

RULES AND REGULATIONS

OAKLAWN ACADEMY

General Disciplinary Rules

Rules and procedures are designed to help our students forge virtues, habits and ensure that each person receives his due respect. Students should know and understand the rules as means for their formation. The Academy forms its students with respect and sensitivity in a family environment conscious of the needs of students. Adherence to the rules of Oaklawn Academy will assure growth in maturity, independence, courtesy, respect and personal organization within each student.

1. Every student should be interested in attaining his personal maturity and be willing to make full use of the opportunities offered by the Academy so as to become an Integer Homo (integral man).
2. The Academy encourages parents to help their sons see the connection between external discipline and the forming of virtues and habits. The Academy depends on parents to motivate and encourage their son to see the value achieved through discipline.
3. If students feel division between their parents and the Academy in regards to school rules, formation becomes increasingly difficult. For this reason we ask parents to wholeheartedly support Oaklawn Academy's rules and procedures.
4. Students are expected to be well behaved and well groomed both on and off campus.
5. Students are expected to be punctual, follow the Academy's schedule and practice good time management. Students with less than a 75% attendance rate may forfeit the right to take exams.
6. Students are divided into sections according to age and maturity. Students should be with their section at all times and must notify their deans whenever they have permission to be absent.
7. Every six to eight weeks the Academy will prepare reports containing information on the student's overall discipline and behavior as well as his progress or development in the different areas of formation: academic, human spiritual and

apostolic. These reports are normally posted on our website where parents access with a personal code.

8. Classroom decorum insists on a few basic guidelines. Respect is to be given to the teachers and to fellow classmates at all times. Students are encouraged to actively participate in classes, offering input in a polite and courteous manner. Personal belongings must be neat and orderly and no food or drinks are permitted in the classrooms. Students must remain in their classrooms until dismissed by the teacher.

9. The Academy is committed to providing all students with an environment in which all members of the school community are treated with dignity and respect. The Academy will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, Academy employees, school volunteers, and school visitors.

All Academy employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Retaliation against individuals who report such alleged violations is expressly prohibited.

Academy administrators will accept and review all reports of bullying, including anonymous reports. Academy administrators should consider the ages and maturity of the students involved the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

The Academy will implement a comprehensive bullying prevention program under which students, employees, parents, and community members together partner to prevent bullying and maintain a safe environment for our students.

10. Each student is encouraged to become an integer homo (integral man). The following are considered grave faults and contrary to the ideal of integrity that our student should aspire to:

- a) Immodesty or lewd expression.
- b) Theft
- c) Disrespect towards school authority
- d) Recalcitrance
- e) Outward defiance
- f) Unwarranted criticism of the Academy or its policies.
- g) Violence or destruction
- h) Consistent low grades
- i) Frequent tardiness
- j) Leaving school without permission
- k) Disrespect
- l) Smoking
- m) Consistent disinterest in studies or personal development
- n) Truancy
- o) Consumption of alcohol

The Academy will inform parents immediately should their sons be involved in any of the above grave faults. Failure to comply with the above norms will result in the following sanctions:

i. Discipline Measures

Depending on the seriousness of the transgression, a range of disciplinary measures may be applied, including:

- Work or physical exercise: (jogging around the school, going up and down stairs, etc.), the goal of which is to help the student unleash his energies or calm his nerves (avoid allowing these punishments to be excessive or humiliating).
- Academic exercise: (written exercises, question sheets, etc.) aimed at reinforcing the knowledge students are acquiring at school, to reaffirm the academic skills most emphasized by the school, or to gain the better understanding of the virtue that has been violated.
- Acts of virtue: aimed at encouraging the development of the virtue that opposes the vice that underscored the initial transgression. For example, if a student is disrespectful toward a teacher, have him avail himself to that teacher during recess to do an act of service (clean the boards, etc.)
- Detention, Loss of Outing, Suspension or Expulsion: see below When defining the type of discipline measure to be given, the following considerations should be taken into account:
 - The student's age and level of development
 - The personal or home situation of the student
 - The gravity of the wrongdoing
 - Circumstances in which the transgression was committed
 - Whether or not the transgression has been committed previously
- Previous or repeated discipline, motivations, reminders, and warnings In general, discipline measures should be:
 - Remedial (seeking to right the wrong that has been done)
 - Formative (ideally addressing the transgression directly)
 - Effective (making an impression on the student)
 - Just (proportionate to the wrong committed)
 - Timely (relevant to the incident)

Physical or oppressive discipline measures are never allowed (e.g. hitting, pushing, making students kneel down, making them stand on the tips of their toes for a time, etc.) For minor transgressions, the student may be asked to fulfill a discipline measure within school hours (e.g., work assignment). In the majority of situations, however, it will be both formative and necessary that parents are informed by means of an informative report. The dean of students should be copied on all informative reports sent home. See section on Informative Reports. For any serious transgressions, the dean of students should be notified immediately. An informative report will be issued and the principal and the dean of students may ask to meet with the parents to address the situation.

ii. Implementing Discipline Measures

When the discipline measure is implemented, the following methods should be followed:

- Corrections and discipline measures should be communicated privately in the absence of classmates, and not carried out publicly. If for a greater good it is necessary to make the correction in public, the student must not be humiliated or belittled in the process.
 - Present the discipline measure with valid, just arguments.
 - Good manners should always be used, and the faculty member should always demonstrate serenity and understanding. He or she should emphasize the positive aspect of the discipline measure: reparation and correction. He or she should never lose control, or show anger by shouting or overreacting. When a discipline measure is to be imposed on a whole group:
 - The principal should give permission to apply group discipline measures
 - The group should be informed of the transgression committed, the reasons for which the group is being disciplined, and the type of discipline measure imposed.
 - Group discipline should not take place during the last class period, lest students' departure from school be interrupted. The students should be advised of the day and time at which the discipline measure will take place so that they will be prepared to fulfill it.
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iii. Detention

Detentions will be carried out at a time and place determined by the teacher and vice principal or dean of students. Detentions are typically held after school the day following the transgression. Detentions follow a formative format in accordance with the school's disciplinary philosophy. Failure of the student to report to a scheduled detention will result in further disciplinary action.

iv. Loss of outing

A student may be kept from the weekend outing as a discipline measure to encourage him to improve behavior for the following week.

v. Suspension

A student may be suspended for serious transgression or repeated occurrences of less serious transgressions. Suspensions may last from one to five days. The vice principal, dean of students, and academic coordinator working with the principal, may assign the suspended student an academic project to be carried out during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. While on suspension, students are not eligible to participate in extracurricular programs or activities.

vi. Expulsion

A student may be asked to withdraw from the school for extreme forms of transgressions or continual neglect of basic regulations and conduct expectations either on or off Oaklawn Academy property. Such a severe penalty would warrant the intervention of the principal.

11. Students at Oaklawn Academy attend school with a willingness to focus on learning and should avoid bringing items to school that may create distractions. The following are some examples of items not allowed on the school campus: magazines, comics, playing cards, newspapers, radios, audio and video tape recorders/players, MP3 players, CD players, CDs, videocassettes, DVDs, portable televisions, laser pointers/pens, electronic games, and toys.

- a) The Academy discourages the use of the above mentioned during their stay at the
- Academy in order to avoid students isolating themselves from the group. Music will be provided for the students as a group.
- b) Items such as these are subject to confiscation and may not be returned to the student until the end of the academic year. An exception will be made for an item being used in an academic class at the request of the classroom teacher.
- c) Students bring these devices to school at their own risk. Neither the school, nor its faculty and staff, are responsible for any damaged, missing, or stolen device. If a device is damaged or stolen the school will not utilize any administrative time to investigate the incident, nor will we take any financial responsibility for the device.
- d) Parents who wish to order a magazine subscription for their son are kindly requested to consult with the principal before doing so, since the students share their reading materials with others. All reading material must be approved by the principal before being sent; furthermore all reading material must be in English so as to help in the students' overall formation.

12. Students should refrain from bringing valuables to the Academy. The Academy may not be held responsible for articles lost or broken.

13. Chewing gum is not permitted at any time in the Academy.

14. Student hairstyle should be suitable for his age. Haircuts are provided on a monthly basis.

15. We believe that the uniform is another means of formation for our students and they should always wear it with pride and dignity. Students at the Academy are required to wear a uniform for two main reasons:

- a) To form them in the habit of distinction and personal presentation, and to contribute to the overall sense of identification and unity with the Academy.

- b) To enhance the learning atmosphere and reduce negative competition among the student