

TUITION

Tuition payments are due on the first of each month but no later than the 10th of that month. Payments received after the 10th **must be accompanied with a late fee charge of \$20.00 without exceptions.** Students whose payments are not made by the deadline will be denied permission to school the following day. Students who are affected will continue to be excluded from class until the outstanding balance (including late fee) is paid.

In addition, any student whose tuition is more than two (2) months overdue will not be allowed to attend classes or participate in any examinations until the fees are brought to a current status. All outstanding amounts must be finalized by May 31, of the school year. Student will not be allowed to return in June and the final report card will not be issued.

Cash, money orders, credit cards or certified checks are accepted. All personal checks that are dishonored must be paid in cash with a \$35.00 return fee.

GOES FEES, fund raising activities facilitate; enumeration of staff and pedagogues, utilities, rent, supplies, and day-to-day operations. Non-payment of tuition hinders all aspects of the school's financial accounting.

Negotiated payment(s) after due date only function to assure your child's uninterrupted academic instructions/attendance. *Late fees must be paid regardless of negotiation

Kindergarten and eighth Graders are responsible for payment of additional charges:

1. Graduation
2. Eighth Grade Class Trip
3. Class and individual pictures.

"Additional Charges" do not imply unforeseen miscellaneous expenses incurred during the academic school year.

MEALS

Two nutritious meals, breakfast and lunch, are provided throughout the school year. Students are required to complete a lunch program application. Students requiring breakfast must arrive between 7:15 & 7:45am.

NO SHELL FISH, PORK OR PRODUCTS CONTAINING PORK ARE ALLOWED ON THE SCHOOL PREMISES.

Special Lunch is served once per week at an additional cost.

DISCIPLINE

ALL students are expected to display acceptable behavior at all times. Incidents of rudeness and indecent language, especially to staff and class monitors and any behavior unbecoming to the institution, will incur some form of consequences. Any student who deliberately and maliciously harms or causes any form of injury to another student, staff or teacher will be immediately suspended for a period of up to five (5) days, depending on the nature of the injury. **Three (3) such incidents may lead to EXPULSION.**

A conference will be held with the principal and a notice of the incident and how it was handled will be placed in the student's folder. The parent/guardian will participate.

If there is a second incident during the school year, a conference will be held with the parent and the child. A structured intervention program will be implemented to assist the child. A third occurrence during the school year may lead to expulsion.

EXPULSION

After three suspensions, students will be expelled from GOES

Gum chewing is not allowed on the school premises

Cell phones are not to be used or seen during school hours.

Toys and video games are not allowed in the school.

The school is not responsible for lost items, including jewelry.

Except in cases of documented emergencies, students who fail to complete homework assignment will be placed in detention.

Any student found destroying school property or defacing the walls will be DISCIPLINED.

Students may be barred from participating in upcoming events because of misconduct.

THE ADMINISTRATION RESERVES THE RIGHT TO SUSPEND OR REQUEST THE WITHDRAWAL OF ANY STUDENT FOR CONDUCT DEEMED UNDESIRABLE OR NOT IN THE BEST INTEREST OF THE SCHOOL.

PERSONAL EFFECTS

Personal effects must be legibly labeled with your child's name. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR MISPLACED ITEMS.**

SCHOOL HOURS

School hours are Monday-Friday from 8:00 a.m.-3:00 p.m. However, the doors open 7:00 a.m. daily. All students who do not register for the after school program must be picked up by 3:45 p.m. Students requiring breakfast must arrive by 7:15 a.m.

SCHOOL SUPPLIES

Students are required to provide their own school supplies: notebooks, pens, pencils erasers, rulers, crayons and all other required school supplies. Students are required to use hard cover Black and White Composition Notebooks. **The school will supply textbooks (damaged or lost textbooks will incur a replacement fee). No spiral wiring notebooks or wooden rulers with side blades.**

FUND-RAISING

Parents/guardians are required to participate in FUND-RAISING as stipulated by the school. If not completed the amount, will be added to the monthly tuition.

ATTENDANCE

All students are required to arrive school by 8:00 a.m. Students arriving after 8:15 a.m. must go to the office to receive a late pass. All lateness will be reflected on the student's Report Card. Every (3) tardiness equals one (1) absence within a month.

LIBRARY

All children will have free access to the library. Books must be returned on time and in the same condition as when borrowed. [A fine or replacement fee will be charged for all damaged or overdue books.](#)

SUMMER CAMP

The school operates a summer camp during July and August. Information and details are available in the office.

PARENT/GUARDIAN INVOLVEMENT

Parents play an integral part in the education of their scholars. We emphasize family empowerment by featuring a Parent Advisory Council (PAC), headed by a parent. The council hosts various activities including workshops on Parenting Skill, Financial Literacy and more. We also get together for our Boil Corn Social and Family Night.

We firmly believe that the parents/guardian play a major part in the achievements of their children. Therefore, we encourage and seek the support of every parent/guardian. The school has established an open-door policy where parents are able to meet with teachers by appointment. Parent-Teacher conferences are scheduled at least three times annually.

AIM

CREATE, STIMULATE AND PERPETUATE EXCELLENCE

MOTTO

STAND TALL, STAND STRONG, STAND!

MISSION STATEMENT

To teach students wholesome morals, responsibility, and how to be lifelong learners through Christian values in a supportive academic environment.

EDUCATIONAL PHILOSOPHY

Great Oaks' academic program is comprised of both traditional and research-based methods of training young students. A solid Christian foundation is fostered along with a nurturing and supportive learning environment.

Parents/guardians are the vanguard of their children's learning experiences. Teachers, administrators, support staff, and parents/guardians must cooperate with each other to educate each learner. **We believe that all children can learn.**

MEDICAL

Prior to admission, each student is required to submit a Department of Education *New Admission Examination Form*. This is in compliance with New York State laws. Failure to do so will delay student's admission. **NO EXCEPTIONS!**

STUDENTS WHOSE PARENTS OPT OUT OF MEDICAL MUST HAVE A LETTER ON FILE.

Parents/Guardians must notify the Principal/Vice Principal "in writing" about all mandated medications that must be used on school premises.

Medication must be kept in the school's main office; the child will come to the office to take his/her medication.

STAFF DOES NOT ADMINISTER MEDICATION.

Example: Asthma pumps- tablets-pills etc.

HISTORICAL STATEMENT

Great Oaks Elementary School (**G.O.E.S**) was founded in 1993, established as a private non-denominational Christian school located in the East Flatbush, Socio-economic community of Brooklyn, Chartered by the **University of The State of New York Education Department**. Great Oaks Elementary School was established to assist parents seeking to educate their scholars in a Christ-centered and supportive educational environment. Administrators, teachers, and parents work together to prepare scholars to be moral, responsible life-long learners for their community.

LOCATION

Great Oaks Elementary School is located at 4718 Farragut Road (between East 48th Street and Schenectady) Brooklyn, NY 11203. Its close proximity to major bus routes (B8 & B46) makes it easily accessible. Private transportation is available at a reasonable cost to those who require it.

OBJECTIVES:

- To promote Christian values and ethics-upholding high ideals and standards.
- To promote reading, writing and math across the curriculum.
- To promote an appreciation for great books, music, poetry, drama, and the historical aspects of the American Culture and its heritage.

FACULTY

Our faculty is experienced, qualified and practice a range of instructions that reach scholars' various learning styles. Our teachers bring a rich cultural diversity and experiences from their Caribbean, Latin American and American heritages. Our principal has over 25 years in the field of education and maintains high self-expectations.

Orientation meeting(s) are held in August for all parents/guardians of new and returning students. Parents/guardians will be notified of the date and time. Prior to orientation parents/guardians are advised to read **"The Essential 55"** by Ron Clark and discuss the rules with their children since this handbook outlines values of Great Oaks Elementary School.

TESTING

The New York State Department of Education diagnostic and evaluative test include: *English Language Arts, Mathematics and Science*. Parents who wish to opt out of State Tests must supply written letters. *The Standardized independent tests is the Iowa Test of Basic Skills. Students are tested on a quarterly basis.*

Students who meet the required standards are recommended to the following programs: A Better Chance, Prep for Prep 9, Teak Fellowship, Wadleigh Scholar Program, Math and Science Institute, and Hunter College High School. Referrals are based on the scholar's academic performance, attendance, behavior, and parental interest. New Students entering this school are required to take a placement test.

Scholars are also given the opportunity to take the Specialized High School Admission Test, as well as the Regents in Algebra Common Core, and Living Environment.

HOLIDAY CARE

The school may provide, depending on the demand, "Holiday Care" during certain school closings, such as Christmas vacation, midwinter recess and spring recess. Parents will be notified in advance when this service is available.

TRIPS

Trips scheduled will be posted in the school's calendar. Parents/guardians must note; trips and payment dates. Please plan for your child's participation.

NEWS BULLETINS

Newsletters are published monthly informing parents/guardians of important and special events. Parents must read the newsletters thoroughly.

UNIFORM

All students must wear the school uniform at the required time. Sneakers, boots and other non-uniform shoes are not permitted. Students must wear their gym uniform on gym days. Students who do not comply will not be able to participate.

Girls: Plaid jumper, Peter Pan blouse, Cardinal color sweater/blazer, a tie, cardinal color tights/socks, black penny loafers.

Boys: Navy blue pants, White shirt, Cardinal color sweater/blazer, tie, belt, black/navy socks, and black penny loafers.

Gym Uniform: Gray sweat suit, with school's logo; white school t-shirt with school's logo; sneakers (Black/White)

Girls are encouraged to be conservative in the wearing of accessories. Colored nail polish, long earrings, big chains, outlandish hairstyles, and excessive beads are not to be worn with the school uniform. Braids are to be well kept.

Boys are not allowed to wear earrings. Baggy pants are NOT to be worn. Pants are to fit on the waist. Shirts MUST be tucked inside pants neatly. Braids are to be well kept.

Boots are not to be worn with the uniform. During the winter months, when pupils are most likely to wear boots or heavy rubbers, parents must ensure that their children take along their school shoes to change.

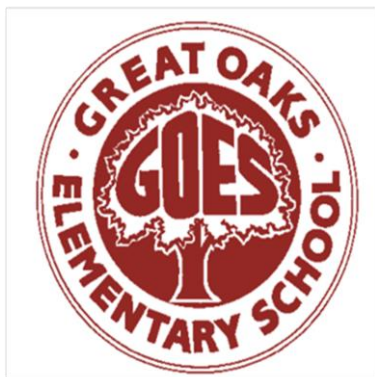
There should be no removal of any part of the uniform, nor any additions to the uniform (Dow Rags etc.) no disruptive behavior, no loud talking, no fighting while in route to and from school.

"Dress Down" days are published. To participate a fee of \$3.00 will be charged

AFTER SCHOOL

Our after school promotes and reinforces classroom instructions. After school operates between 3:30 p.m. to 6:00 p.m. Students who are not registered for After School must be picked up by 3:45p.m.

Create, Stimulate and Perpetuate EXCELLENCE



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