

Dublin Oak Academy

Kilcrouney Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



I. Mission

Dublin Oak seeks to collaborate with the parents in the integral formation of their son by means of the Academy's personalized techniques of education based on its programme: to teach, to educate, to form.

The Academy offers each student the means by which he can forge his character in Christian values in accordance with his potential and calling.

The Academy provides each student with the practical skills and academic knowledge he needs for the future, both personal and professional. Through positive motivation, personal attention and constant supervision the academy helps the students identify and develop their own talents and skills.

II. General Discipline

Rules and procedures 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 Dublin Oak Academy will assure growth in maturity, independence, courtesy, respect and personal organization within each student.

Each student is encouraged to become an Integer Homo (integral man).

Each student should seek maturity and be willing to make full use of the opportunities offered by the academy so as to become an Integer Homo (integral man).

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. If students feel the division between their parents and the school in regards to school rules, the formation becomes increasingly difficult. For this reason, we ask parents to support Dublin Oak Academy's rules and procedures.

Students are expected to be well behaved and well groomed both on and off campus.

Students are expected to be punctual, follow the academy's schedule and practice good time management.

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.

Every five to six weeks the academy will mail home progress reports containing discipline as well as academy grades for each student. The discipline grade will be

Dublin Oak Academy

Kilcronee Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



based on how well each student exhibits the following virtues: obedience, generosity, diligence, cooperation, respect, justice, and self-control.

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 seats until dismissed by the teacher.

The following offenses are considered grave misconduct:

- Immodesty or lewd expression
- Theft
- Disrespect towards school authority
- Recalcitrance
- Outward defiance
- Unwarranted criticism of the academy or its policies
- Violence or destruction
- Consistent low grades
- Frequent tardiness
- Leaving school without permission
- Disrespect
- Smoking
- Consistent disinterest in studies or personal development
- Truancy

The academy will inform parents immediately should their sons be involved in any of the above.

Violation of the rules can result in:

Low "conduct" grade

Disciplinary reports

Recurring misconduct will be sanctioned as the academy judges necessary and may include special chores and/or assignments on outing days. If misconduct continues or if a student receives three or more disciplinary reports the student may be temporarily or permanently expelled from the academy.

Serious faults may merit immediate temporal or definitive separation from academy activities or expulsion from the academy itself.

Students should not bring music, videotapes, discs, i-pod, walkmans, CD players, video games, computers, cellular or cordless telephones, walkie-talkies, pagers, radios, or televisions to the academy.

Dublin Oak Academy

Kilcrouney Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



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. If a student brings any of the items mentioned above, the academy is free to confiscate them and will send these items home.

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

Chewing gum is not permitted at any time in the academy.

Mail

In order to help the students immerse themselves in their activities and to build friendships with those around them, the academy asks that letters, faxes, and e-mails be kept to a minimum. Frequent faxes or e-mails often cause students difficulties in adapting to life away from home. We recommend that fax messages be sent for urgent matters only.

All correspondences are given directly to the students as they arrive at the academy.

Parents are asked to send packages only at Christmas, Easter and for the student's birthday. Students are provided with everything they need and it is important that when a need arises they show the initiative to ask for it. This helps in forming the students in both maturity and independence.

Haircare

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

Uniforms

The uniform is the distinctive and distinguishing mark of any school. Students are expected to wear the appropriate uniform at all times.

III. Other Academy Regulations

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 director before being sent, furthermore, all reading material must be in English so as to help in the students' overall formation.

Telephone calls

Dublin Oak Academy

Kilcrouney Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



To help with the initial adjustment, it is best that students not receive telephone calls from home during the first month. To receive reports regarding students' adjustment or for other reasons parents may contact the academy's principal director.

To allow enough time for students' activities and programs of formation, students are only allowed to receive calls from parents and relatives once every two weeks according to the calendar and times published annually.

We suggest that calls not exceed 30 minutes.

Parents may call their son on his birthday as well as on their own birthday's (mother and father) for 30 minutes. We kindly ask that you call according to the times published annually.

In the event of serious or prolonged illness, accident, or any other circumstances that may be cause for concern, the academy will always diligently contact the parents.

Although the academy publishes a timetable for phone calls, parents should feel free to call the principal whenever they consider it necessary. At the same time, parents are asked to respect the principal's schedule whenever possible.

Visits

More than one visit during the school year, excluding the closing ceremonies at the end of the school year, is generally not advisable.

Family visits are scheduled for the purpose of giving the student an opportunity to visit with his parents and share his experiences after some time of being apart.

We recommend that parents make the most of this time together as a family visit rather than as a time to travel.

Since it is our desire to give the proper attention to parents when visiting the academy we discourage impromptu visits. Parents should visit their son on the weekends designated in the academy's yearly calendar, and visits at other times need to be confirmed by the school's principal director in advance.

Students may not miss classes. If a parent cannot visit during the scheduled family visits and the director gives permission to visit at another time, class days may not be used for family visits.

Unless the parents give contrary written instructions, a check will be made out to the parent or guardian of the student for the balance of their personal account on the last day of the school year. This check will be given to the student.

Money for clinic uniforms should be deposited in the student's personal account before the student's arrival.

Student's use of money

Dublin Oak Academy

Kilcronee Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



The academy does not allow students to have more than €20 or its equivalent on their person or in their immediate possession at times other than those specified by the academy. When there is an opportunity for shopping, money from their personal account will be made available to them. Parents are requested to abstain from sending or giving cash or its equivalent directly to their son.

Students are not allowed to have credit cards.

In accordance with the student's personal account balance, the academy, at its discretion, will provide him with a weekly allowance.

Students will be allotted pocket money for shopping outings. While every attempt will be made to encourage the students to spend their money wisely, the academy is not responsible for cash or its equivalent after it has been given to the student.

Due to the various administrative and banking fees involved, the academy is obliged to levy a fee for checks received without sufficient funds. A monthly finance charge accrues on the outstanding balance until the check is replaced.

Late payments are subject to an additional monthly finance charge.

Refunds of fees are made according to the established refund table and conditions, available from the academy or from an Oak International representative.

Any student who misuses or damages academy or another's property will be charged for its replacement cost. The amount will automatically be deducted from the student's personal account.

Extended Trips

The Christmas trip must be paid in full by October 31st.

The Easter trip must be paid in full by January 31st.

Students whose payments are received after the above deadlines will not be able to participate.

Refunds due to a cancellation of extended trips are subject to penalties. Students will be allotted spending money for trips accordingly. The academy also considers what each student would like to purchase. For the safety of the student, the academy will not give any student an excess amount of money.

No refunds will be made on payments made for extended trips unless written cancellation notice be given to and receipt acknowledged by a recognized representative of Oak Management, Ltd. six weeks prior to the first day of the trip. However, in such cases, parents are asked to bear in mind that any reservation fees already paid to travel agencies, airlines, hotels or resorts on behalf of the student will be deducted from any forthcoming refund.

Dublin Oak Academy

Kilcronee Lane, Kilmacanogue, Co. Wicklow
Ireland A98 T021
Tel. +353 1 2863290
www.dublinoakacademy.org



With the exception of school trips, airplane and other transport arrangements are the responsibility of students and their families.

IV. Admissions

From the beginning of the admissions process through enrolment and the acceptance of candidates, their families and our staff work towards the same goal: helping each other to imagine “the fit” between the student and the Academy. How well any student will do at Dublin Oak depends to an important degree on past performance.

But also depends on how readily the student adapts to the new teaching styles encountered here, to the new homework patterns, to the new language for studying and daily life, as well as the new standards.

In assessing how well an admission candidate will fit into the academy’s programme, our admission’s board reviews each student’s complete academic and personal history which includes, at least, past and current school year course grades, recommendations from the director of the present school, a complete physician’s report and psychological test, along with some other information. Each student’s prospect for success here are evaluated thoroughly by the Admissions Board in a way that enables us to know in a better way the candidate and his integration into the Academy’s environment.

Please feel free to ask either Dublin Oak Academy or your Oak International Representative for a complete set of Application for Admission Forms as well as promotional material, in case your son is interested in attending to the Academy.

When sending the Application form please notice that:

The Admissions board may accept completed applications up to 30 days prior the first day of the course selected.

While Oak International representatives and Dublin Oak will do all in their power to deal efficiently with tardy applications, parents are requested to bear in mind that the evaluation of such documents may incur in substantial delays for which the Organization may not be responsible.

The Admissions Board cannot give full consideration to applications that are not complete or have been completed after deadlines.

Dublin Oak will confirm the result of admissions process either by e-mail or fax following an established calendar. In any of the established dates, please bear in mind that we need at least five working days to process your admission. Please take those days into consideration when sending your son’s application.

All information is subject to change.