our office to anyone other than the members of our staff. The only exception to this rule is the Student Address/Telephone Directory that is given to Oakwood families at the beginning of the year, which is to be used exclusively by Oakwood staff and student families. Oakwood Student files shall be maintained in a locked or otherwise secured file or room that assures only authorized accessibility.
19. **SCHOOL TRANSFERS:** Oakwood staff will work cooperatively with parents and the receiving school when a student is scheduled to transfer to another school. However, since it is the primary purpose of our staff to be available to provide services for the students during the day, we will not routinely be available to make personal visits to other schools for observations. Written guidelines can be provided to the parents to assist them in their observations of other schools, and personal and telephone consultations from the Oakwood offices will be provided to the parents and the receiving school, as necessary.

20. **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY LAWS:** These laws guarantee several essential rights to you and your child regarding access to your child’s educational records. These rights are accorded to you if your child is under 18 or, if your child is 18 or over and you have legal guardianship. If the pupil is 18 or over and you do not have legal guardianship, the rights adhere to the pupil, not the parent. Essentially, the law assures that parents have the right to:

   A. Review your child’s cumulative or central educational file within 5 days of a request by you;
   B. Have explained or interpreted to you the contents of the file;
   C. Have copies of the material made;
   D. Challenge any information in the file and request its correction;
   E. Request a hearing by an independent individual if the School does not grant the request for correction;
   F. Protection from disclosure of the file information to any individual, agency, or organization without giving written consent (with the exception of agencies funding or considering funding of the student);
   G. File a complaint with the State Department of Education regarding the failure to safeguard the rights discussed herein.

Requests for review of records, for corrections or hearings should be directed to:

   Executive Director  
   Oakwood School  
   7210 Braddock Road  
   Annandale, VA 22003

21. **PHOTOGRAPHS AND VIDEO TAPES** will routinely be made of class instruction, individual instruction, and diagnostic sessions for purposes of program development, professional training, and school publications. No photos will be published outside the school without parental consent.

22. **MEDICATION:** If a student is on a temporary or long-term medication schedule requiring administration during school hours by school personnel, it will be necessary for the parent to complete and return a Medication Permission Form to the Oakwood Front Office (with a doctor’s signature for prescription medicines). The medication must be given to the school office (not the classroom) to administer, and parents are required to
verify the medication count by initialing the form when they drop off the medication. Prescription medication must be in the original bottle and over-the-counter medicine must be clearly labeled with the child’s name. According to Virginia Commonwealth guidelines, students are not allowed to transport medication themselves to the school. Oakwood will not administer any kind of internal medication without this information in the files. First aid supplies for external use and over the counter Tylenol, Pepto-Bismol, and cough drops only are kept on hand at the school to be distributed to students when needed. In addition, the school will maintain non-student specific epinephrine for any student having an anaphylactic reaction.

23. **INSURANCE:** Though Oakwood carries adequate liability and multi-peril insurance, we do not carry individual student accident policies.

24. **NEWSLETTER:** A newsletter containing important announcements and interesting news will be published periodically and sent to parents of Oakwood students.

25. **TAX DEDUCTIONS:**
   A. Tuition paid to Oakwood may be deductible under the medical section of your Income Tax return. Contact your local I.R.S. office or website for the publication on Medical and Dental Deductions, #502 (10-72).
   B. Gifts of money and equipment to Oakwood are tax deductible under the contribution section of your Tax return.

26. **COMPLAINT PROCEDURES:** Complaints or concerns may be directed to the head of the relevant department, to the head of the Administration Office, or to the Executive Director of Oakwood School. Families of students who are unable to resolve differences at Oakwood School may submit complaints to VA or DC Dept of Ed.:

   Division of Accountability or Asst. Superintendent of El. & Sec Ed.
   Private Special Education Day School
   Virginia Department of Education
   P.O. Box 2120
   Richmond, VA 23218-2120

   810 First St., NE, 9th Floor
   Washington, DC 20002

   All complaints must be in writing and should include adequate documentation to support claims. Such documentation should include specific names, dates, incidents and copies of letters or other documents provided by the school. Students may request a complaint form from the Department or submit the complaint in the form of a letter.

27. **PLEDGE OF ALLEGIANCE:** The “Pledge of Allegiance” to the flag of the United States of America will be recited in each Oakwood classroom at least once each week,
and preferably in all homerooms at approximately 8:45 a.m. each Monday morning. At teacher discretion the Pledge may be recited more frequently than once a week. With a parent’s written request a student may refrain from reciting the “Pledge” for religious reasons or if they are not citizens of the United States. However, those students who do not recite the “Pledge” must stand quietly during the recitation in respect for those who are participating.

28. **CELL PHONES & OTHER PORTABLE COMMUNICATION DEVICES:**
Oakwood students may possess a portable communication device (cell phone, iPod, etc.) on school property, however, the device must be packed away and turned off during school hours or any Extended Day activities. The device may be used during the school day only with the authorization of a staff member. If this policy is violated, the device must be turned in to the school office, and it will be returned only to the parent or guardian of the student. After school hours, students may use their communication instruments as long as the student is not in or disturbing an after school activity.

29. **RECREATIONAL ACTIVITIES:** Oakwood is not a residential school, so it does not regularly provide recreational services outside of the school day, although Oakwood encourages parents to provide safe, fun, and regular recreational activities for their child after the school day. During the school day, however, a daily recess period and regular physical education classes are an integral part of each student’s overall service plan.

30. **MANAGEMENT OF STUDENT SCHOLASTIC RECORDS:** According to the Virginia State Board of Education regulations, a permanent student scholastic record consisting of a student’s attendance, progress reports, and testing results will be maintained permanently by Oakwood School. Documents other than those mentioned above may be destroyed according to the documents entitled, “Management of the Student’s Scholastic Records in the Public Schools of Virginia.” In the event that the dissolution of Oakwood School should occur, arrangements for the preservation of and access to the permanent student scholastic records of Oakwood School will be assured according to Virginia State Board of Education regulations.

31. **HAND-HELD ELECTRONIC GAMES:** The use of hand-held electronic game devices will not be allowed while on school property during regular and extended school hours. Some car-pools and vans may still see the value of allowing students to use these devices in their commute to and from school. In those cases, the game devices must be restricted to students’ backpacks while at school during regular and extended hours.

32. **IEP PARTICIPATION WITH LOCAL EDUCATION AGENCIES:** Oakwood works with local education agencies as needed in the IEP process of students including the conducting and participation in IEP team meetings. Parts of the IEP that pertain specifically to Oakwood are implemented in a timely fashion.
ADDENDUM A

PHILOSOPHY

Oakwood School is operated by Oakwood Services International, Inc., a non-profit, tax-exempt, independent corporation. The corporation/school is non-sectarian and has no religious requirement for any staff or student and provides no religious instruction. However, the Board of Directors has a clear and firm dedication to a Judeo-Christian world-life view and its educational and administrative policies, procedures, and methods will reflect that commitment.

Oakwood School does not discriminate based on race, color, religion or national origin in student admissions, student aid or any other opportunity or benefit for students, nor in hiring and employment practices.

It is not Oakwood’s purpose to compete with other public and private educational institutions, but to provide distinctives in philosophy, methods, staffing patterns, and environment that set the school apart as an important alternative component in the continuum of educational services available to our community.

Oakwood offers specialized services to the bright but often atypical learner in a normal or traditional learning environment.

It is Oakwood’s educational objective to return each of its students to a “mainstream” school environment as soon as practical.
ADDENDUM B

BRIEF HISTORY OF OAKWOOD SCHOOL

OAKWOOD has continuously served the Virginia/Maryland/DC metropolitan area since the school was founded on March 1, 1971 by Robert and Mary McIntyre and Wretha Petersen. The McIntyres and Dr. Petersen brought to the new school many cumulative years of experience as teachers and education administrators and they were among the earliest educators developing innovative teaching strategies for the bright child with specific learning dysfunctions.

Oakwood was originally incorporated as Children’s Achievement Center, Inc. in the Commonwealth of Virginia as a non-profit, tax-exempt organization with a non-salaried board of directors. In December 2001, the Board of Directors revised the Articles of Incorporations and changed the corporate name to Oakwood Services International, Inc.

Oakwood was site-visited and recognized in its earliest years by the State Board of Education in Virginia, Maryland and the District of Columbia and has maintained credentials with those Boards of Education continuously as a school for the average to above-average student with the need of a special learning environment. The credentials from the State Board recognize Oakwood as a program for the student with “learning disabilities”. This approval requires special education certified teachers, appropriate and sufficient teaching materials and equipment, and a limited staff-student ratio. On-site visits continue to be conducted periodically to assure compliance, and annual written reports are made to the Virginia Board of Education.

From 1971 until 1981 Oakwood was located in various rental facilities in the McLean/North Arlington area, at one point operating out of three different locations at the same time. During those years, space for the Oakwood program was leased from St. Luke’s Methodist Church, McLean Church of Christ, McLean Presbyterian Church, and St. Mary’s Episcopal Church.

In June of 1981, Oakwood purchased and moved into its current property at 7210 Braddock Road, Annandale, Virginia. The 3.1 acre property includes a large athletic field, an impressive newly renovated wooden playground, a parking lot, 2 sheds, an annex that includes a music room, conference room, tutorial rooms and meeting rooms, and the main building which has two floors and two wings. The main building houses 10 classrooms, a science room, a library, a gymnasium/multi-purpose room, a lunch room, a computer lab, storage areas, staff offices and an OT room. The school has furnishings appropriate for the educational environment of the school, and is state-of-the-art technologically with a wireless network, SmartBoards, TV’s, DVD players, and computers in each classroom, and a portable laptop cart.
ADDENDUM C

ADMISSIONS POLICY

A. Criteria for Admission to Oakwood School:
   • Evidence of at least average intellectual potential
   • Evidence of potential to benefit from an academic program.
   • Evidence of special learning needs requiring an alternative instructional program.
   • A social, emotional, educational, and physical history that is predictable of an adequate adjustment to the Oakwood School environment.

B. Application Procedure:
   • Referral by parent, professional, school or school system.
   • Interview with parents or referring professional or agency.
   • Review of transcript of previous school records and previously completed evaluations.
   • Review of any IEP that has been developed for the student.
   • Interview with the student applicant.
   • Oakwood School evaluation of the student.

C. Follow Up:
   • Consultation with parents to discuss results of our admissions evaluation.
   • Recommendation to the parents regarding placement at Oakwood School or referral to another school.

D. Placement Procedure:
   • Letter of acceptance is mailed or given to the parents of the student to be admitted to Oakwood.
   • Registration forms are completed by the parents and admission date is set.

E. Publicly Funded Students:
   When public funding for a student is determined prior to admission, all of the above procedures will involve a representative of the funding school system or agency and required paper-procedures will be followed for the system/agency.

F. Oakwood School is an equal opportunity institution and does not discriminate in student admission, scholarship assistance, educational programming or policies on the basis of sex, race, color, religion, or national or ethnic origin.
ADDENDUM D

STUDENT EXIT PROCEDURES

1) Students completing their program at Oakwood:
A staffing is conducted to determine recommendations for the student’s educational placement for the following school year. This recommendation is sent in writing to the parent/guardian with a request for a personal conference if the parents wish to discuss the recommendation.

If the student is funded by a local education agency, this placement recommendation is made to the representative of the local education agency with suggestions regarding the necessary components of any recommended program outside of Oakwood. All appropriate test results and written progress reports are forwarded to the receiving school upon written request of the parent or the funding agency.

If a parent requests a transfer not recommended by Oakwood staff, they are asked to notify the school office in the late spring or sooner if possible. Staff members involved with the student’s program are available to meet with the parents to discuss the student’s placement needs. Oakwood staff will be available to the parent or receiving school for consultation on transition and placement in another school.

During the course of the subsequent school year, follow-up is made with the parent to determine how the student is adjusting in the new placement. Parents are encouraged to contact Oakwood if they should need the services of the staff for any reason. Oakwood staff will not initiate contact with the new school without the parent request/permission.

2) Disciplinary dismissal:
If, in following Oakwood’s Disciplinary Procedures, it becomes obvious that student dismissal is necessary because the school is unable to provide the program that will elicit the student’s appropriate behavior, a conference will be conducted with the student, the parents, and representatives of any funding agency. Reasons for the dismissal decision will be clearly explained, hopefully in a way that will encourage the student to expect a more fulfilling and successful experience in his/her next school.

The school will cooperate fully in effecting as positive a transfer as possible.

The funding agency and the parent will also be informed promptly in writing of the dismissal. The student will be maintained during any necessary due process proceedings.
ADDENDUM E

OAKWOOD SCHOOL PROGRAM DESCRIPTION

Oakwood provides a comprehensive academic program at levels kindergarten through grade eight, though each student’s educational plan is un-graded and adjusted to achievement levels in each subject. Other components of the program for all students include: daily adaptive physical education, weekly art and music classes, scheduled field trips, and interactive assembly programs. On an as-need basis the following services are available: speech/language therapy and occupational therapy.

Having measured the entrance achievement level of the student, it is the objective of each component of the Oakwood program to set a pace sustainable by the student and to move the student toward her/his potential in each subject, skill or activity. The ultimate objective is to prepare each student to move into a non-special education setting at an appropriate grade level and to function with as little additional support as possible. Every student accepted for admission to Oakwood is considered to be a candidate for post-secondary education to be prepared to enter the career or profession of his/her choice.

Oakwood’s typical student will be a bright underachiever. The student may not be achieving at expected levels for a number of reasons which could include learning disabilities, attentional or activity disorders or environmental or emotional stress. The staff of Oakwood School recognizes that any one or combination of these problems may affect an individual child. In attempting to address the special needs of these children who otherwise meet the admission criteria at Oakwood, the focus will be on:

A. Cooperating with the parents and other child-service professionals to coordinate the child’s total environment:

Oakwood has long-term, supervisory staff members who, through professional experience, continuing education seminars/courses and personal research and reading, keep informed on each of these conditions and have a working relationship with medical and other multi-disciplinary professionals, who are experts in these fields. We also have on-going formal and informal exchange of information with parents and professionals in order to help make decisions and implement strategies for medical and home management of these children. This is a regular, almost daily part of the services of our supervisory staff.

B. Planning and managing the whole-school environment:

Since Oakwood serves only children with special needs, the total school environment can be managed with these students in mind, and includes:

1) A clearly defined, total school schedule and structure, with the same basic expectations of students throughout the building and throughout the day with supervision provided by professional staff members who are trained and experienced in understanding and working with children with exceptional needs.

2) A professional staff-student ratio of approximately 1:4.
3) Environmental management to help keep distracting noise levels under good control; a totally air conditioned building with a “No Smoking” policy throughout to reduce irritants to allergic conditions.

4) All classrooms, labs, and activity rooms and areas are planned and organized with the bright atypical student in mind.

5) Oakwood’s spacious, colonial building has academic classrooms, a computer lab, a reading lab, a science lab, a speech therapy clinic, a library, conference areas, a lunch room, a multipurpose room for assemblies and indoor physical education, and adequate administrative and support staff offices. Additionally, there is a creative playground plus a large playing field. There is a generous supply of teaching materials and equipment.

C. Planning and managing the child-specific school environment:

While all Oakwood students have special learning needs, not all are ADD or ADHD. Oakwood is an educational community and not a tutorial program. Our goal is for our students to function effectively in the community atmosphere of the school. The target population of the school assumes that a child has the potential to benefit from a group educational experience. However, within the parameters of those pre-suppositions, our staff is equipped to plan with the specific needs of a student in mind. This includes different modules of instruction to accommodate a short-term, one-to-one or larger grouping as needed. It also includes “time out” space and opportunity for a child to “re-group” and get back on target with his/her day.

D. Applying appropriate educational and behavioral strategies:

These strategies of the Oakwood learning environment will include as many of the following as possible and appropriate for each student:

- A structured classroom with clear academic and behavioral expectations;
- Individual and small group instruction;
- Varied activities including many visual, auditory, kinesthetic and tactile learning tools;
- Clear, explicit instructions for each task;
- Quiet area in the classroom with few distractions;
- Positive verbal and social reinforcements for task completion;
- Curriculum and instruction broken down into short modules so as not to overwhelm the child with too much information at one time.
- Activity areas and choices which allow for some change of tasks to avoid boredom and restlessness

E. State Assessment Testing:

Oakwood admits students from 2 states and the District of Columbia. If a state requires a standardized test at any grade level, Oakwood will work with that state to either administer the test or to excuse the student from school to be tested in the home school district.
F. Acceptable Student Progress:

The student is deemed to be making satisfactory progress at Oakwood when there is evidence of a steady acceptable increase in achievement levels academically, socially, and emotionally. “Acceptable” increase assumes that the student is able to maintain progress at a pace similar to his/her chronological peers at Oakwood. If a significant gap develops between the individual student and his/her peers over a period of one-two years, and if the pace cannot be reversed within the scope of Oakwood’s philosophy and methods, the student will be referred to another educational placement, typically at the end of an academic year.

G. Student Program Plans:

Oakwood does not prepare IEP’s for privately placed students. However, early in the first semester of each school year, personal conferences are scheduled for each parent, at which time their student’s individualized, written ‘Baseline’ report, with appropriate goals, is discussed to the mutual satisfaction of parents and teachers.

H. Providing a full academic program:

This will include all required academic and physical education subjects for kindergarten through eighth grade. Published Fairfax County Public School Curriculum Guidelines are used by Oakwood to assure that our students are being taught the necessary skills and content for a smooth transition between Oakwood and other schools.

I. Related Services:

Speech & Language Screening – all new students, who do not have current language testing in their file, receive a speech and language screening. The results are used to assist in the identification of children who may need an in-depth assessment of language abilities. This screening should not be viewed as a full evaluation. Recommendations are provided to parents/guardians, who may elect to contract for speech and language therapy sessions through Oakwood School.

Occupational Therapy Screening – all new students receive an in-school occupational therapy (OT) screening. The results are used to assist in the identification of children who may need an in-depth assessment of movement and/or visual-motor/tracking issues. This screening should not be viewed as a full evaluation. Recommendations are provided to parents/guardians, who may elect to contract for OT services through Oakwood School.
ADDENDUM F

HOMEWORK AND STUDY HALL GUIDELINES

Rationale for Assigning Homework

The teachers and staff at Oakwood believe that daily homework assignments are valuable in providing reinforcement of the skills being taught in the classroom. Homework assignments also help students develop a sense of responsibility for completing and returning work. It also provides feedback for parents concerning materials used and topics covered. The following suggestions are given to maximize the benefits of homework assignments.

How Parents Can Help

1) Have your son/daughter read to you from a book or paper he/she has been working on. This will build the concept of sharing and will also help your son/daughter to proofread his/her work.
2) Do not do the assignments for your son/daughter. If you notice errors when you go over the homework with him/her, simply write a note on the work or on a separate piece of paper, such as, “Bill made an error on problem 3. He was able to correct it by himself.”
3) Provide a regular time and place to do homework. A good time is immediately after dinner, perhaps allowing T.V. time after homework is completed. Work completed at the breakfast table usually upsets the morning routine for all members of the family.
4) Remind your son/daughter to have materials on hand. Provide a daily routine system that will assist in returning homework or other school-related materials promptly.

Homework Procedures

1) Homework is usually given daily, Monday through Thursday, in math, reading, and/or language (including spelling and writing). Occasional assignments in science and social studies may also be given.
2) The total of all homework given will be determined by the teacher, taking into consideration the age, independent working skill, and extracurricular activities of your child. If you feel that the amount needs to be adjusted, let the teacher know.
3) On the occasional night that your son/daughter cannot complete an assignment due to an unplanned or special event, a note written by the parents explaining the circumstances will assist the teacher in determining how your youngster can complete the work. This may need to include Study Hall if no other time is available. While Oakwood encourages youngsters to participate in selectively-chosen out-of-school activities which are enriching and which contribute to personal development, if the week-night time commitment required by those activities interferes with a youngster’s ability to meet his/her academic responsibilities, then we recommend that such activities be curtailed or limited to weekends. Teachers cannot frequently excuse a student from completing homework or other assignments without this having a detrimental effect on that youngster’s academic progress.
4) In order to reinforce the homework policy, positive reinforcements are given for consistently completing homework. Consequences will also be given for any incomplete assignments. These may include study hall, homework on weekends, or witholding a privilege such as the loss of free time.

Study Hall

Two signs of maturity that you and we want to see develop in your child are:

a) acceptance of responsibility for making proper choices, and

b) accepting the consequences of the choices made, and learning from the consequences.

In an attempt to address that goal, Oakwood School has a requirement that students attend STUDY HALL during their scheduled lunch/recess period if:

a) they do not turn in completed work at the required time.

b) their behavior is inappropriate.

While the study hall “consequence” is sufficient for many students, there are some who continue to spend frequent periods in the study hall without changing the choices they make. While we regret the inconvenience it causes both the parents and our staff members, we are committed to a full effort to help those students toward a realization of their personal responsibility for their behavior. With that in mind when the lunch/recess study hall is not successful, the following will be implemented.

IF A STUDENT IS ASSIGNED TO STUDY HALL MORE THAN TWO TIMES IN A CALENDAR WEEK, FOR WHATEVER REASON, THE PARENT WILL BE NOTIFIED AND WE WILL REQUIRE THAT THE STUDENT ATTEND A MONDAY AFTERNOON STUDY SESSION FROM 1:45 TO 4:00 O’CLOCK WITH THE FAMILY PROVIDING TRANSPORTATION.

We sincerely hope that, just HAVING this policy will prevent the necessity for its implementation for your child. However, in order to accomplish the goal of growing our children up more responsibly, we need YOUR BACKING AND COMPLETE COOPERATION.

Work Missed Due to Absence

When an absence is due to illness, we feel that the child should be resting and recovering; therefore, school work will not be sent home. **When the child returns to school, a plan for completing missed assignments needs to be worked out with the teachers.** Parents should follow through at home to complete important assignments.

If there is an anticipated, excused absence, teachers will provide assignments with reasonable advanced notification of at least one day. **Oakwood highly discourages taking your child out of school for unscheduled vacations and such absences are not considered to be excused.**
If a child is absent from school for family vacation other than those days that are scheduled into the school calendar, school work will not be sent home in advance. Work will be made up when the child returns to school with reasonable deadlines set for the completion of the missed work. We believe that class instruction is essential and cannot be replicated by a student who is working on his/her own.
ADDENDUM G

OTHER POLICIES AND INFORMATION

1. **Publicly Funded Students:** A very small percentage of students are sometimes approved for placement and funding at Oakwood School. When a publicly funded student is accepted, the school agrees to meet the IEP requirements of the home school district and to maintain the required personnel and paper contacts required by that district.

2. **Financial Policies & Tuition and Fees:** Financial policies and costs of all services at Oakwood School are outlined in the current printed *Schedule of Tuition and Fees* available from the Admissions Office. Parents/guardians of students agree to and will abide by these policies as a condition of admission to Oakwood.

3. **School Calendars:** A current printed annual school calendar is available from the school office and is also available on the school web page <www.oakwoodschool.com>. Monthly calendars of events are distributed at the beginning of each month and are also posted on the school web page.

4. **Non-Discrimination:** Oakwood has a multi-ethnic and international student population. The school does not discriminate based on race, color, religion or national origin in student admissions, student aid or any other benefits, or in its hiring and personnel practices. Further statements of non-discrimination may be found in the school’s published colored brochure and *Answers To Frequently Asked Questions*.

5. **Permanent Educational Record:** Upon an Oakwood student’s exit from the school, a permanent educational record will be established and maintained which will include progress reports, testing done at Oakwood, and attendance records.

6. **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT:** Any Oakwood staff member who suspects that a child is being abused, neglected, or is being traumatized by observing abuse of someone else in their home must immediately see that it is appropriately reported to an Oakwood administrator. The administrator will then assure that the case is appropriately reported by Oakwood School to the local child protective services unit as required by the Code of Virginia 63.2-1509 and to the Department of Education, the placing agency, and the parent or legal guardian according to the Regulations Governing the Operation of Private Day Schools for Students with Disabilities 8VAC 20-670-150H. No representatives of Oakwood School may in any way investigate the suspected abuse, including asking any leading questions of the child or other family members. When a case of suspected child abuse or neglect is reported to child protective services, the student’s records shall include: the date and time the suspected abuse or neglect occurred; a description of the incident; action taken as a result of the incident; and, the name of the person to whom the report was made at the local child protective services unit.
ADDENDUM H

OAKWOOD SCHOOL SAFETY PLAN

The Oakwood staff is committed to doing all within our power to assure the safety and security of the students while they are at school. A comprehensive safety plan has been formulated with input from public and private school jurisdictions and from state and federal emergency preparedness agencies. This plan attempts to take into consideration a variety of scenarios so that we can respond in a manner that provides the greatest possibility of safety for students in each situation. The following summarizes key components of the Oakwood School Safety Plan:

COMMUNICATION: In the event of an emergency, Oakwood will do its best to communicate with parents, assuming communication lines are operational. This will be done through the emergency e-mail distribution list, a message on our voice mail, a banner on our website (www.oakwoodschool.com), and if needed via telephone to each family.

EVACUATIONS: If it is necessary to evacuate the building due to fire or other hazardous situations, students will be directed to the open campus, or to Leewood Nursing Home next door to Oakwood.

CODE BLUE (Partial Lockdown): In case of a crisis near Oakwood all outside activities will be curtailed but normal classroom instruction will continue.

SHELTER IN PLACE: This plan is intended to deal with situations such as tornadoes, other dangerous weather, hazardous material spills, terrorist attacks, etc. We will keep all students inside and if necessary place them in hallways away from windows and doors. Water and rations will be made available to students should there be a need to shelter in place for an extended period of time.

CODE RED (Lockdown): If there is imminent danger inside or outside the building, we will initiate total lock-down with students secured in classrooms with appropriate procedures in effect. Oakwood personnel will remain with students at all times until the crisis is resolved.
ADDENDUM I

SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL

YOUR CAREFUL ATTENTION IS REQUESTED FOR THE SAFETY OF YOUR CHILD

1. **8:15 a.m.** – On good weather days there will be a two staff member on duty outside the East Doors to the athletic field to monitor students who arrive that early.

2. **8:25 a.m.** – Oakwood School doors are opened to admit students, except on inclement weather days when students may be dropped under the West Canopy entrance to the main lobby at 8:10 a.m.

3. **1:45 p.m. on Monday & 3 p.m. Tuesday - Friday** – Students are dismissed from school.

4. **1:45 p.m. on Monday & 3:00 p.m. Tuesday - Friday** – On good weather days there will be several staff members at the East Doors to the athletic field to monitor students whose rides are late arriving.

5. Because faculty members have other important professional duties to perform after school, Oakwood will not provide outside supervision for any students before 8:15 a.m. every day, after 2 p.m. on Mondays, or after 3:15 p.m. Tuesdays – Fridays, except those enrolled in Oakwood’s Extended Day Program.

6. If a student’s afternoon ride is unavoidably delayed beyond the above-stated times, it is the parents/guardians’ responsibility to call the school **no later than 3 p.m.** to advise us of the delay & to give an early ETA. In such cases, at 3:15 p.m. that child will be enrolled in Oakwood’s Extended Day Program.

7. If the school has not received a call by 3 p.m. regarding any unavoidable delay in picking up a student, school personnel will assume the child is to be enrolled in Oakwood’s Extended Day Program.

8. There is always a CPR/First Aid certified staff member on campus to supervise students.

8. Oakwood staff shall accompany and supervise all students on all field trips, Extended Day Programs, and school sponsored extracurricular activities. Any activity that leaves Oakwood’s campus will include a staff member who is CPR/First Aid certified.

9. If parents/guardians choose to allow their children to be on the campus or to play on the playground equipment before or after the above stated hours, the parents/guardians will be responsible for monitoring their children.
ADDENDUM J

DANGEROUS and ILLEGAL ITEMS

Students are not allowed to possess or use weapons, firearms, drugs, or any other illegal or dangerous items on campus at any time. Any student found in possession or use of any such dangerous or illegal items will have the item(s) confiscated immediately, parents notified, and disciplinary consequences given. Though Oakwood School is a zero-tolerance school, the use of pat downs as a security check measure is strictly prohibited.
The Tuition and Fees below are an addendum to the Registration Contract

TUITION AND FEES
2014 – 2015 School Year

INITIAL FEES

<table>
<thead>
<tr>
<th>ADMISSIONS PROCESS</th>
<th>AMOUNT</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Review/Recommendation</td>
<td>$ 50</td>
<td>With Student Records</td>
</tr>
<tr>
<td>Admission Evaluation &amp; Processing</td>
<td>$300</td>
<td>At Evaluation</td>
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ANNUAL TUITION & FEES

<table>
<thead>
<tr>
<th>TUITION</th>
<th>AMOUNT</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounted Rate – Single Advance Payment</td>
<td>$31,200</td>
<td></td>
</tr>
<tr>
<td>Deposit *</td>
<td>$ -2,000</td>
<td>At Registration</td>
</tr>
<tr>
<td>Tuition Balance</td>
<td>$29,200</td>
<td>June 1, 2014</td>
</tr>
</tbody>
</table>

Total Rate – Two Payments | $31,990  | At Registration          |
| Deposit * | $ -2,000 | At Registration          |
| Tuition Balances | $14,995  | June 1, 2014              |
|               | $14,995  | December 1, 2014          |

ANNUAL CHARGES

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re/Registration *</td>
<td>$300</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$175</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$285</td>
</tr>
</tbody>
</table>

* The following charges for new and returning students, as indicated above, constitute one non-refundable payment due at initial registration or at re-registration of returning students:

| Tuition Deposit | $2,000 (applied to total tuition due) |
| Registration/Re-registration | $ 300  | At Registration          |
| Student Activities Fee | $ 175  | At Registration          |
| Technology Fee | $ 285  | At Registration          |

TOTAL DUE | $2,760  | At Registration          |

RELATED SERVICES & INCIDENTAL COSTS

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Speech/Language Therapy</td>
<td>$72/Per Session</td>
</tr>
<tr>
<td>Resource Occupational Therapy</td>
<td>$129/Per Therapeutic Hour</td>
</tr>
<tr>
<td>Extended Day Program</td>
<td>Fee Schedule Available By Request</td>
</tr>
</tbody>
</table>

TRANSCRIPT FEE

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial copy of document</td>
<td>No Charge</td>
</tr>
<tr>
<td>Additional copies, per page</td>
<td>$2</td>
</tr>
</tbody>
</table>

OAKWOOD SCHOOL
7210 Braddock Road  | Annandale, VA 22003
703.941.5788   | 703.941.4186 (fax) | www.oakwoodschool.com

The following Policies and Procedures below are an addendum to the Student Registration Contract

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1. This Schedule of Tuition/Fees and Financial Policies and Procedures statement is an addendum to the legally binding student Registration Contract.

2. Record Review Charge: Following an initial contact with the school, the parent/guardian of the student may submit a complete file of the student’s records for a study by the admissions office. The review of records will be followed by a preliminary recommendation to the parents regarding the possibility of appropriate placement at Oakwood.

3. Admission Evaluation Charge: An evaluation is required of all candidates for admission to the school. This evaluation includes additional record review by the educational diagnosticians, a short form educational evaluation, a student interview, and an oral report to the parents of evaluation results and a recommendation regarding student placement.

4. Registration/Enrollment: A student may be admitted to the school only if the parent/guardian agrees to enroll the student for the full school year or for that part of the year remaining after admission, and to pay tuition and fees for that period. A student is considered registered/enrolled at Oakwood at the time the parent/guardian signs the Registration Contract for the enrollment period and pays a non-refundable fee that includes published charges for Registration, Student Activities, Technology, and the Tuition Deposit. If a student is withdrawn by the parent/guardian from Oakwood at any time and for any reason after registration, the above-noted charges cannot be reimbursed.

5. School-Year Admission: When a student is fully enrolled prior to the opening of the school year or at any time during the month of September, the published tuition rates apply. When enrollment is possible on or after October 1, the Total Rate of tuition will be prorated from the date of admission. A student may not attend classes until applicable tuition and fees have been paid in advance.

6. Registration, Student Activities, Technology, and Tuition Deposit: These charges which constitute one non-refundable fee are paid when the student is initially registered at Oakwood and then annually upon re-registration.

7. Tuition: The published single payment and two payment tuition rates include the non-refundable tuition deposit.

8. Late Payments: Tuition and fee payments are required prior to a student beginning each semester. Payments made after the due date will be charged a $25.00 late fee for the first day, plus .09% per day on the balance owed for each day after the due date. Students whose accounts remain unpaid for 7 school days beyond the due date may be asked to withdraw from classes until the account is paid. Student Progress Reports and other school records may not be released, nor will enrollment for new services be allowed at Oakwood, until all past due financial accounts have been paid.

9. Publicly Funded Students: Federal law states that the responsibility for the cost of placement for a publicly funded student falls on the local education agency placing the child at Oakwood.

10. Added Services: In a limited number of cases, more personnel may be assigned to a child’s program by arrangement with the parents at an advanced tuition rate.

11. Student Exit Policy: (a) In determining financial obligation to the school, the earliest date a student is considered withdrawn by the parent/guardian will be 30 days after written notice of intent to withdraw is provided to the school by the parent/guardian. (b) No portion of the non-refundable fees and tuition deposit will be reimbursed if a student’s registration is cancelled or if the student leaves the school for any reason after being registered for any enrollment period. (c) The parent/guardian of a student who is withdrawn from the school at the official written request of the school Administration will be responsible for tuition & related service fees, pro-rated to the date of withdrawal set by the school. (d) If a student is withdrawn by the parent/guardian at any time after being registered for any enrollment period, in addition to the non-refundable charges noted above, the parent/guardian will be responsible for tuition due for the full year in accordance with the following quarterly schedule, as outlined in the Virginia Department of Education regulation 8VAC 20-670-260:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Total Tuition Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>By October 1</td>
<td>25%</td>
</tr>
<tr>
<td>October 2 – December 1</td>
<td>50%</td>
</tr>
<tr>
<td>December 2 – February 1</td>
<td>75%</td>
</tr>
<tr>
<td>After February 1</td>
<td>100%</td>
</tr>
</tbody>
</table>
# 2015-2016 Oakwood School Calendar


<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31 – Sept 3</td>
<td>Student Interviews</td>
</tr>
<tr>
<td>September 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Labor Day Holiday</td>
</tr>
<tr>
<td>September 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>FIRST DAY of SCHOOL</td>
</tr>
<tr>
<td>September 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>New Parent Coffee (9:00 a.m.)</td>
</tr>
<tr>
<td>September 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Back-to-School Night (7:00 p.m.) No PM Extended Day</td>
</tr>
<tr>
<td>September 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Family Picnic at Oakwood (4:00 p.m.)</td>
</tr>
<tr>
<td>September 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Picture Day</td>
</tr>
<tr>
<td>October 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Sports Day</td>
</tr>
<tr>
<td>October 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Staff Planning Day</td>
</tr>
<tr>
<td>October 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Columbus Day Holiday</td>
</tr>
<tr>
<td>October 22, 23, 26</td>
<td>Parent Conferences – 12:45 p.m. Dismissal No PM Extended Day</td>
</tr>
<tr>
<td>November 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Picture Make-up Day</td>
</tr>
<tr>
<td>November 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Thanksgiving Feast</td>
</tr>
<tr>
<td>November 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day Before Thanksgiving Break – 3:00 p.m. Dismissal No PM Extended Day</td>
</tr>
<tr>
<td>November 25, 26, 27</td>
<td>NO SCHOOL – Thanksgiving Break</td>
</tr>
<tr>
<td>November 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Winter Concert (1:00 p.m.)</td>
</tr>
<tr>
<td>December 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day Before Winter Break – 12:45 p.m. Dismissal No PM Extended Day</td>
</tr>
<tr>
<td>Dec 21 – Jan 5</td>
<td>NO SCHOOL – Winter Break</td>
</tr>
<tr>
<td>January 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>End of 1&lt;sup&gt;st&lt;/sup&gt; Semester</td>
</tr>
</tbody>
</table>

## 2nd Semester: February 1, 2016 – June 17, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>First Day of 2&lt;sup&gt;nd&lt;/sup&gt; Semester</td>
</tr>
<tr>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – President’s Day Holiday</td>
</tr>
<tr>
<td>March 10, 11, 14</td>
<td>Parent Conferences – 12:45 p.m. Dismissal No PM Extended Day</td>
</tr>
<tr>
<td>March 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day Before Spring Break – 3:00 p.m. Dismissal No PM Extended Day</td>
</tr>
<tr>
<td>March 21&lt;sup&gt;st&lt;/sup&gt; – 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Spring Break</td>
</tr>
<tr>
<td>March 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May 12 – 13</td>
<td>NO SCHOOL – Staff Planning Days</td>
</tr>
<tr>
<td>May 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Spring Concert (1:00 p.m.)</td>
</tr>
<tr>
<td>May 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO SCHOOL – Memorial Day Holiday</td>
</tr>
<tr>
<td>June 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Field Day</td>
</tr>
<tr>
<td>June 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; Grade GRADUATION</td>
</tr>
<tr>
<td>June 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>LAST DAY of SCHOOL – 12:45 p.m. Dismissal No PM Extended Day</td>
</tr>
</tbody>
</table>