

# M.A.T.H. Academy and Learning Center

## Student Handbook 2022-2023

*Mistakes Allow Thinking to Happen.*



# M.A.T.H.

Academy and Learning Center

416 W. 15th, Ste 300A  
Edmond, OK 73013  
(405) 699-1715

[Click here to view the Schedule At-A-Glance](#)

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## Introduction

# M.A.T.H. Academy and Learning Center

416 W. 15th St, Ste 300A  
Edmond, OK 73013 // (405) 699-1715  
mathacademyok.com  
[Mathacademyok@gmail.com](mailto:Mathacademyok@gmail.com)

Dear Parents/Students:

Welcome to the first year of M.A.T.H. Academy and Learning Center. We are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important to us to serve your children's educational needs.

You will find in the Student Handbook some very important information regarding some of the policies and procedures established for the safety of the students and the smooth operation of the school.

Please read this information carefully and keep it for future reference. Should you have any questions, feel free to contact me at (405) 699-1715 or via email at [mathacademyok@gmail.com](mailto:mathacademyok@gmail.com).

Our hope is that every student will have a positive feeling about education and a pleasurable experience at M.A.T.H.

Sincerely,

Missy Wade

Mistakes Allow Thinking to Happen.



**M.A.T.H.**

Academy and Learning Center

**Mission statement:**

M.A.T.H. Academy and Learning Center believes that every student can learn and achieve mastery of essential curriculum. The school's purpose is to assist parents in educating all students to the highest level of their academic performance. M.A.T.H. is proud to accept the responsibility of a positive environment that empowers individuals to reach their maximum growth potential.

**Vision statement:**

Our vision at M.A.T.H. Academy and Learning Center is one where the teaching practices are both reflective of and responsive to the needs of the students; and where the learning environment promotes growth and success. We are committed to providing a quality education in every classroom.

**No phone zone:**

M.A.T.H. Academy and Learning Center is a no phone zone. The rational part of a teen's brain isn't fully developed until around age 25 years. One study indicated that children who spent more than two hours a day on screen-time activities scored lower on language and thinking tests. A 2018 survey reported that teens are at risk for mental health issues due to an increase in screen time. Overuse of smartphones and social media can be toxic for teens. Evidence shows that increased screen time is affecting our health by affecting brain function, eye strain, poor posture, lack of sleep, weight gain, and depression. Some benefits of reduced screen time include reduced

stress, increased productivity, improved sleep schedule, and improved focus. M.A.T.H. will support limiting screen time by not allowing phones or other electronic devices (not including laptops when working on homework) to be used during the day unless the students are using them in a classroom for an educational activity with a teacher's permission.

# General Procedural Information

## Attendance procedures

If your child is going to be absent, please notify the school at (405) 699-1715. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 6 absences per semester, may be dismissed.

## Late arrivals

Students arriving late to ANY class must bring a note from the parent/ guardian explaining the reason for the late arrival. Parents of students who have 6 or more tardies in a semester will be required to meet with the administrator to discuss the reasons for the tardies and to develop a plan for improvement.

## Behavior Expectations

M.A.T.H provides an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, and off campus during a school day. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your student become familiar with the M.A.T.H. code of conduct. If a student is dismissed from M.A.T.H. Academy and Learning Center for behavioral issues, there will be no refund in tuition given. Tuition will continue to be due through the end of the school year.

**Dress Code**

**M.A.T.H. Academy and Learning Center student shall not wear the following:**

- Anything displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- Anything conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Anything depicting bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Shorts such as ladies gym shorts that are very short either just below the buttocks or showing the buttocks.
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops showing undergarments, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons.
- Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee.

### **Electronic Devices/Cell Phones**

Students are allowed to bring cell phones onto school property. The device must be placed in the cell phone pocket located in the office. Phones may be picked up for lunch, if you are leaving campus. The office, as well as every teacher, has a phone if there is an emergency and your parents need to contact you. Any student found using a cell phone or any unapproved electronic device on school property during class or at any other nonpermissible time shall have the device confiscated until the end of the school day and will not be allowed to bring the device back to school for the remainder of the school year.

### **Change of Address or Phone Number**

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

### **Educational Records Requests**

Teachers will keep track of all grades. Requests by parents/guardians for information regarding their student's education records should be directed to each teacher and allow 48 hours for receipt. M.A.T. H. does not prepare transcripts, but will give parents all grades as needed.

### **Field Trips**

School field trips are designed to complement the curriculum and are related to the standards of learning taught. A field trip permission form will be sent home to parents should a class want to take a field trip. This form must be signed by the parent/guardian for a student to attend the field trip

- Parent/guardian will be notified of each field trip
- Some field trips may require a nominal fee for student participation
- Parent/guardian sponsors will be asked to go on a field trip to assist in keeping all students safe
- Parent/guardian may be required to escort a student on a field trip due to his/her behavior



- In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified

### **School Hours**

Hours are 8:30-3:30

Do not drop your student off prior to 8:15 unless prior arrangements have been made. Students must be picked up by 4:30 unless other arrangements have been made. Any student remaining at school after 4:30 will be subject to a charge of \$10 for every 15 minutes they are on the school grounds

### **Tuition Payments/Late Fees**

Tuition is paid the months of August through May regardless of the number of weeks in the month school is in session. Tuition is to be paid in cash, check or via Zelle, unless other arrangements have been made with the Administrator prior to the first day of the month. August tuition is due August 1st. Any payment received after the 3rd but on or before the 8th of the month is subject to a late fee of \$25. Any payment received after the 8th but on or before the last day of the month is subject to a late fee of \$50. If payment is received after the last day of the month that tuition is due, tuition is subject to a late fee of \$100. Tuition is due the entire school year, even if a student does not complete the year. Once tuition has been paid, there will be no refund given for students who leave M.A.T.H. Academy and Learning Center for any reason. If a check is redeposited, there will be a \$30 fee assessed that must be paid in cash. Once there has been a chargeback for redeposited checks, tuition must be paid in cash.

### **Lunch Time**

Lunch time is 12:00 - 1:00

M.A.T.H. has a closed campus. Students may not leave the building during lunch, this includes driving or walking somewhere during lunch time. Students are allowed to eat and play outside (in the back) during lunch, if an adult is present. There is not a refrigerator for use at lunch time. Students should plan accordingly and bring a cold pack, if needed.

# Instructional Information

## Graded Papers

Homework will be graded by teachers and grades will be put in Canvas.

## Grading Scale

Students will receive letter grades.

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>Below 60</b>

## Homework

Homework is a vital part of the total learning process. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth, responsibility, and good study habits. Most homework will be assigned on Thursdays since the students will be learning at home on Friday and Monday. If, at any time, students or parents have questions regarding homework, please reach out to the teacher. If there is no resolution or there are further questions, then contact the administration.

## Reporting Student Progress

Communication between school and home is encouraged. Progress reports will be provided to parents/guardians during every quarter grading period. If a parent needs to be notified of a concern prior to the end of the quarter period, a teacher will contact the parent. Teachers should be contacted immediately if parents have questions concerning their student's progress.

# Schedule and Calendar

## Study Hall

Some students may have a gap in their schedule due to the courses that are chosen. There will be a study hall offered every hour, so that students can go work on homework.

## Community

At M.A.T.H., we promote community. We promote the joy of learning and developing friendships. Students who do not have homework to complete may read a book, help other students with homework, visit with friends, or play a game with friends.

## Schedule

The academic class schedule is subject to change until August 1st.

## Calendar

The academic calendar is updated periodically throughout the school year. It is a good idea to visit the calendar page at the beginning of every month for any changes that may have been made.

[Click here to view the Schedule At-A-Glance](#)

## 2022-2023 Class Schedules

Schedules are listed by grade.

Kindergarten - 3rd grade full-time students attend 8:30am-12:00pm Tuesday - Thursday.

4th grade - 6th grade full-time students attend 8:30am-3:30pm Tuesday - Thursday. There are some elective choices to choose from on Thursdays.

7th grade - 12th grade full-time students attend 8:30am-3:30pm Tuesday - Thursday. There are multiple elective choices to choose from all three days.

Grade level classes are suggestions. If a student wants to take a class not shown on their grade level course schedule, please contact the administration for approval.

Math assessments will be given to all students 6th - 10th grade to place students in the appropriate math class.

Schedules are subject to change until August 1st.

**Courses shown in bold orange are optional. The cost of these classes can be found on the tuition and fees page.**

### Kindergarten/1st Grade - Course Schedule

**Students will attend Tuesday through Thursday from 8:30am-12:00pm.**

**Language Arts - students will learn to recognize and write letters, sight words, and sounds.**

**Math - students will learn numbers, counting, shapes, and simple addition and subtraction.**

**Science - students will learn about plants and animals, the senses and the body, the weather, and time.**

**Social Studies - students will learn about family and self and geography.**

**Spanish -**

**Kindergarten/1st grade is so much more than academic skills. In addition to academics, students will engage in learning additional skills shown below.**

**Cognitive and thinking skills - this requires problem solving and critical thinking, focusing on tasks, and paying attention.**

**Behavioral and social skills - a normal part of the school day is making friends and resolving disagreements as well as self regulation and how to follow rules.**

**Motor skills - this involves movement and activity to promote bone and muscle development as well as finger and hand control.**

## 2nd/3rd Grade - Course Schedule

Time	Tuesday	Time	Wednesd ay	Time	Thursday
8:00-8:35	Arrival	8:00-8:35	Arrival	8:00-8:35	Arrival
8:35-8:45	Morning warmup	8:35-8:45	Morning warmup	8:35-8:45	Morning warmup
8:45-9:20	English	8:45-9:20	English	8:45-9:20	English
9:20-9:50	History	9:30-9:50	Science	9:30-9:50	History/Science
9:50-10:30	PE/Free play	9:50-10:30	PE/Free play	9:50-10:30	PE/Free play
10:30-11:00	Reading/ Snack	10:30-11:00	Reading/ Snack	10:30-11:00	Reading/ Snack
11:00-11:15	Break	11:00-11:15	Break	11:00-11:15	Break
11:15-11:50	Math	11:15-11:50	Math	11:15-11:50	Math
11:50-12:00	Wrap up	11:50-12:00	Wrap up	11:50-12:00	Wrap up
				12:00-1:00	Lunch
				1:00-2:00	Art*
				2:05-3:30	Odyssey of the Mind (3rd-5th grade)*

\*These classes are optional. See tuition and fees page for cost.

## 4th Grade - Course Schedule

Time	Tuesday	Time	Wednesday	Time	Thursday
8:30-9:15	Spelling	8:30-9:15	Spelling	8:30-9:15	Spelling
9:15-10:00	Science	9:15-10:00	Science	9:15-10:00	Science
10:00-10:10	Break	10:00-10:10	Break	10:00-10:10	Break
10:10-11:00	Health/PE	10:10-11:00	Health/PE	10:10-11:00	History
11:00-12:00	Math	11:00-12:00	Math	11:00-12:00	Math
12:00-1:00	Lunch	12:00-1:00	Lunch	12:00-1:00	Lunch
1:00-2:00	<b>Drama</b> OR Stay in classroom for class work	1:00-2:00	English/ Grammar	1:00-2:00	<b>Art*</b> OR <b>Homework</b> <b>help*</b>
2:00-2:30	Logic/Critical Thinking/ Educational Games	2:00-2:30	Logic/Critical Thinking/ Educational Games	2:05-3:30	<b>Odyssey of the Mind*</b> <b>(3rd-5th Grade)</b> OR <b>Homework</b> <b>help*</b>
2:30-2:45	Handwriting	2:30-2:45	Handwriting		
2:45-3:15	Reading	2:45-3:15	Reading		
3:15-3:30	Prepare to go home	3:15-3:30	Prepare to go home		

## 5th Grade - Course Schedule

Time	Tuesday	Time	Wednesday	Time	Thursday
8:30-9:15	Spelling	8:30-9:15	Spelling	8:30-9:15	Spelling
9:15-10:00	Science	9:15-10:00	Science	9:15-10:00	Science
10:00-10:10	Break	10:00-10:10	Break	10:00-10:10	Break
10:10-11:00	Health/PE	10:10-11:00	History	10:10-11:00	History
11:00-12:00	Math	11:00-12:00	Math	11:00-12:00	Math
12:00-1:00	Lunch	12:00-1:00	Lunch	12:00-1:00	Lunch
1:00-2:00	<b>Drama</b> OR Stay in classroom for class work	1:00-2:00	English/ Grammar	1:00-2:00	<b>Art*</b> OR <b>Homework help*</b>
2:00-2:30	Logic/Critical Thinking/ Educational Games	2:00-2:30	Logic/Critical Thinking/ Educational Games	2:05-3:30	<b>Odyssey of the Mind*</b> <b>(3rd-5th Grade)</b> OR <b>Homework help*</b>
2:30-2:45	Handwriting	2:30-2:45	Handwriting		
2:45-3:15	Reading	2:45-3:15	Reading		
3:15-3:30	Prepare to go home	3:15-3:30	Prepare to go home		



6<sup>th</sup> Grade - Course Schedule

Schedules based on grade level are suggestions. If you would like to enroll in a class not shown in the grade level of your student, please contact us for approval.

Time	Tuesday	Time	Wednesday	Time	Thursday
8:30-9:15	Grammar	8:30-9:15	Grammar	8:30-9:15	Grammar
9:15-9:55	Science	9:15-9:55	Science	9:15-9:55	Science
9:55-10:00	Break	9:55-10:00	Break	9:55-10:00	Break
10:00-11:00	Health/PE	10:00-11:00	Elective (TBD)	10:00-11:00	
11:00-12:00	Math (Saxon 6/5)  Math (Saxon 7/6)  Math (Saxon 8/7)	11:00-12:00	Math (Saxon 6/5)  Math (Saxon 7/6)  Math (Saxon 8/7)	11:00-12:00	Math (Saxon 6/5)  Math (Saxon 7/6)  Math (Saxon 8/7)
12:00-1:00	Lunch	12:00-1:00	Lunch	12:00-1:00	Lunch
1:00-2:00	<b>Odyssey of the Mind* (6th-8th Grade)</b>	1:00-2:00	World Geography	1:00-2:00	<b>Art* OR TBD</b>
2:00-3:00	History	2:00-3:00	History	2:00-3:00	History
3:00-3:30	Wrap up (answer questions, extra time for math, or any other subject)	3:00-3:30	Wrap up (answer questions, extra time for math, or any other subject)	3:00-3:30	Wrap up (answer questions, extra time for math, or any other subject)

7<sup>th</sup> – 8<sup>th</sup> Grade - Course Schedule

Schedules based on grade level are suggestions. If you would like to enroll in a class not shown in the grade level of your student, please contact us for approval.

Time	Tuesday	Time	Wednesday	Time	Thursday
8:30-9:55	Health Drama	8:30-9:55	History	8:30-9:55	History
10:00-11:00	Literature/ English/ Grammar	10:00-11:00	Literature/ English/ Grammar	10:00-11:00 10:15-11:45	Study Hall General Art
11:05-12:00	Math (Saxon 7/6)  Math (Saxon 8/7)  Pre-Algebra	11:05-12:00	Math (Saxon 7/6)  Math (Saxon 8/7)  Pre-Algebra	11:05-12:00	Math (Saxon 7/6)  Math (Saxon 8/7)  Pre-Algebra
12:00-1:00	Lunch	12:05-1:00	Lunch	12:00-1:00	Lunch
1:00-2:00	Algebra 1  7 <sup>th</sup> /8 <sup>th</sup> Grade Study Hall/Logic/E ducational Games	1:00-2:00	Algebra 1  Odyssey of the Mind (6 <sup>th</sup> -8 <sup>th</sup> grade)	1:00-2:00	Algebra 1  Spanish 7 <sup>th</sup> /8 <sup>th</sup> Grade
2:05-3:30	Earth/Space Science	2:05-3:30	Earth/Space Science	2:05-3:30	Study Hall (get help with homework and organize what needs to be done by the next week)

**9th - 12th Grade  
Course Schedule**

<b>Time</b>	<b>Tuesday</b>	<b>Time</b>	<b>Wednesday</b>	<b>Time</b>	<b>Thursday</b>
<b>8:30-9:55</b>	American Literature/ English/ Grammar  Geography  Physical Science  <b>Psychology</b>  <b>Health</b>  <b>Drama</b>	<b>8:30-9:55</b>	American Literature/ English/ Grammar  World Literature/ English/ Grammar  Physical Science	<b>8:30-9:55</b>	Personal Finance  <b>Studio Art</b>  <b>Latin 1</b>  <b>Spanish 1</b>  <b>ACT Prep</b>
<b>10:00-11:00</b>	American History  Biology  Algebra 2  Geometry	<b>10:00-11:00</b>	American History  Biology  Algebra 2  Geometry	<b>10:00-11:00</b>          <b>10:15-11:45</b>	Oklahoma History/ Government (one semester each)  Algebra 2  Geometry  <b>General Art</b>

<b>11:05-12:00</b>	English/ Grammar (for students enrolled in World Lit or British Lit wanting to add English/ Grammar OR for students needing an English/ Grammar class only)  Constitutional Literacy  Math (Saxon 8/7)  Pre-Algebra	<b>11:05-12:00</b>	World History  Math (Saxon 8/7)  Pre-Algebra	<b>11:05-12:00</b>	World History  Math (Saxon 8/7)  Pre-Algebra
<b>12:00-1:00</b>	Lunch	<b>12:05-1:00</b>	Lunch	<b>12:00-1:00</b>	Lunch
<b>1:00-2:00</b>	Algebra 1	<b>1:00-2:00</b>	Algebra 1  <b>Study Hall</b>	<b>1:00-2:00</b>	Algebra 1  British Literature
<b>1:00-3:30</b>	Chemistry	<b>1:00-3:30</b>	Anatomy		<b>Spanish 7th/8th (HS students can take this class)</b>
<b>2:05-3:30</b>	Earth/Space Science	<b>2:05-3:30</b>	Earth/Space Science	<b>2:05-3:30</b>	<b>Odyssey of the Mind (9th-12th Grade)</b>  <b>Spanish 2</b>  <b>Speech/Debate</b>

The 2022-2023 academic calendar will be added soon.



