



Oak  
Meadow  
Curriculum & School

HIGH SCHOOL

**Student  
Handbook**

# Getting in touch with Oak Meadow

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## **BILLING & PAYMENT PLAN ADMINISTRATOR**

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## **TRANSCRIPT REQUESTS**

(Allow three business days to process)  
Click on the “Transcript Request” link at the bottom of our homepage.

## **TRANSCRIPT UPDATE FORM**

Click on the “Transcript Update” link at the bottom of our homepage.

## **RE-ENROLLMENT FORM**

Click on the “Re-enrollment” link at the bottom of our homepage.

## **COURSE EXTENSIONS**

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[karsenaault@oakmeadow.com](mailto:karsenaault@oakmeadow.com)

## **2012 GRADUATION PLANNING**

Information about our upcoming commencement ceremony can be found at [oakmeadow.com/graduation.php](http://oakmeadow.com/graduation.php).

Send questions to [graduation@oakmeadow.com](mailto:graduation@oakmeadow.com).

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## Welcome to Oak Meadow

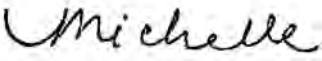
This Student Handbook gives a detailed overview of our educational program and is intended to serve both as an introduction to our distance learning school and as a useful resource throughout the school year. Please give this document your full attention.

Distance learning with Oak Meadow requires initiative and responsibility, and it offers great opportunities for rich, personal, in-depth learning. The Oak Meadow curriculum is designed to foster caring and supportive relationships between the student, parent, and teacher, and to allow the family to experience the quality of a “living education.”

We at Oak Meadow are delighted that you are with us, and we send to you and your family our warmest wishes for a successful year. Please feel free to contact us directly if there is anything we can do to make your experience with us more enjoyable and fulfilling.

We look forward to working with you!

Regards,



Michelle Simpson-Siegel  
High School Program Director  
msiegel@oakmeadow.com

## Important Forms

Included with this Handbook, you will find several forms, some that need your immediate attention, and others you will want to keep handy for future reference.

### Forms that need your immediate attention:

- Release of Records Form** Please *mail this form to your previous school*. Records from your previous school must be sent directly to the main Oak Meadow office. This is extremely important, because we must have your previous school records in order to issue you high school credits towards graduation.
- Policy Acknowledgement Form** This document asks you to confirm that you have read the *Student Handbook* and understand the Oak Meadow School policies and agree to abide by them. This helps to clarify expectations and ensures a productive distance learning experience.
- Student Profile** Consider this your first assignment. Complete this form before you start your coursework if possible. Answer the questions thoughtfully and mail it to Oak Meadow with your signed Student Contract. Include a photo in the space provided. This profile will be part of your student record.

### Forms to keep handy for future reference:

- Welcome Letters** These letters from the Program Director and Registrar orient you to the school year, and provide information about your course and teacher assignments, and the Start Date of your enrollment period.
- Teacher Contact Sheet** Found in your Welcome Packet and on the back cover of this handbook, this forms gives the contact information for all of our Oak Meadow teachers.
- Verification of Enrollment** This form is an official school document stating that you are enrolled in an accredited school. Depending upon the regulations of your state education department regarding distance learning, this may be a required document.
- Life Experience Credit/PE Application** Please use this form to document your extra-curricular activities that you are submitting for elective or PE credit.
- B-Tests** This packet contains the “B-Tests” for any Mathematics courses in which you are enrolled.
- AP (Aventa) Course Information** If you are enrolling in an AP course, this form will provide you with the important information about the course and AP exam.

# Accreditation

With Oak Meadow enrollment, you have the benefits of an accredited school program through which you can earn full academic credit and receive skilled teacher support, combined with the benefits of learning within the home environment.

Enrolling in Oak Meadow is similar to enrolling in a private school

## What it Means to Be Enrolled in an Accredited Distance Learning School

Oak Meadow is accredited by the Southern Association of Colleges & Schools (SACS/CASI). Oak Meadow is fully accredited in grades K-8 by the Middle States Commission on Elementary Schools (a commission of the Middle States Association of Colleges and Schools) and in grades 9-12 by the Commission on Secondary and Middle Schools (a commission of the Southern Association of Colleges and Schools).

In addition, Oak Meadow is an Approved Independent School in the state of Vermont. Oak Meadow School is also registered with the NCAA Clearinghouse, and our courses are approved for student athletes who wish to meet NCAA Collegiate eligibility standards for Division I and II. (NCAA does not endorse Oak Meadow. Please refer to the NCAA website for further information.)

## What Does Accreditation Mean?

Accreditation means that Oak Meadow School has been approved by an outside, independent agency that has determined that Oak Meadow meets accepted standards for schools. These standards address the rigor of academic programs, the processing of academic records, business practices, and long term goals for continued improvement.

## Why is Accreditation Important?

Enrolling in a school that has received accreditation is important for a variety of reasons. You can be assured that the school has met strict professional standards and will continue to meet them to maintain accreditation. Additionally, it is much easier to transfer credits from an accredited school than from a non-accredited school. A student who receives school records or high school credits from Oak Meadow knows that these credits are backed by the prestige of the accrediting agency.

Oak Meadow cannot guarantee that other schools will accept our credits; however, accredited schools do routinely accept the credits provided by one another. Accreditation is especially important when considering high school graduation and college admissions.

Enrolling in Oak Meadow is similar to enrolling in a private school; therefore, you may not need to file an “intent to home school” or participate in testing in order to meet your state’s home schooling requirements. ***Check with your state and local Department of Education for information about your state’s requirements.***

When enrolled in Oak Meadow School, you can be assured that your academic records will be accurate, up to date, and maintained with integrity.



By enrolling in Oak Meadow you have chosen an interesting, challenging, creative high school program. Enrolled students may take a unique combination of printed curriculum courses and advanced study for high school credit. By working together with highly experienced distance-learning teachers and an accredited curriculum, you will take an important role in forming your own high school education.

## An Overview of Distance Learning

Oak Meadow offers one of the best educational opportunities in the United States for home-schoolers to be part of a high-quality, flexible, accredited secondary school program. We offer a rich course of study aimed at high school graduation. Oak Meadow provides a high school education for students living abroad, as well as courses for students who are involved in rigorous sports or arts training programs and are studying to earn a high school degree at the same time.

The foundation of our high school program is the printed Oak Meadow curriculum, which has been developed over the past 30 years.

### High School Courses: Working With Your Teachers

The materials for each full-year printed course consist of a syllabus of 36 lessons, along with all textbooks and additional materials required for your ten-month school year. **The syllabus is designed to be completed at a pace of one lesson per week.**

**Students submit  
2 lessons  
every 2 weeks.**

For each course, you are assigned an Oak Meadow teacher. Each of your teachers will get in touch with you via their Welcome letters within two weeks of your Start Date. Throughout the school year you will work one to one with each of your teachers, who are available by e-mail, phone, and Skype. We encourage you to email or call your teachers whenever you have any questions. Maintaining consistent contact and communication with your teachers will allow for the best possible educational experience within Oak Meadow's distance learning environment.

- For each course, you will send to your teacher two lessons every two weeks via email or postal mail.
- Your teacher will return your lessons to you with a grade, providing encouragement, suggestions, comments, and instruction for improvement, as well as indicating new directions and possibilities for growth.
- After completion of the first 18 lessons, or one semester, your teacher will send you a written evaluation and semester grade.
- After 36 lessons, at the completion of the course, your teacher will provide you with a final evaluation and a final grade.
- Your evaluations and grades are kept on file by the Oak Meadow Registrar and become part of your high school transcript.

Because your teacher's feedback on your schoolwork will come primarily through comments on the lessons you have submitted, it is generally a good idea to maintain a consistent schedule and to refrain from sending too many lessons at once. Without feedback and comments from earlier lessons, you may not have the guidance and direction you need to get the most out of later lessons. Your teacher needs a thorough understanding of your progress through the course, and you need time to put that advice to good advantage. This is especially important in the earlier lessons of the course.

### **Portfolio Evaluation Policy**

Our recommended schedule for sending in work to your Oak Meadow teacher is designed to give consistent, personal, and effective academic and learning support to the student. In high school, the recommended schedule for submitting work is two lessons every two weeks for each subject area. (For more information see section on Guidelines for Submitting Work.)

If you find that you are unable to maintain a consistent schedule, please advise your teacher and review the options available to you. We are able to accept work on other schedules, but our primary concern is that our students are able to benefit from the evaluations, suggestions, and ongoing relationships with teachers.

While we strongly recommend the two-lessons-every two-weeks schedule, you and your teacher can work out a different schedule if that works better for you. You can take time off or accelerate your work to allow for family trips, special occasions, and so forth. Just remember to keep your teacher informed so that he or she knows you are still progressing through the course, and what to expect from you.

The Portfolio Evaluation program provides an alternative that is structured to give an overall assessment of a student's body of work. The level of teacher feedback on each assignment will be reduced, and the evaluation of the work will reflect a general picture of the student's current academic abilities.

Please be aware that the Portfolio program will be in effect under the following conditions:

- In the event that the first 12 weeks of enrollment have passed and no lessons have been submitted, and there has been little or no communication with the teacher, the role of the Oak Meadow teacher will shift to a Portfolio Evaluation.
- In addition, if more than 8 lessons in one subject are submitted to the teacher at one time, the Portfolio Evaluation program will be in effect.

A Pass/Fail grade will be issued for Portfolio Evaluations. If the work is considered passing, academic credit for the grade level will be granted. However, because the student has not been able to benefit from consistent teacher guidance and assessment, it will be noted in the semester and year-end evaluations.

## **Finishing the Year**

You must submit your final assignments for the course before the End Date of your enrollment. If you have been sending your work in regularly, you will have plenty of time to submit your last two lessons and any final exams or projects. Staying in touch with your teacher is the best way to make sure that you have everything completed in time.

**If you are unable to complete your work before your End Date, you will need to purchase an enrollment extension from the Oak Meadow office. See the Policy Section in this Manual (page 26) for more information about extensions.**

If you have not finished a course by the time your End Date passes, you will receive an “Incomplete” grade for the unfinished semester.

## **OPEN HOUSES—MEET YOUR OAK MEADOW TEACHERS**

Oak Meadow hosts two Open Houses, one in the fall and one in the spring. Our Open Houses are a wonderful opportunity to meet your teachers and visit with other homeschooling students. You also have the chance to review curriculum materials for courses you are considering. For distance learning students who often work individually, our Open House is an exciting event that allows you to feel part of a dynamic community. Plan to attend one of these events!

## **GRADUATION**

The Oak Meadow commencement ceremony happens every June in Vermont. If you are a student in good standing and plan to finish your coursework by August of your senior year, you are eligible, welcome, and encouraged to participate in the June event. Early in the spring, expect your invitation!

Distance Learning  
continued

**For distance learning students who often work individually, our Open House is an exciting event that allows you to feel part of a dynamic community.**

## Guidelines for Submitting Work to Your Oak Meadow Teachers

Work can be submitted to your Oak Meadow teachers via email or postal mail. Regardless of which method you use, all lessons should be organized and presented clearly, with your name, course, lesson number, and assignment number at the top of each lesson. This is very important because your teacher receives a lot of student mail and your work can get mixed up or even lost if it's not properly identified.

### SUBMITTING WORK BY POSTAL MAIL

- In their Welcome letters, your teachers will share their guidelines regarding both typed and handwritten work. No matter what your teachers' preferences, all work should be legible and clearly identified.
- Because regular postal mail is not tracked, **it's a good idea to keep copies of everything you send.** No matter how careful you and your teacher are, envelopes do occasionally get lost in the mail. Rather than lose all the work you put so much time into, we recommend having a "backup" at home just in case.
- Be sure all envelopes are big enough for everything you are sending — 9 x 12 is an ideal size for most work.
- Please include your name and return address in the upper left hand corner of the envelope. This helps the teacher, who receives dozens of packages every week, in cases of questions about mail being received.
- With each package of lessons you send to your teacher, be sure to **include a self-addressed, stamped envelope** so your teacher can return the graded lessons to you. Receiving the return package from your teacher is an exciting part of the distance learning relationship, and we want to make sure the materials are handled in the best way.
- Make sure you affix to your return envelope **the same amount of postage** as the one you are sending. Please do not send loose stamps, checks, or money for postage to your teacher.
- If your work is too delicate or unwieldy to mail, such as a model, lab experiment, or large artwork, communicate with your teacher about how he or she would like to review that work. Most of the time you can submit photographs, detailed descriptions, or even a video of your work that your teacher can use to evaluate it.
- It is a good idea to keep a dated log of lessons sent to your teacher, keeping track of lessons submitted and returned. With so many important pieces of work going back and forth in the mail, mistakes do occur, and a good record keeping system is essential. A log chart is included at the back of this manual that you may use for this purpose.

## SUBMITTING WORK BY EMAIL

- All of our teachers accept work submitted via email. Your teacher's email address follows the format of first initial last name @oakmeadow.com (e.g. jsmith@oakmeadow.com).
- In general, documents in Microsoft Word format are recommended, since this format can be opened by just about everyone. Adobe Acrobat or "PDF" documents are also useful. You can send your work as an attachment or as a Googledoc.
- Work that is done by hand may be scanned and sent as a PDF attachment.
- For additional projects that do not include text, the same rule applies. You may be creating graphs and charts in Microsoft Excel, drawings in Adobe Photoshop, or even music and videos. In general, non-proprietary formats that can be read by most computers are preferable. These formats include JPG, MPG, MP3, TIFF, etc. Other formats may be acceptable, but check with your teacher before you submit anything.
- Pasting flat or styled text into the body of your e-mail message may also be acceptable, depending on your teacher's preferences.
- **No matter what method you are using, be sure to identify every document thoroughly. For separate files, name each one with your name, the course, and the lesson number.** This information should also be at the top of each document itself. Attach them to your e-mail and also identify what you are sending in the "Subject" line of your e-mail. Just as with physical mail, your teacher receives a great many messages and you don't want your work getting misplaced due to inadequate labeling. Here are some examples of proper labeling:
  - In the Subject line of your e-mail: Sarah Smith, World History, Lessons 7-8
  - In the filename of your document: Sarah Smith, World History, Lesson 7.doc
  - In the body of your work, at the top of the first page: Sarah Smith, World History, Lesson 7, Questions 1-10
- It's best to use a single consistent e-mail address to communicate with your teacher and send lessons. This will help prevent your work from getting lost or misplaced by "spam filters" and other such technologies.

**Here are some examples of proper labeling:**

**In the Subject line of your e-mail:**

Sarah Smith,  
World History,  
Lessons 7-8

**In the filename of your document:**

Sarah Smith,  
World History,  
Lesson 7.doc

**In the body of your work, at the top of the first page:**

Sarah Smith, World  
History, Lesson 7,  
Questions 1-10

## Advanced Placement & Technical Course Information

Oak Meadow is pleased to offer Advanced Placement courses through a partnership with Aventa Learning. These online courses can be taken for Oak Meadow credit and will prepare students for the College Board AP exams. Oak Meadow also offers computer technology courses through Aventa Learning. The courses provide a dynamic online experience along with excellent teacher support through email, live online sessions, and phone conversations. These courses all earn Oak Meadow credit.

Colleges will consider accepting AP credits only if the exam has been successfully completed. Advanced Placement exams are administered through The College Board, which is a separate organization. Enrollment in an AP course through Oak Meadow does not necessitate taking the exam, but it is encouraged.

Though Oak Meadow students do not necessarily follow the traditional school year calendar, the AP exams do. As a homeschooling student, you need to register for the exams yourself. The deadline for registering is March 1 and the exams take place on a variety of dates in May. With the exams taking place only once a year in May, it is important that your course start date is in the fall so that you will be well prepared by May for all of the material covered on the exam.

**Once you have enrolled, you will receive an introductory e-mail from Aventa including your login and contact information.** For assistance, you can contact your Aventa teacher directly. For more information, you can contact Aventa by e-mail at [enroll@aventalearning.com](mailto:enroll@aventalearning.com); or by phone at 800-594-5504.

All required materials for these courses are listed at <http://aventalearning.com/curriculum/course-materials-list>. Click on “Course Materials List” on the left side of the page to pull up the PDF. These materials are not included in the enrollment fee, and must be ordered by you before your course begins. Please call our office if you have questions about this.

When you log in to your course, you will see a link for a tutorial/orientation. We STRONGLY recommend that you watch this! You will also find your teacher’s contact information when you login. Your teacher will be available by phone or email, and you will receive more specific information about this when your class begins.

When you are ready to take the Unit exams, please send Gay Foster, Aventa Mentor, an email at [gfooster@oakmeadow.com](mailto:gfooster@oakmeadow.com). She will supply you with the required username and password within three days.

## GUIDELINES FOR AVENTA ONLINE COURSE ASSIGNMENTS

**Written Assignments & Essay Answers To Quizzes** Please use complete sentences and pay particular attention to punctuation and spelling. Please be sure you fully answer the question and provide enough details to support your answer.

**Assignment Rubrics** Rubrics, which detail the skills and knowledge a student must master in order to receive credit for the course, can be found in the Course Overview. The Aventa teachers do use these to grade assignments.

**Illuminate Sessions** Teachers hold online Illuminate Sessions (real time video conference) periodically. Students are strongly encouraged to participate and get to know others in the class or ask questions. Most teachers provide extra credit when students attend an Illuminate Session.

## GRADING

**Submitting Assignments** Please note: most Aventa teachers do not accept assignments by email or in the dropbox (which has been disabled.) After completing and saving a lesson assignment, click on the link that says “Submit your assignment here.” Attach your saved assignment file where it says “Attach local file.” Make sure to click “Submit” to complete the process.

**Frozen Quizzes** When a student opens the exam, they **MUST** complete it in one sitting. This is to prevent students from opening up exams, getting questions, and then coming back later with answers. Therefore, when a student opens an exam and doesn't finish it, it records whatever was done and freezes the exam, giving them no grade. The exam may be reset but only by mentor request. This is to discourage students from overusing the reset ability and to encourage them to plan to take the quiz when they have the time to finish it completely.

**File Names** Please include your name in the file name of the assignment you are submitting. The teachers receive so many assignments that if they are all named “Unit 2,” it is difficult to grade. Therefore, put something like “Joe\_Smith\_Unit\_2” as the file name.

**Early Warning System (EWS)** These notices alert students and mentors to potential problems when students have not logged in for 7 or more days.

## REFUND POLICY FOR AVENTA COURSES

Aventa provides a 14 day grace period for their courses. If a student withdraws within 14 days from their start date, Oak Meadow will refund 50% of any course fees. Notification of withdrawal must be received in writing by Oak Meadow by fax or email. Materials for these courses are not supplied by Oak Meadow and are not refundable. There are no refunds after 14 days.

# Graduation Requirements 2011–2012

For students who are planning to graduate high school with Oak Meadow, we require a distribution of credits across academic subjects that will provide a full and balanced high school education and a well-rounded transcript for college entrance requirements.

Completing the required number of courses in each subject area, combined with a balanced schedule of electives, languages, and advanced study, will fulfill the prerequisites for most undergraduate institutions. Students must take at least three courses per year to be listed as full-time, fully enrolled students. Graduating seniors must be fully enrolled to receive a diploma.

Students who wish to receive a high school diploma from Oak Meadow must complete a minimum of **21.5 credits**. (One credit equals a full-year course, or two semesters.) The number of credits in each subject area required for graduation, and the Oak Meadow courses currently available in each subject area, are listed below.

## **ENGLISH: 4 Credits**

Intro to Literature & Composition  
Literature & Composition II  
American Literature  
World Literature  
British Literature

## **MATHEMATICS: 3 Credits**

(4 recommended)  
Pre-Algebra  
Consumer Math  
Algebra I  
Geometry  
Algebra II  
Advanced Mathematics  
Calculus

## **SCIENCE: 3 Credits**

(4 recommended)  
Biology with Lab (1.5 credits)  
Environmental Science  
Chemistry with Lab (1.5 credits)  
Physics

## **SOCIAL STUDIES: 4 Credits**

U.S. History  
World History  
U.S. Government  
World Geography

## **FINE ARTS: 1 Credit**

Integrated Drawing  
The Study of Art  
The Study of Music

## **HEALTH: 1 Credit**

Integrated Health & Fitness  
(also earns 0.5 PE credit)

## **FITNESS/PE: 0.5 Credit**

Local fitness class or  
equivalent (90 hours)

## **WORLD LANGUAGE: 2 Credits**

Latin I, II, III, IV  
Spanish I, II, III, IV  
French I, II, III, IV  
German I, II, III, IV

## **ELECTIVES: 2.5 Credits**

Psychology (0.5 credit)  
Intro to Photography (0.5 credit)  
Intro to Short Fiction (0.5 credit)  
Chess  
Life Experience Elective Credit  
(form on website)  
Technology courses (Aventa)

## **ADVANCED STUDY**

**PROGRAM: 0.5 credit**

## SUGGESTED COURSE SCHEDULE

The schedule below represents the minimum requirement, **21.5 credits**, for graduation from Oak Meadow High School. Please note that our college-bound students typically graduate with **22–26 credits**. These additional credits can include AP courses, computer technology courses, advanced study, or electives in other areas of interest.

GRADE 9		GRADE 10	
World Geography	1 Credit	World History	1 Credit
Environmental Science	1 Credit	Biology with Lab	1.5 Credits
Intro to Lit & Comp	1 Credit	Literature & Composition II	1 Credit
Algebra I	1 Credit	Geometry	1 Credit
Fine art course	1 Credit	Language	1 Credit

**College-bound students typically graduate with 22–26 credits.**

GRADE 11		GRADE 12	
Chemistry with Lab	1.5 Credits	U.S. Government	1 Credit
American Literature	1 Credit	Integrated Health & Fitness	1.5 Credits
Algebra II	1 Credit	World Literature	1 Credit
U.S. History	1 Credit	Electives	1.5 Credits
Language	1 Credit	Advanced Study	0.5 Credits

## PREVIOUS ENTRANCE YEAR GRADUATION REQUIREMENTS

Below are the graduation requirements per entrance year. The Academic Planning Worksheet (page 30–31) reflects the requirements for student who enrolled in 2011. Refer to the requirements for your entrance year in the Oak Meadow High School Program and adjust the worksheet accordingly.

### 2010–2011

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Health	1 credit
Physical Education	0.5 credit
Electives	5 credits

Minimum 21.5 credits

### 2008–2010

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Health	0.5 credit
Physical Education	0.5 credit
Electives	5 credits

Minimum 21 credits

**1 credit=2 semesters**

### 2007–2008

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	2 credits
Fine Arts	1 credit
Health	0.5 credit
Physical Education	0.5 credit
Electives	5 credits

Minimum 20 credits

### 2005–2006

English	4 credits
Social Studies	3 credits
Mathematics	2 credits
Science	2 credits
Psychology	0.5 credit
Fine Arts	1 credit
Electives	7.5 credits
Physical Education	0.5 credit

Minimum 20.5 credits

## Graduation Requirements

continued

**To be considered full-time, at least three full credits must be taken per school year.**

## IMPORTANT NOTES ABOUT COURSE CREDITS AND GRADUATION REQUIREMENTS

- Students wishing to graduate from Oak Meadow must be **full-time students** for both semesters of their senior year.
- To be considered full-time, at least **three full credits** must be taken per school year.
- Oak Meadow **accepts credits** from other *accredited* high school and college programs. For example, credits earned from local high schools or community colleges, or other accredited distance-learning schools, can be used to satisfy Oak Meadow graduation requirements. An official transcript must be sent to Oak Meadow before the credit can be reflected on your Oak Meadow transcript.
- Oak Meadow requires **three credits of math** for graduation; however, we recommend that college-bound students carefully review the math requirements for each college program being considered. An official transcript must be sent to Oak Meadow before the credit can be reflected on our Oak Meadow transcript.
- Students may choose to earn elective credit through our Life Experience credit. Refer to page 20 for more information.
- Oak Meadow is pleased to offer **Advanced Placement** courses through a partnership with Aventa Learning. These online courses can be taken for Oak Meadow credit and will prepare students for the College Board AP exams. Please see the course listings in our catalog or on our website for more information about our AP offerings.
- Also through Aventa Learning, we offer a range of online **computer technology courses** which can be taken for elective credit. See the course listings in in our catalog or on our website for more information.

## NCAA ELIGIBILITY REQUIREMENTS

For Oak Meadow student athletes intending to play sports at an NCAA Division I or Division II school or to qualify for an athletic scholarship, compliance with the NCAA eligibility requirements is necessary. Among other requirements, students must graduate with a minimum of 16 core courses (at least 16 credits total in English, social studies, science and math), graduate from high school within four years, meet or exceed the established grade point average, and present a qualifying test score for the ACT or SAT. Please contact the NCAA Eligibility Center directly for more information and the complete list of requirements.

## NATIONAL HONOR SOCIETY

Oak Meadow has a chapter of the National Honor Society. If you are a student that exhibits strength of character, leadership qualities, and demonstrated service you may be selected to be a member of our NHS chapter. Eligible students must have a 3.0 grade point average.



# Advanced Study Program

During this semester-long project, students have the opportunity to develop an academic or professional area of interest by working with both a local Mentor and an Oak Meadow Faculty Advisor. The student develops a proposal and outline for the course of study, including reading lists, assignment descriptions and deadlines, and final project evaluation measures. Regular communication with the Faculty Advisor is necessary throughout the semester, yet students are truly empowered to create a course of study of their own design.

**This program is open to juniors and seniors and is required for graduation for students entering Oak Meadow in 2011 and beyond.**

There are two program options for our Advanced Study Projects: an Academic project or a Professional work experience. Advanced Study is a semester course and earns 0.5 credit.

**Advanced Study is a required semester course and earns 0.5 credit.**

## **ACADEMIC ADVANCED STUDY**

In the Academic Advanced Study Project, students engage in a research-based learning experience that culminates in a final project that can take many forms: a research paper, a portfolio of experiments or essays, a Power Point or video presentation. Topics for the project can include any area of interest, broadly categorized into the subjects of science, literature, and history. Examples include: alternative fuel sources, bird migration, current foreign policy, peace studies, multicultural literature, graphic novels, the Civil War, etc. Our Faculty Advisors work with students to clarify interests and create clear guidelines for study and assignments.

## **PROFESSIONAL ADVANCED STUDY**

In the Professional Advanced Study Project, students spend a minimum of 4.5 hours per week gaining hands-on experience in an active work environment. Through mentorship of a skilled professional, students gain skill and experience in a range of disciplines: musical or visual arts, crafts and trades such as carpentry and building, weaving, farming, cooking, film production, business and accounting, web design, education, etc.

The final project for the Professional Advanced Study Program includes a well-maintained weekly journal, documented hours and accomplishments, a mentor review, and a final essay reflecting on the learning experience and future ambitions.

Advanced Study Program applications are available on our website. An application must be approved by the High School Program Director prior to enrolling in the Advanced Study Program.

## Life Experience Elective/PE Credit

A Life Experience Elective/PE Credit (LEEC) application is included in your Welcome Packet. Please make as many copies as you need, or print copies from our website. These forms are to be submitted to the Oak Meadow office **at the end of every semester.**

A student can **earn up to one LEEC** and one **PE credit** over the time they are enrolled with Oak Meadow.

Here's how it works. Use the LEEC Application to...

- 1) complete your **Physical Education** requirement. You may enroll in a sport or other physical activity such as gymnastics, dance, or martial arts in your local area (anything with a coach or instructor). Use the Life Experience Elective/PE Credit form for organized activities such as this. Alternatively, you may keep a detailed log of your physical activities such as jogging, walking, dancing, working in a garden, rock-climbing, or anything that gets you up and moving. With this option, you need to keep a physical activity log which is reviewed by the parent and used when filling out the LEEC/PE form. During your four years of high school, **you will be required to complete 90 hours (0.5 credit) of Physical Education in order to graduate.**
- 2) earn credit for non-credit bearing **elective courses** taken in your local area, such as photography, pottery, theatre, etc. as long as the course meets regularly (at least once per week) and is taught by a qualified instructor. Classes must meet a minimum of 18 hours. Credit will be based on the number of hours of instruction. If, for example, you complete 18 hours of work for a given class, you will receive **0.1 credit** ( $\frac{1}{10}$  of a full credit) on your transcript. **YOUR INSTRUCTOR MUST COMPLETE AND SIGN THE FORM.**
- 3) to receive work experience credit for relevant volunteer service. You must volunteer a minimum of 18 hours to be eligible for credit. **YOUR SUPERVISOR MUST COMPLETE AND SIGN THE FORM.**

If you have questions about how to apply for Life Experience Elective/PE Credit, or about what activities may or may not qualify, please call the Oak Meadow office to speak with our High School Program Director.

# College Guidance Information

Oak Meadow High School graduates successfully follow diverse paths, not all of which include college. Some students have started their own businesses, while others have entered directly into various fields as apprentices. What is most important to us is that our graduates love what they are doing and continue to learn and grow.

Most Oak Meadow graduates, however, choose to go on to college, and they have attended a variety of colleges and universities. Past Oak Meadow graduates have chosen to attend a wide range of schools, including Yale, Columbia University, Oberlin, Smith, Sarah Lawrence, Vassar, Rensselaer Polytechnic Institute, Simon's Rock, Connecticut College, Mount Holyoke, the North Carolina School of Performing Arts, Bennington College, and many large public universities.

Our Registrar and guidance staff are available to assist all juniors and seniors in the college application process. This includes assistance with transcript requests and letters of recommendation. Students can access our College Admission Guide at [oakmeadow.com](http://oakmeadow.com). We know our students are focused on their future, and we want to make their transition to life after Oak Meadow High School as smooth and successful as possible.

## **COLLEGE ENTRANCE EXAMS: PSAT, SAT, ACT**

Many colleges use admissions tests to measure a student's aptitude. The most common test is the SAT (Scholastic Aptitude Test) and the ACT (American College Test). Often students take the SAT twice, once as a junior and then again as a senior, which increases their chances of a higher score since the highest score is submitted. Many students also take the PSAT/NMSQT (Preliminary SAT and National Merit Scholarship Qualifying Test) during their sophomore year. Below is the formula for the exam dates. The deadline for registration is generally one month before the test. Oak Meadow students should plan to register for the exams and find a testing site at [www.collegeboard.com](http://www.collegeboard.com). The Oak Meadow School code for the SAT is 460-341.

According to the formula, test dates fall on the first Saturday in November, December, May, and June; the second Saturday in October and March; and the fourth Saturday in January. Sunday administrations usually occur the day after each Saturday test date for students who can not test on Saturday due to religious observance.

**Students can  
access our College  
Admission Guide at  
[oakmeadow.com](http://oakmeadow.com).**

**The Oak Meadow  
School code for the  
SAT is 460-341.**

## Original Work Guidelines

At Oak Meadow we frequently ask students to write essays and conduct research because we believe that these types of writing assignments provide students with an opportunity to ask real questions, to think critically, and to express their own views. Additionally, expository writing allows students to explore topics in greater depth than they might otherwise and calls for students to interact with the words and ideas of other writers in order to gain new insights.

One of the biggest challenges students face with these types of writing assignments is how to distinguish between their own ideas and the ideas of others. We have provided the information below to help you avoid some of the common mistakes students make when completing writing assignments for Oak Meadow.

### Plagiarism

“Plagiarism” means taking someone else’s ideas or words and claiming them as your own. Some people commit plagiarism on purpose, but many others do it unintentionally. Recognizing plagiarism isn’t always easy, but the important thing to remember is that whenever you use someone else’s words or ideas in your own writing, you must always give that person credit. This is called “citing your source,” and it is important that you learn how to do it correctly.

Neglecting to “cite your source” is a serious offense. Many schools and colleges treat plagiarism as grounds for suspension, and sometimes even expulsion. This may seem extreme, but it is necessary in order to protect the “intellectual property” of writers, scientists, artists, and other people who make a living by creating and exchanging ideas.

As we were researching our policy on plagiarism, we went to the websites of other high schools, colleges and universities to read what they had to say. One policy that stood out was from the Rutgers University Writing Program: “Understanding plagiarism means understanding the boundaries between your ideas and the ideas of others, knowing where your ideas end and theirs start. In fact, the word ‘plagiarism’ comes from the Latin word *plagiarius*, meaning “kidnapper.” ...To avoid plagiarism, you’ll need to maintain that boundary between yourself, your ideas, and the many others you’ll encounter in class and your readings.”<sup>1</sup>

When completing any type of writing exercise for Oak Meadow, we expect you to use your own words. This includes answers to comprehension questions, as well as longer projects such as essays and research papers. For example, suppose you are completing a short-answer assignment for your course. You find the answer in your textbook, concisely explained in a single paragraph. Can you simply copy that paragraph and supply it as your answer?

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1 [http://wp.rutgers.edu/courses/201/plagiarism\\_policy/intellectual\\_boundaries](http://wp.rutgers.edu/courses/201/plagiarism_policy/intellectual_boundaries)

**Many schools and colleges treat plagiarism as grounds for suspension, and sometimes even expulsion.**

Of course not! Copying someone else's words and presenting them as your own is plagiarism. So can you just put quotation marks around it and "cite your source" as your textbook? Actually, no—because it doesn't show your teacher that you understand the concept. All it shows is that you know how to locate the answer in the textbook.

The solution in a case like this is to restate the answer *in your own words*. Read the material in the textbook, and fully understand it. Then you can answer the question in the assignment from your own knowledge, without referring to the textbook except for specific details such as dates, places, or numbers. You will be able to discuss the issue in greater depth and to make connections with other issues—and you won't be wasting time trying to copy the words verbatim from the textbook.

If you do choose to use someone else's words to support one of your ideas, you must put those words in quotation marks and tell your reader where the words came from originally. In shorter, daily assignments, quotation marks and a page reference will do. In longer essays and papers, you must use footnotes or proper textual citations (see below).

### How to Cite Sources

At Oak Meadow, we ask students to format their papers using the Modern Language Association (MLA) guidelines. Style manuals such as *MLA Handbook for Writers of Research Papers* and *MLA Handbook for English Students* are available at bookstores as well as your local library. You can also find information about MLA guidelines on the Internet. **Our favorite website is the Online Writing Lab at Purdue University: <http://owl.english.purdue.edu>.** This website provides useful information about writing in general, and it has a whole section devoted to MLA formatting: <http://owl.english.purdue.edu/owl/resource/557/01/>. Please refer to one of these sources for a complete discussion about how to format your research paper.

In addition to the information you will find in an MLA handbook or on the Internet, here are some guidelines we'd like you to follow:

- 1) When answering questions for an assignment, use your own words. Do not copy the words of the text or textbook straight into your answers without citing your source. Copying answers straight from a book is considered plagiarism.
- 2) Always use two or more sources when conducting research.
- 3) Try to use primary sources whenever possible. A *primary source* is a document created by a person directly connected to your research topic. For example, a letter written by John F. Kennedy is a primary source. An article written by a historian about John F. Kennedy's letters is a *secondary source*.

**“Understanding plagiarism means understanding the boundaries between your ideas and the ideas of others, knowing where your ideas end and theirs start.”<sup>1</sup>**

Original Work  
Guidelines  
continued

- 4) When you conduct research, it is important that you use reputable sources. *Reputable sources* undergo extensive review to ensure that the information they provide is accurate. Nonfiction books, encyclopedias, news magazines, and newspapers are generally considered reputable. Reputable websites include sites that are connected to reputable print and media sources, such as [newyorktimes.com](http://newyorktimes.com) or [cnn.com](http://cnn.com).
- 5) **Wikipedia.com is not considered a reputable source by academic standards.** Anyone can go into Wikipedia and change the entries without having to prove that the information is correct. Wikipedia is a good website for getting a general overview of your topic, and Wikipedia writers often provide a list of the sources they use to write their articles. However, you should never quote directly from Wikipedia, and you should always double check anything you learn on Wikipedia with a reputable source.
- 6) If you are worried about a particular paper or passage, consult with your Home Teacher or your Oak Meadow teacher. Your teachers will help you find a way to use a reputable source without resorting to plagiarism.

**If your teacher receives work that may constitute plagiarism, he or she will contact you and ask that the work be re-submitted. If the plagiarism continues, an official warning will be issued. If this warning is not heeded, you will receive a failing grade for the assignments in question, and a note will be made in your written evaluation.**

**If concerns regarding the integrity of your work persist, the High School Program Director will contact your parents or guardian to review the situation and determine the next step.**

## Writing Across the Curriculum

Oak Meadow attends to students' writing skills in all subject areas. Teachers use consistent editing marks school-wide to support a student's practice of the Writing Process. The Writing Process is Plan, Write, Revise, Edit, and Publish. Writing is rewriting so do not get discouraged by having to address mechanical errors. After all, writing is a practice; consider your teachers your coaches.

The common proofreading marks are:

**awk-** awkward expression or construction

*If any word is improper at the end of a sentence, a linking verb is.*

**cap-** capitalize

*susie and i txt all the time, even on christmas.*

**det-** details are needed

*Boy meets girl.*

**frag-** sentence fragment

*No sentence fragments.*

**ital-** italics or underline

*My favorite book is The Hobbit.*

**pun-** punctuation needed or missing

*Alice said what time is it*

**ro-** run-on

*Avoid run-on sentences they are hard to read.*

**shift-** faulty tense shift

*Verbs has to agree with their subjects.*

**sp-** incorrect spelling

*I did not recieve the receipt.*

**w-** wordy/**red-** redundant

*If you reread your work, you will find that a great deal of unnecessary repetition can be avoided by rereading and editing.*

**wc-** word choice

*Though I always do my homework, I hate school; it is stupid.*

**ww-** wrong word

*Weather I dress as a which for Halloween does not matter.*

## Policy Section

### **INCOMING TRANSFER CREDIT**

Students transferring credit to Oak Meadow from another school must have a C- (70%) or above to receive credit for a course, regardless of if credit was granted at the previous school. If a student received high school credit as an 8th grader, that credit will not be reflected on the Oak meadow transcript. The course will be listed with P (Pass) grade only so it will not change the GPA. Only credit earned as a high school student counts toward graduation requirements.

Students transferring in from schools that use a quarterly system can have quarter credits (0.25) reflected on the transcript. However, the quarter credit may not be sufficient to fulfill our graduation requirements and a student may be required to take additional courses to gain credit.

### **CHANGING YOUR START DATE**

Your Start Date is the beginning of your ten-month enrollment period. This date can be found on your Oak Meadow Welcome Letter and your Verification of Enrollment. If circumstances arise that necessitate a change in your Start Date, please call our Registrar to make the adjustment. You will have 30 days after your original Start Date to make this change, provided no lessons have been submitted.

A \$75 fee per course is applied if a Start Date is changed more than once. The Start Date can not be changed after the 30 day grace period.

### **ADD/DROP POLICY**

After enrolling in a course, a student may discover that the course level is not appropriate for them or that the course content is not aligned with their greater academic plan. Students may withdraw from a course within 60 days after their start date without penalty, whether or not any work has been submitted. The course will not show up on their transcript. If they do not add a new course, a refund is issued, minus a 20% processing fee (per our return policy). Students are welcome to add a new course to replace the dropped one. If a student withdraws from a course after the 60 day period, it is noted on the transcript with a W (Withdrawn). If the student fails to complete the course and fails to notify the school that they intend to withdraw from a course, the transcript will designate the course as incomplete (INC).

### **CREDIT RECOVERY ONLINE COURSES**

Online courses taken as credit recovery to establish a passing grade in a previously taken course will be listed on the transcript with the code CR/OL (Credit Recovery/Online). These courses are offered only through Aventa. All regular Oak Meadow courses are only available in print format.

## SCHOOL YEAR EXTENSIONS

If you need additional time to complete a course beyond the 10-month school year, we have several options to consider.

- **One- or two-month extension** This option works best for students who are close to finishing but just need a little more time. These options are only available for students who are no more than 8 lessons behind schedule. If you feel an extension will be needed, please contact your teacher who will help clarify the number of lessons outstanding and the extension process. **Please note: a school year may not last more than 12 months, and no extensions beyond two months will be granted.**
- **Re-enroll for an additional semester** If you are not able to complete the full 36 lessons within 12 months, first semester credit will be given if the first 18 lessons have been satisfactorily completed. You have the option of re-enrolling for the second semester, and second semester credit will be given when lessons 19-36 have been successfully completed. The full tuition rates for the additional semester apply.
- **Portfolio Evaluation** If a student is able to complete the full year's 36 lessons by the end date, but lessons are submitted in a large batch (more than 8 at a time), the work will be given a portfolio review. Individual lesson feedback will not be given, but you will receive a narrative semester or year-end evaluation that becomes part of your official school record. All passing work will receive full credit. However, it will be noted in the year-end evaluation that the work was subject to a portfolio review and the student has not been able to benefit from consistent teacher guidance and assessment. Portfolio work must be complete and well organized by subject and lesson in order to be eligible for portfolio review.

Policy Section  
continued

**If a student is able to complete the full year's 36 lessons by the end date, but lessons are submitted in a large batch (more than 8 at a time), the work will be given a portfolio review.**

Students who have used the maximum two months of extensions and have still not completed the course, or students who have more than 8 lessons outstanding, must re-enroll for an additional semester or year at the regular tuition rates.

### School Year Extension Fees

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#### One-Month Extensions—1 to 4 lessons outstanding

K-4:	\$ 75.00
5-8:	100.00
High School:	100.00 per course

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#### Two-Month Extensions—5 to 8 lessons outstanding

K-4:	\$100.00
5-8:	150.00
High School:	150.00 per course

## WITHDRAWAL POLICY

### Our Pledge

At Oak Meadow, it's our goal to provide you with an educational experience that will be profoundly beneficial and deeply satisfying. If you experience any problem with your curriculum or enrollment, if your circumstances have changed, or if the program does not meet your expectations, please let us know. We pledge to work with you in an effort to make it right. With this in mind, we have provided some guidelines that will help in this process and facilitate an agreeable resolution.

### Tuition Refunds

Distance education is a unique approach to learning. We want to provide sufficient time for you to explore this method and be sure it is a good fit for you. To facilitate this, it is recommended that you begin the Oak Meadow program on your Start Date, completing one lesson per week and submitting two lessons to your teacher every two weeks. This will provide time for your Oak Meadow teacher to engage with you, review your work, and provide feedback. **We offer a 60-day evaluation period from your Start Date to evaluate the distance learning experience.**

During this period, if you feel that it would be best for you to pursue another educational approach, please call the office and speak to one of our Educational Counselors. The Educational Counselor will work with you to discuss your options, which may include a change in course, teacher re-assignment, withdrawal from the school and homeschooling with the curriculum, or withdrawing from the school and returning the curriculum. Should you decide that withdrawal is the best option, please send a written notification of withdrawal to [registrar@oakmeadow.com](mailto:registrar@oakmeadow.com).

**If you withdraw within 60 days of your start date, a refund will be issued, less a 20% withdrawal fee.** The cost of the materials will be deducted from your refund. If you return the materials in like new condition, you will receive a separate refund of the cost of the materials. **No refunds will be issued after 60 days.** Notification of withdrawal must be received in writing by Oak Meadow by fax or email before the 60-day trial period ends.

### Aventa AP, Technical, and Credit Recovery Course Refunds

Aventa provides a 14-day grace period for all students who enroll in an AP, technical or credit recovery course. If a student withdraws within 14 days from the start date, a refund of 50% of the tuition will be granted. No refund will be granted after the trial period. Notification of withdrawal must be received in writing by Oak Meadow via fax or email before the 14-day grace period ends.



# Academic Planning Worksheet

For students who are planning to graduate high school with Oak Meadow, we require a distribution of academic subjects that will provide a comprehensive education and a well-rounded transcript for college entrance requirements.

**2011–2012 One credit equals a full-year course, or two semesters.**

<p><b>ENGLISH: 4 Credits</b></p> <p>Intro to Lit &amp; Comp            Lit &amp; Comp II            American Literature            World Literature            British Literature            Other: _____            Other: _____            Other: _____</p> <p style="text-align: right;"><b>TOTAL:</b></p>	<p>COMPLETE   NEED  </p> <p>—   — —   — —   — —   — —   — —   — —   — —   — —   —</p>	<p><b>MATHEMATICS: 3 Credits</b></p> <p>Pre-Algebra            Consumer Math            Algebra I            Geometry            Algebra II            Advanced Mathematics            Calculus            Other: _____</p> <p style="text-align: right;"><b>TOTAL:</b></p>	<p>— — — — — — — — — — — — — — — — — —</p>	
<p><b>FINE ARTS: 1 Credit</b></p> <p>Integrated Drawing            The Study of Art            The Study of Music            Other: _____            Other: _____            Other: _____</p> <p style="text-align: right;"><b>TOTAL:</b></p>	<p>— — — — — — — — — — — — — —</p>	<p><b>HEALTH: 1 Credit</b></p> <p>Integrated Health &amp; Fitness            (also earns 0.5 PE credit)            Other: _____</p> <p><b>FITNESS/PE: 0.5 Credit</b></p> <p style="text-align: right;"><b>TOTAL:</b></p>	<p>— — — — — — — —</p>	
<p><b>NINTH GRADE</b></p> <p>Core courses</p> <p>_____            _____            _____            _____</p> <p>Electives</p> <p>_____            _____            _____            _____</p> <p style="text-align: right;"><b>TOTAL number of credits:</b></p>	<p>—</p>	<p><b>TENTH GRADE</b></p> <p>Core courses</p> <p>_____            _____            _____            _____</p> <p>Electives</p> <p>_____            _____            _____            _____</p> <p style="text-align: right;"><b>TOTAL number of credits:</b></p>	<p>—</p>	

Name \_\_\_\_\_ Entrance year \_\_\_\_\_

Date \_\_\_\_\_ Completed by \_\_\_\_\_

- Graduating seniors must be fully enrolled to receive a diploma.
- Students must take at least three courses per year to be considered fully enrolled.
- Students who wish to receive a high school diploma from Oak Meadow must complete a minimum of **21.5 credits**.
- If you plan to apply to college, plan to graduate with more than the minimum number of credits.

<p><b>SCIENCE: 3 Credits</b></p> <p>Biology with Lab (1.5 credits) _____</p> <p>Environmental Science _____</p> <p>Chemistry with Lab (1.5 credits) _____</p> <p>Physics _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p style="text-align: right;">TOTAL: _____</p>		<p><b>SOCIAL STUDIES: 4 Credits</b></p> <p>U.S. History _____</p> <p>World History _____</p> <p>U.S. Government _____</p> <p>World Geography _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p style="text-align: right;">TOTAL: _____</p>	
<p><b>ELECTIVES: 2.5 Credits</b></p> <p>Psychology (0.5 credit) _____</p> <p>Intro to Photography (0.5 credit) _____</p> <p>Intro to Short Fiction (0.5 credit) _____</p> <p>Chess _____</p> <p>LEEC: _____</p> <p>Other: _____</p> <p style="text-align: right;">TOTAL: _____</p> <p><b>ADVANCED STUDY</b></p> <p>0.5 Credit</p> <p style="text-align: right;">TOTAL: _____</p>		<p><b>WORLD LANGUAGE:</b></p> <p>2 Credits</p> <p>Latin I, II, III, IV _____</p> <p>Spanish I, II, III, IV _____</p> <p>French I, II, III, IV _____</p> <p>German I, II, III, IV _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p style="text-align: right;">TOTAL: _____</p>	
<b>GRADE 11-12 COURSEWORK</b>			
<p><b>ELEVENTH GRADE</b></p> <p>Core courses</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Electives</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">TOTAL number of credits: _____</p>		<p><b>TWELFTH GRADE</b></p> <p>Core courses</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Electives</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">TOTAL number of credits: _____</p>	

High School  
Teacher  
Contact  
Info

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Meadow  
Curriculum & School