



Parent Student
Handbook
2026/2027

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2026-2027 Oaktown ACADEMY STAFF

OFFICE TEAM

Brian Price	Head of Schools
Nicole Ranson	Lower School Principal
Chad Walker	Upper School Principal
Cindy Inabnett	Admissions Director/ Receptionist and Records Clerk
Kathryn LaCoss	Advancement Director
Guy Van Horn	Security Director
Ruth Campbell	Finance Manager
Kari Hayes	Creative Coordinator
Elizabeth Lee	Administrative Assistant
Simmie Benenhaley	Administrative Assistant/Support Staff
Grace Mowery	Support Staff
Jessica Wells	GAP Director/Art Teacher
Blake Ferguson	Athletic Director
Casey Asman	Assistant Athletic Director
Kimberly Rhoton	Nurse
Kelly Thomas	Lower School Guidance
Amy Vetter	Upper School Guidance
Tracy Cali	Instructional Coach
Christina Weiss	Reading Specialist

TEACHING PROFESSIONALS

Alyssa Hong	Kindergarten 4
Kristan Thompson	Kindergarten 4
Taylor Chol	Kindergarten 4
Wendy Nichols	Kindergarten 5
Amanda Palmer	Kindergarten 5
Jennifer Walker	Grade 1
Alison Priest	Grade 1
Jenny Solowo-Coker	Grade 2
Susan Moody	Grade 2
Sherri Kirk	Grade 3
Annelize Augustyn	Grade 3
Maddie DeVries	Grade 4
Heather Mims	Grade 4
Mandy Akwari	Grade 5
Tabathia Rogers	Grade 5
Kelsey Van Horn	Lower School Music & Electives
Jen Spencer	Library/Computer
Tracie Flowers	Middle School Science
John Caldwell	Middle School History
Hector Reyes	Middle / High School Math
Stephen Waters	Middle / High School Bible
Ivey Mom	Middle / High School Math
Maddy Jackson	Middle / High School Bible
Tracy Cali	Middle School English / Instructional Coach
Amy Lines	Middle School English / Performing Arts
Deanna Brigman	High School Science
Frank Brazell	High School History
Logan Balskus	High School English
Deborah Waters	High School Math
Amy Vetter	High School English / College Guidance
Stephanie Gammons	Art Program Director
Robyn Wright	PE Teacher
Abby Whitworth	PE / Student Life Coordinator



BRIEF HISTORY OF OAKTOWN ACADEMY

Oaktown Academy was founded in 1999 as Cathedral Academy, a ministry of Cathedral of Praise Church. The students enjoy the pursuit of excellence in the school's warm and caring atmosphere. In 2026, both the church and school changed their names from Cathedral to Oaktown. Oaktown Academy is governed by a Board of Directors which is appointed by the management staff of Oaktown. Mike Lewis, founding pastor, is the President of the Board of Directors and the Head of Schools serves as its Chief Executive Officer.

STATEMENT OF FAITH

We believe that Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

Accordingly, based on Scripture:

We believe the Bible is the inspired Word of God. We believe there is one God who reveals Himself in three separate and distinct personalities: the Father, the Son, and the Holy Spirit.

- We believe mankind was created good and upright but, by voluntary transgression, fell and is now separated from God, lost, and without hope. We believe Jesus Christ is God in the flesh, fully divine and fully human. We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
- We believe Jesus died, was buried, and rose bodily from the dead (The Resurrection). We believe that after The Resurrection, Jesus ascended to the Father and is presently engaged in building Heaven and interceding for people.
- We believe Jesus will return to this earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)
- We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
- We believe Water Baptism and the Lord's Supper are the two Ordinances of the Church. We believe Baptism by immersion in water in the Name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus Christ in His death, His burial, and His resurrection. We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
- We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. Their standards of conduct should honor our Lord and His Church.
- We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved

OAKTOWN ACADEMY PHILOSOPHY

The opportunity for educational training, from kindergarten through high school, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. Oaktown Academy adheres to a standard of academic excellence in providing an education that honors Christ and reflects a commitment to God's Word. The educational process is measured by the criteria stated in Luke 2:52.

Oaktown Academy's educational process and commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to interpret the different aspects of their educational experience into Christian living. Sharing the gospel to students and parents is an important part of Oaktown Academy's educational experience. The primary goal is to provide an educational opportunity for Christian students, with the students and parents agreeing to comply with the Missions and Beliefs set forth in the Belief Statement. Oaktown Academy is also committed to advancing Christian education in our community and region.

Staff selection is based upon the criteria consistent with promoting the purpose and goals of Oaktown Academy, all the while providing a model for Christian living.

Oaktown Academy follows the premises of "Kingdom Education", a lifelong, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives. Oaktown Academy views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to "partner with parents" as an extension of the home in the development of students spiritually, academically, physically, and socially.

Luke 2:52 *"And Jesus increased in wisdom and stature, and in favor with God and man."*

Deuteronomy 6:7-9 *"And thou shalt teach them diligently unto thy children and shall talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates."*

OUR MISSION STATEMENT

Oaktown Academy partners with families to provide a quality academic, biblically based education to equip both parents and students to impact their culture for Christ.

OUR VISION STATEMENT

Oaktown Academy is a Christian school providing Biblically based education so that future generations will know God's truth, remember His works, and not live by the world's philosophies.

OUR CORE VALUES

As Oaktown Academy endeavors to fulfill its mission and realize its vision our ministry is characterized by the following school and staff commitments:

TRUTH

The Bible is the inerrant Word of God that gives directions in every aspect of life. (2 Timothy 3:16)

CHRIST-LIKENESS

Whoever claims to live in Him must walk as Jesus did.

(1 John 2:6)

CHRISTIAN FAMILY

The Christian family is God's training ground for preparing generations to know and serve Jesus Christ. (Deuteronomy 6:6-9)

CHURCH

The church has been and always will be the instrument of God to fulfill God's purposes on earth. (Acts. 2:42-47)

QUALITY EDUCATION

"Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6)

"And Jesus grew in wisdom, and stature, and favor with God and man." (Luke 2:52)

STEWARDSHIP

Every aspect of the educational program must be considered a stewardship responsibility from God so that a Biblical legacy will be successfully passed from one generation to the next. (Psalm 78:6)

SERVICE

Whoever wants to be great among us must be a servant.

(Matthew 20:26-28)

KINGDOM EDUCATION DEFINITION

Kingdom Education™ is the lifelong, Bible-based, Christ-centered process of:

- Leading a child to Christ,
- Building a child up in Christ,
- Equipping a child to serve Christ,
- Causing the child to know God and give Him glory!

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, Oaktown Academy employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
3. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
4. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

NON-DISCRIMINATORY POLICY

Oaktown Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, or extra-curricular and other school-administered programs.

DROP OFF / PICK-UP / TRAFFIC PATTERNS

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

K4-Grade 5: 8:00am – 2:45pm

Grades 6-12: 8:00am – 2:45pm

Wednesday

Lower and Upper School (K4-12): 8:00am – 2:00pm

DROP OFF

Classrooms open for students at 7:50 a.m. Students who must come prior to 7:50 will report to the **GYM** for early arrival, which opens at 6:30 a.m.

- 6:30am - 7:00am - Supervision is provided for students enrolled in the GAP program. For students not enrolled in GAP, there will be a \$5.00 charge per student per day.
- 7:00am - 7:50 - Supervision is provided for all students at no charge
- 7:50 - Students are released to their classroom teachers

PICK-UP

Parents are asked to pick-up students no later than 10 minutes after dismissal unless the student is participating in the GAP Program or an approved extra-curricular activity. **If an approved extra-curricular activity does not begin immediately after dismissal it is the responsibility of the parents to make arrangements for adult supervision.** Students not picked up within 10 minutes of dismissal will be placed in the GAP program, and the parents will be charged accordingly.

Car rider ID signs will be provided for each student in K4 through 5th grade. The sign needs to be visible in the windshield of the vehicle during pick-up time. Students will be released only to those authorized by the parent. Such authorization must be in writing.

Parents must wait in their cars for their children. Once the child is in the car, parents should pull around to the parking lot if they need to assist their child.

Parents may not leave vehicles unattended in the carline.

TRAFFIC PATTERNS

Drop-off/pick-up zones are designated in the traffic flow map (see the website). Please park in the designated areas only and do not leave cars unattended in the drop-off/pick-up line. For the safety of our campus, please follow the published traffic flow pattern. Law enforcement may be called if safety is in question, and towing may be enforced.

COMPUTER/INTERNET/WI-FI USAGE

With access to computers and to people all over the world also comes the availability of material that may not be considered of educational value in the context of a Christian school setting. An Internet filtering system as well as monitoring software is in place, and teachers continue to make an effort to select appropriate electronic resources and guide students toward course-appropriate materials. However, on a constantly changing global network, it is impossible to control all materials, and inappropriate materials may still be accessed. **Social networking sites such as Facebook, X, Instagram, Snapchat, TikTok etc. are not permitted on any Oaktown Academy computer or student owned device during the school day.**

Oaktown Academy students using the Internet will do so primarily in computer labs and some limited use in classroom areas where the teachers will be responsible for supervising and orienting students about effective and appropriate use. Students, who wish to use the Internet for independent research when they are not with a class, must do so with a teacher in the room. Personal laptops, I- pads, or other electronic tablets may not be used during breaks, lunch or any other time during the school day without the permission and presence of an instructor.

Listed below are the terms and conditions for acceptable student Computer/Internet/Wi-Fi use:

- I understand that using the Internet/Wi-Fi at Oaktown Academy is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended or terminated.
- I understand that Internet access is intended for use with school projects. I will not use the Internet/Wi-Fi for personal or recreational purposes.
- I understand that I may not visit any sites that show inappropriate sexual information, or information that is racist, discriminatory, hateful, and violent in nature or displays un-Christ-like behavior.
- I understand that use of the Internet/Wi-Fi to send or receive personal e-mail is prohibited, except in special circumstances where an instructor has given me permission to access a personal email account for a schoolwork-related reason.
- I understand that I may not use the Internet/Wi-Fi to download or share copyrighted materials.
- I understand that I may not use the Internet/Wi-Fi to participate in chat rooms, bulletin boards, or games.
- I will log on using only my own username and password.
- I understand that I may not change or destroy—or attempt to change or destroy—any network settings on school computers or any other person’s data on the network, nor will I change any default settings: desktop screensaver, etc.
- I understand that I must not reveal my password or those of other students.
- I understand that I am not to use any school computers unless an instructor is present and with his or her permission.
- I understand that all school computers can and will be electronically monitored and/or electronically recorded by Oaktown Academy staff, and there is no expectation of privacy.
- I understand that I may not use personal USB flash drives on school computers without permission from the instructor. The instructor will scan all personal flash drives for viruses.
- I have reviewed these statements with a parent/guardian and agree to abide by them; violations may result in termination or suspension of my access privileges, other school disciplinary actions, and possible appropriate legal action.

I understand that Oaktown Academy is not responsible for student-owned devices that are lost, stolen or damaged.

Student Signature: _____

INCLEMENT WEATHER AND EMERGENCIES

EMERGENCY PROCEDURE DRILLS

Students are informed about fire, tornado safety, and other emergency procedures at the beginning of the school year. Drills are conducted throughout the year.

EMERGENCY CLOSING OF SCHOOL

Please listen to the radio or watch television to be notified when school is closed. Announcements are also placed on the school Website, emailed to families and a message sent to cell phones through Parent Alert. Announcements will be made on local television and radio stations.

In the event inclement weather necessitates the closing of the school before the end of the regular school day, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty will be notified. Student drivers will be dismissed, if appropriate under the circumstances.
3. Local radio and TV stations will be notified.
4. Students will be dismissed to their designated driver or individuals indicated on the Authorization for Pickup Form.
5. Alternate arrangements for pickup of students may be arranged by parents. Please call the office.

In the event of a school closure all activities, extension and sporting events will be canceled.

SCHEDULED EVENTS

CHAPEL SERVICES

Oaktown Academy provides weekly Chapel services for all students. Through the Chapel services students praise and worship the Lord Jesus Christ. Students and faculty members minister to one another through prayer, music, drama, and a Bible message. Chapel speakers include faculty, staff, students, and outside guests. Parents and family members are encouraged to attend Chapel and are asked to sign in at the office and sit in the Visitor Area.

FIELD TRIPS

Field trips are regarded as an extension of the classroom. To participate in a field trip, students must have a signed **Parental Consent Form**. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent sponsors may be asked to help provide transportation.

- Students age 5 or younger or weighing less than 60 pounds must be transported in an approved car seat.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.

- There may be a charge for field trips to cover expenses.
- Students and parents should follow the school dress code, unless otherwise notified.
- It is the parent's responsibility to make alternate off-campus arrangements for their child if permission to attend the field trip is not granted or the proper forms are not signed.
- For chaperones to give full attention to the class, we ask that siblings not accompany a parent chaperone.
- All drivers must submit copies of proof of vehicle insurance and their driver's license.
- An annual official **DMV Drivers Record** must be submitted to be eligible to drive students, other than your own children, on field trips or for athletic events. K4 and K5 students are not allowed to ride with anyone other than their own parents without written permission.

FUNDRAISING

Parents are expected to be involved in the fundraising efforts at Oaktown Academy. The funds raised through this means help to enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library, as well as trying to maintain lower tuition costs. There is one annual major whole school Fundraising effort: Golf Tournament. All fundraising must be approved through the Head of School.

PARENT LUNCHESES

Parents are welcome to have lunch on campus with their child. Sign-in is required at the C building reception desk and the lunch schedule must be observed.

STUDENT LUNCHESES

Oaktown Academy has an optional lunch program for grades K4 – 12. The school will offer options for parents to provide lunch for their child from various local vendors (Chick-Fil-A, pizza, etc.). Lunch will need to be ordered ahead of time on FACTS Family. Students may not receive lunches delivered by outside vendors, however, parents may choose to bring lunch for their student. Due to campus security, parents must drop the food off at the reception desk in C building and may not meet their student in the parking lot area.

OUTSIDE SOLICITATION

Outside solicitation is prohibited at Oaktown Academy. This policy includes the selling of any item, distribution of political or religious materials, offering a service or the circulation of petitions.

LIBRARY

LOAN PERIODS

K4-2nd grade can check out 1 book for a 2-week period. Grades 3-12 can check out 2 books at a time for a 2-week period. If the Librarian is not in the Library, items can be checked out through the office in D-Building. Books that need to be renewed must be brought to the library.

MAGAZINES

Magazines may be referenced in the library.

LOST LIBRARY BOOKS AND MATERIALS

Replacement costs will be assessed for lost library books and materials.

LIBRARY DEBTS

All outstanding library debts, including lost books, and materials, must be paid before the school year ends. Final report cards/transcripts will be held until book fees are paid.

ADMITTANCE

A student must have a pass or be with the teacher to visit the library during the school day. Students will not be allowed to leave the library, except to return to class.

OFFICE PROCEDURES

STUDENT VISITORS

from other Elementary, Middle or High Schools

- For safety reasons, **ANY** student from another school will not be allowed to visit campus unless visiting as a prospective OA student.
- Permission for such is to be granted in advance from the Administration.
- The Prospective Student Visitors must fill out the first page of the information sheet from the Student Application.
- Student Visitors must always check in at the office and receive a visitor's badge to be worn on the outermost shirt or coat and be visible while on campus.
- All permitted Student Visitors must observe the rules and procedures of the school, including the dress regulations, as though they were a student.

OA GRADUATES

All Oaktown Academy graduates must check in at the office **and** be cleared by the Administration before being allowed to visit. Such visitations are to be limited to Chapel and not to classes or other parts of the school campus. We do ask that OA Graduates dress appropriately when visiting the campus.

VISITORS AND VOLUNTEERS

All visitors including parents, volunteers, and family of staff members must report to the school office to sign-in and sign-out via the School Check-In computer.

LOST AND FOUND

Lost and found items are retained in Building C, in Building D or in the closet of the Athletic Center. Unclaimed items are sent to charity at the end of each quarter.

MEDICAL INFORMATION

SCHOOL NURSE

While the school nurse is not a physician and operates within a legally defined scope of practice, their role is a specialized field of nursing that utilizes clinical judgment and evidence-based practice to manage student health. The school nurse serves as the bridge between healthcare and education. While they do not provide medical diagnoses or long-term treatments like a primary care physician, in those brief encounters, they are assessing, planning, and evaluating—all with the goal of ensuring students feel safe, supported, and ready to learn. The nurse provides the data and immediate care that allows parents to determine the next steps for medical treatment.

The school nurse provides direct care to students. Care includes, but is not limited to, care for injuries, acute illness, management of chronic conditions, medication administration, and urgent health situations that arise during the school day. Responsibilities also include assessment and treatment within the scope of professional nursing practice, communication with parents, referral to healthcare providers and confidential communication and documentation of student health information. The school nurse provides for the physical and emotional safety of the school community by monitoring immunizations and ensuring appropriate exclusion for communicable and infectious illnesses to ensure that the school community remains safe and healthy. The school nurse's responsibilities also include managing student health records and advocating for the health and safety needs of students. The school nurse plays a crucial role in maintaining a healthy school environment, ensuring that students are ready to learn and participate fully in school activities.

COMMUNICABLE DISEASES

Oaktown Academy wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases and follows guidelines set by the South Carolina Department of Public Health (SCDPH) for communicable and contagious illnesses. For the full list of conditions that exclude students, staff, volunteers, and guests from campus due to illness, please reference the SCDPH School Exclusion list, which can be found on their website and is updated annually.

Students and parents are required to ensure that they do not unintentionally jeopardize the health or safety of the school community by spreading contagions to students or staff. Any student with a communicable disease will be temporarily excluded from school while ill and during recognizable periods of communicability. Therefore a student should stay home from school if they have the following:

- A student running a 100 degree temperature or higher should not be sent to school. Students must be symptom free and have a temperature less than 100 degrees without medication during the 24-hour period prior to their return to school.
- Students with other signs of illness, such as unexplained rash, vomiting, diarrhea, or any concerning health issues.

Oaktown Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

ILLNESS AT SCHOOL

Should a student become ill during the school day, the teacher will send the student to the nurse's office. If the nurse determines the student needs to go home, the parents/guardians will be contacted. The nurses' office does not permit extended care of a sick student, and parents/guardians are expected to make every effort to pick up the student as soon as possible.

MEDICATION ADMINISTRATION POLICY

This policy governs Oaktown Academy's administration of medications to students. The availability of medications is strictly limited to those students who follow school procedures as outlined below.

General

All medications must be delivered to the school nurse by an adult. Students may not carry medications on school grounds to self-administer and self-monitor without permission by a licensed physician, parent/guardian permission, and school permission. Examples of medications that are approved for self-administration are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions. Other medications or treatments may be approved on an as needed basis.

Prescription Medications

Prescription medications will be given only per written physician and parent/guardian authorization. All prescription medications must be provided in the original, properly labeled container and given to the school nurse during school hours. Any prescription medication to be administered at school will require a Physician/Parent Medication Authorization Form to be completed and on file with the school. A written record of the drug, dosage, and date given will be recorded.

Over-the-Counter Medications

Oaktown Academy is not obligated to provide over-the-counter medications; however, commonly used over-the-counter medications will be stocked in the nurses' office. Over-the-counter medications may not be administered without parental consent. The Student Health Information and Treatment Consent form, which is provided at the beginning of the school year, allows parents/guardians to provide consent for the administration of common over-the-counter medications that may be needed during school hours. If a student has any contraindications to medications, parents/guardians need to make this clear on the Student Health Information and Treatment Consent form.

FOOD ALLERGY GUIDELINES

Given the number of allergens, as well as the differing levels of risk relating to each student's allergic reaction, we need to make clear Oaktown Academy cannot and does not guarantee an allergen-free environment. In addition, we cannot make any guarantee that food or other items coming into the school contain no allergens or were not processed in a facility that produces food containing allergens. Although Oaktown Academy cannot anticipate every possible scenario, the school will attempt to follow all medication and emergency plans as provided to the school. Oaktown Academy cannot guarantee that any outside food is allergen-free. With education and proper training, we strive to reasonably accommodate our students' needs. If you have any questions relating to these guidelines, please contact the school nurse or administration.

IMMUNIZATIONS

There are state and federal regulations that each school must follow concerning immunizations. The school nurse will monitor applicable regulations and advise parents of requirements. A student will not be allowed to attend Oaktown Academy without a valid SC Certificate of Immunization or a medical, religious, or special exemption. It is the responsibility of parents to keep up-to-date records in the school office.

FIRST AID PROCEDURE

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to, and including, CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the ***Emergency Information Card*** and will be on file in the school office for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

MEDICAL APPOINTMENTS

If it is necessary for a student to leave early for a medical appointment, a written request must be sent to the student's teacher in advance. No student will be released to anyone other than those authorized by the parent.

MEDICAL EMERGENCY PROCEDURE

Each student's file must include a completed ***Emergency Information Card***. If a child becomes ill at school, the parent will be notified as soon as possible. If the parent cannot be reached, the emergency information will be used. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and alternate number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency.

AFTER SCHOOL & GAP (Generals After School Program)**AFTER CLASS HOURS ON CAMPUS**

Oaktown Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students after the official school hours.

Students who remain on campus for a specific school event or activity must remain at the site of the activity for safety and security reasons. Students and parents should know in advance the time and the place of the activity and the expected time of completion. Parents are urged to be with their children at all school events.

Students are not permitted to enter or simply "hang out" in any building or at their vehicle after school hours. Students found in any room, building or parking lot area without administrative permission or supervision will be subject to disciplinary action.

AFTER SCHOOL SUPERVISION/GAP SERVICES

After school Services are provided daily as a recreation and enrichment program after normal school hours. It is an ancillary to the school program and designed only for children currently enrolled at Oaktown Academy. Fees are charged for this service and registration is required. Fee schedules and registration forms are available in the school office.

K4-Grade 5

Students in K4-grade 5 will be escorted to the assigned area from their classrooms at the end of car line.

Grades 6-12

Oaktown Academy cannot be responsible for students at the end of the school day unless they are enrolled in the GAP Program. Students not picked up by the end of car line will be sent to GAP, and fees will be charged to the family account.

YEAR END AWARDS

May include but are not limited to the following (as programs are available)

HONOR ROLL

(Grades 1st - 5th)

Students who have an A's in all subjects every quarter are placed on the school's "A" Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

(Grades 6th - 8th)

Students who have an A average in all subjects are placed on the school's "A" Honor Roll for the year. Students who have an A or B average in all subjects are placed on the A/B Honor Roll for the year.

(Grades 9th - 12th)

Students who have earned a cumulative GPA of 4.300+ receive a High Honor certificate for the year.

Students who have earned a cumulative GPA of 3.790 to 4.299 receive an Honor certificate for the year.

PRINCIPAL'S AWARD (Grades 1st - 12th)

This award is given to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers
- Academic success based upon the student's performance as measured by report cards and achievement testing.

This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

TIMOTHY AWARD (Grades 1st - 12th)

This award is given to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "*Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me*" (Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award.

Teachers will nominate students. The administration will review all nominations, seek additional information as needed and make the final determinations of award recipients.

SCISA OR ACSI COMPETITION WINNERS (All Levels)

Applicable certificates, medals, trophies, etc.

SCISA GEORGE GRICE AWARD (8th Grade)

Students in grade eight who score at or above the 90th percentile on a reading or mathematics subtest of the achievement test taken during the student's 7th grade year will be eligible for this award.

NATIONAL HONOR SOCIETY (Grades 11th - 12th)

National Honor Society (NHS) is a nationwide organization that recognizes excellence in leadership, scholarship, character, and service among high school students. Students in grades 10 and 11 (rising juniors and seniors) are eligible to participate in the induction process. The induction ceremony takes place in the spring of each school year. To qualify for Oaktown Academy's chapter, students must have an overall GPA of 3.5 on a 4.0 scale and have a clean disciplinary record. Students will be required to provide evidence of participation and citizenship on campus and in the community. Interested students will complete an application and obtain two teacher recommendations. If inducted, students are expected to maintain their GPA and conduct expected of an Oaktown student. Academic and behavior issues may result in removal from NHS. There is no fee for joining NHS and the school will notify eligible students during the spring semester.

THE GENERAL'S AWARD (12th Grade)

This award may be given to one senior who clearly demonstrates a Christian worldview in his/her daily life. His/her character will reflect a positive attitude, endurance when facing difficulties and Christ-likeness. The student should also be involved in extra-curricular activities, teams, or clubs.

JUNIOR MARSHALS (11th Grade)

Students must attend Oaktown Academy for at least their sophomore and junior year to be considered.

Qualifications include:

1. GPA 3.5 and above on a 4.0 scale
2. No history of discipline issues
3. No history of academic probation

Leadership qualities (one or more)

1. Christian testimony
2. Chapel participation
3. Community service hours
4. Student government
5. National Honor Society

SALUTATORIAN

The senior with the second highest grade point average will be recognized as the Salutatorian of the senior class. Students must attend Oaktown Academy for their entire junior and senior year to be considered.

VALEDICTORIAN

The senior with the highest-grade point average in the senior class will be recognized by being named Valedictorian. Students must attend Oaktown Academy for their entire junior and senior year to be considered.

ACHIEVEMENT TESTING

Nationally recognized achievement tests are administered to students and the results are used to assess students' strengths and academic needs.

Grades 3-8 – Spring administered achievement testing

Grades 9-11 - Preliminary Scholastic Achievement Test (PSAT) is required

Grades 11-12 - SAT and/or the ACT

ATHLETIC DEPARTMENT GUIDELINES

STATEMENT OF PURPOSE

Oaktown Academy is committed to the whole student – Body, Soul, and Spirit. The Athletic Department recognizes its role in this process. While a sports program necessarily focuses on physical health and agility, the Athletic Department at Oaktown Academy steadfastly holds to and reinforces vigorously the Academy Mission Statement.

ATHLETIC FEES

Students that participate in athletics at Oaktown are required to pay an Athletic Fee. These fees are billed upon receipt of the roster from the coaches of the various sports. The fees go towards helping to offset the costs of the sports including coaches, field and court maintenance, jamboree and tournament entry fees, officials, and safety equipment.

The cost for each participant is by sport.

ATHLETIC POLICIES

Oaktown Academy is committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow in character, wisdom and discernment.

Athletic and physical activity is an integral part of a student's development. The Academy encourages students to participate in some form of physical activity every day. As part of Oaktown Academy's mission of developing a balanced lifestyle, Upper School students are encouraged to participate in whatever sport is in season rather than to specialize in one sport for the entire year. A student should discuss athletic participation with parents and coaches prior to embarking upon the rigorous schedule required for sporting events. Parents of student athletes are expected to serve in all activities sponsored by the Athletic Department, including volunteering in the concession stand, at the ticket gate, or wherever parent volunteers are needed.

To be eligible for practice or participation in interscholastic athletic contests, a student must have a medical examination by a physician once every 365 days. A special form (***Oaktown Academy Athletic Form***) is available in the Athletic Office and on the school Website. This form must be properly completed, signed, returned, and placed on file in the Athletic Office prior to the student's participation in any sport.

All financial obligations with the school must be kept current to be considered eligible to be an active member of a CA athletic team.

Students **are not** allowed to transport fellow teammates to or from contests without written consent from the parents of both the driver and passenger.

Annual Sports physicals are required for all athletes in competitive sports **prior to the first day of practice.**

Students are expected to display a proper attitude of sportsmanship toward teammates, coaches, opponents, fans, and officials regardless of winning or losing the contests.

PROGRAM GOALS

The Academy maintains a program of interscholastic competition for boys and girls in grades 5-12 through our membership in SCISA Athletics. It is the goal to train student-athletes to compete. Therefore, as the coach deems the student-athlete ready, they will play them. There is, however, no guarantee that each student will play an equal amount of time in every game.

As a member of a team each student will:

- receive instruction that helps develop his/her ability to compete for God's glory.
- honor team rules and guidelines
- pledge to be on time and attend practices, meeting, programs and fundraisers sponsored by the team
- pledge to dedicate themselves to the Oaktown Academy sport team for which they chose to play
- communicate to the coach, when they will not be in attendance to practices, meeting, programs and fundraisers sponsored by the team
- be disciplined and trained in leadership.
- be encouraged to promote Oaktown spirit, unity, and pride.
- be encouraged to demonstrate Christian character on and off the field of competition.
- be encouraged to abide by the Code of Conduct and Ethics of Oaktown Academy and SCISA.
- be prepared to compete for SCISA State Championships.
- be equipped to vie for NCAA, NAIA, NJCAA, and NCCAA athletic scholarships.

ELIGIBILITY

Any student who wishes to participate in interscholastic athletics must meet these criteria:

1. have a current ***Sports Physical Form*** on file in the Athletic Office on or before the first day of practice for any sport.
2. meet academic and attendance standards set forth by Oaktown Academy and SCISA (see Academic Eligibility below).
3. meet behavioral standards set forth by Oaktown Academy.
4. be enrolled as a student and be current on ALL financial obligations to CA.

ACADEMIC ELIGIBILITY

Academic performance will be reviewed at the halfway point and end of each quarter to determine athletic eligibility. Students with an F average in one class or a D average in two or more classes will be on academic probation for 4 ½ weeks.

- The probationary period for students ineligible at the halfway point will be the 4 ½ weeks remaining of the quarter.
- The probationary period for students ineligible at the end of the quarter will be the first 4 ½ weeks of the following quarter.

- During the probation period, students are also expected to attend tutoring and actively engage with the teacher to improve their grade. Failure to do so may jeopardize the eligibility going forward.

At the end of the 4 ½ week probation, grades will be reviewed again to determine eligibility going forward.

CODE OF CONDUCT AND ETHICS

It is the duty of all concerned with athletics at Oaktown Academy to consider:

OUR SPEECH

Colossians 4:6 “*Let your speech always be with grace, seasoned with salt...*”

1. Questionable language or “slang” words will not be tolerated. The student athlete will never engage in any language that can be termed “trash talking” or use profanity or questionable slang.
2. The student athlete will address the coaches and officials with respect. The student athlete will address the coach as “Coach” or “Mr., Miss, or Mrs.” and will take concerns or complaints directly to him or her. Insubordination and divisive speech or behavior will not be tolerated. The student athlete will address officials as “Sir” or “Ma’am.”
3. Never criticize the officials or coaches. These people represent the authority figure at the athletic event. Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God-given, and disobedience to authority is disobedience to God.

OUR RELATIONSHIPS

John 15:12 “*This is my commandment, that you love one another as I have loved you.*” Thus we commit to:

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

OUR UNITY

I Corinthians 12:12-13 “*For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...*” Thus, we strive to:

1. Develop unity within the team. “*It is amazing what can be accomplished when no one cares who gets the credit.*” John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else’s role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met – to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for Oaktown Academy.

OUR MOTIVES

I Corinthians 10:31 “*...do all to the Glory of God.*” Be motivated by the love of God. Athletes must

live for Him because He died for us.

1. Strive for victory in order to glorify God. Athletics is just a means to an end and not an end unto itself.
2. Demonstrating Christ in our lives by abiding by the rules of the game in letter and in spirit. Tactics that promote unfair “gamesmanship” will not be tolerated.
3. Committed to excellence. All areas – faith, practice, academics, and game preparation must reflect a commitment to excellence.
4. **Play and act like a CHAMPION!**

OUR BEHAVIOR

I John 2:6 *“He who says he abides in Him ought himself also to walk just as He walked.”* Thus our obligation is that:

1. The athlete will maintain a good reputation. The athlete’s character must be in good standing with the administration, faculty, staff, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete must know all of the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers and all staff personnel. This includes the game plans, methods, and philosophies.
5. The athlete will show respect for their teammates. The athlete must respect the seriousness of their commitment by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. The athlete will maintain a high standard of appearance. Both in and out of the arena the athlete must adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. It is expected that both in and out of the arena respect will be shown in speech and actions for game officials, opponents, and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete must maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athletes must respect the eternal effects of their speech and actions as they represent themselves, their families, their school, their church, and ultimately their Lord and Savior, Jesus Christ.

Article XIII – Section 1:

SCISA Code of Conduct

PHILOSOPHY: The South Carolina Independent School Association believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics must assume the responsibilities of this privilege and are required to meet these expectations. Moreover, adults shall be models of good sportsmanship and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials, and fans shall always conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his/her words and actions at all SCISA athletic events and will need to follow the standard set by the Code of Conduct.

SCISA Eligibility Rules: Student

Please note - these are the SCISA eligibility guidelines, however, Oaktown will follow the Athletic eligibility guidelines as listed in the Athletic Department Guidelines.

Article VI – Section 1:

ACADEMIC REQUIREMENTS:**ACADEMIC ACHIEVEMENT IS A PREREQUISITE TO PARTICIPATION.**

- A. A student in grades 9-12 must take and pass at least four (4), one-unit CORE Courses or any five (5) one-unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses taken during the school year by the “Home School” method are not eligible for athletic eligibility determination. “Virtual school” course will be considered on a case by case basis and must receive prior approval.*
- B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program.
- C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.
- D. A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45-minute periods each week would not be a one credit course. *Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a Carnegie unit.*
- E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- F. Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1: The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. Example 2: The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.*

Article VI – Section V:

STUDENT ELIGIBILITY BELOW GRADE 9

- A. Students below the 9th grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period.
- B. A student must have passed the previous school year to be eligible for athletic participation in the first grading period.
- C. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing the school’s recommendation for repeating the grade.
- D. All students must comply with the age requirements and grade level restrictions for each level of competition.

KINDERGARTEN

ATTENDANCE INFORMATION K4 AND K5

To keep accurate records and to emphasize the importance of school attendance, OA has adopted the following guidelines:

- OA requires parental communication for all absences. This communication needs to be received by the end of the missed day. A physician's excuse is preferred when applicable. Parents should contact the administration if unusual circumstances occur.
- School-sponsored event participation is a privilege, and students must be in attendance for at least half of the school day in order to participate in OA afterschool activities.
- Attending a school-sponsored trip is credited as a regular school day, and absence from a field trip will be counted as a missed school day.
- A student is considered absent for the day if they arrive after or depart prior to 11:30 a.m.
- Making up work is the responsibility of the student and parents, not the teacher.
- After 10 absences per year for any reason, parents will receive an email via FACTS Family advising them of the excessive absences.
- After 15 absences per year for any reason, parents will receive an email via FACTS Family advising them of the excessive absences.
- After **20** absences per year for any reason, excused or unexcused, parents will receive an email via FACTS Family advising them of the excessive absences. Excessive absences may affect the student's promotion to the next grade level or ability to re-enroll at Oaktown Academy.
- Parents should contact the principal if unusual circumstances occur.

Parent-Initiated Absences for Kindergarten

Parent initiated absences are requested by the parent for occasions such as family trips and non-school sponsored events. These absences should be requested by the parents, in writing, directly to the teacher at least one (1) week in advance. Without this prior notice, makeup work will not be provided in advance. The only exceptions to this policy will be in cases of death or family emergencies. In such cases, parents should contact the teacher as soon as possible. Parent initiated absences are not recommended for students with low grades. Makeup work is due upon arrival back to school.

Make-Up Work for Unplanned Absence

- Communication for unplanned absences is required the day of the absence, and parents should make every effort to communicate expected number of days out.
- Parents and students are responsible for communicating with teachers on the best way to receive and make up missed work.
- The time frame for making up work will be per the individual teacher's instructions.

Tardiness

- When a student is tardy to school, it is disruptive to teacher planning and the student misses important announcements and planning for the day.
- A student arriving to school after 8:00 a.m. must sign in at the receptionist's office in C Building.
- After 5 unexcused tardies, parents will receive an email via FACTS Family advising them of the tardy policy at OA.

- After 10 unexcused tardies, parents will receive an email via FACTS Family advising them of the excessive tardies.
- After 20 unexcused tardies, parents will receive a third email via FACTS Family advising them of the excessive tardies.
- Excessive tardiness may affect the student's promotion to the next grade level or ability to re-enroll at Oaktown Academy.

Leaving School

If students have plans to leave before the end of the school day, the parent/guardian should contact their respective classroom teacher at the beginning of that school day.

Parents should sign their child out at the receptionist's desk in C building. An authorized pickup card or ID along with pickup permission in FACTS Family is required.

Students will not be dismissed from the classroom after 2:30pm except through the carline.

ACADEMIC AND DEVELOPMENTAL INFORMATION

Assessments

Assessments are given during the school day and will give students the opportunity to show teachers what they have learned from recent lessons. These assessments will be photocopied and then sent home to parents in the student's daily communication folder. Assessments will be given every 3-4 weeks and will be used to determine student report card grades.

Grading Scales

Academic & Social Skills, as well as Special Area classes and selected other classes, on the report card are graded quarterly as follows. As the year progresses, student expectations increase.

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory
- N/A - Not assessed

Homework

K5 homework is given as deemed appropriate by teachers. Homework may be assigned for various purposes including practice, drill, remediation, enrichment, and special projects. Reading and practicing math facts should be considered daily routines and not homework during the formative years.

Homework given by the classroom teacher should be completed by the student and turned in at the time designated. Most assignments in K5 should not require more than a total of 15-20 minutes per day.

Promotion and Retention

Students must show competency in all developmental areas (cognitive, social, and emotional) to be promoted to the next grade level. As part of the "No Surprise Guarantee," teachers will communicate with parents/guardians when a student's academic performance and social readiness is of concern. The

teacher and principal will determine promotion readiness for Oaktown Academy's K5 and first grade program. Due to age-appropriateness in classrooms, a student may not be retained more than once in their academic history, including a delayed K4 start, and still attend OA.

BIRTHDAYS

A birthday is an important milestone in a child's life. A parent may provide a birthday snack for their child's class to celebrate the day, but snacks need to be individualized servings that are the same for the whole class.

If invitations to a birthday or any party are given out at school, all class members must be invited with the exception of girl only or boy only parties. If the entire class is not to be invited, invitations must be mailed by the parent. The school will not provide contact information for other students in the class.

CLASS PARTIES

Several parties are planned for students throughout the year. Parents may be asked to assist, provide refreshments, and to chaperone as needed. Younger siblings are not permitted at class parties.

COMMUNICATION

Teachers will send home a communication folder with the student each day. In this folder, teachers will communicate about the day, as well as send home daily student work and assessments. Parents are expected to check, initial, and return this folder daily. Additional forms of communication may also be used by the teacher, including email, Class Dojo, and FACTS Family. Parents are encouraged to request a conference with the teacher as needed.

DRESS CODE

PHILOSOPHY

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will." Romans 12:1-2

There is an appropriate way to dress for school at Oaktown Academy. Modesty, neatness, appropriateness, respect, and gender distinctiveness are the fundamentals of the dress code, regardless of the current standards and trends of society. Students arriving out of dress code may not be permitted to attend class until they change clothes, and this may require a parent to bring a change of clothes. The administration reserves the right to determine the appropriateness of any article of clothing.

CLOTHING

We promote independence in the OA kindergarten program, and this includes the area of clothing/students dressing themselves. We encourage parents to send children to school in clothing that can be managed by their child. This includes buttons, zippers, shoe laces, and the like. Kindergarteners will use the restroom independently and will be expected to manage their clothing independently.

After taking whole class bathroom breaks, kindergarten students are expected to be able to wait to use the bathroom for up to 45 minutes. Accidents can occasionally happen in kindergarten, so a change of clothing, including underwear and socks, is a necessity. We ask that at the beginning of the school year parents please send a full change of clothing in a gallon zip-lock bag, clearly labeled with the child's name.

Guidelines for Boys

- ♦ **Pants/Shorts**– All shorts need to be at least mid thigh in length. Holes in jeans may not show skin above mid thigh.
- ♦ **Shirts** – No inappropriate images, or wording may appear on articles of clothing or accessories.
- ♦ **Shoes** - For safety purposes, shoes must have a closed back, back shoe strap, or lip to keep the foot in the shoe. Students may not wear shoes they cannot manage themselves, including shoe laces.
- ♦ **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.
- ♦ **Costumes** - Costumes of any kind should not be worn to school at any time, unless predetermined and announced by the classroom teacher or school principal.

Guidelines for Girls

- ♦ **Pants/Shorts/Skirts/Dresses**– All bottoms need to be at least mid thigh in length. Holes in jeans may not show skin above mid thigh. Shorts are required below skirts or dresses.
- ♦ **Shirts** – Spaghetti straps, open backs, racerbacks, or cropped shirts are not permitted. No inappropriate images or wording may appear on articles of clothing or accessories.
- ♦ **Shoes** - For safety purposes, shoes must have a closed back, back shoe strap, or lip to keep the foot in the shoe. Heels are not permitted in the kindergarten program. Students may not wear shoes they cannot manage themselves, including shoe laces.
- ♦ **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.
- ♦ **Costumes** - Costumes of any kind should not be worn to school at any time, unless predetermined and announced by the classroom teacher or school principal.

ELECTRONIC COMMUNICATION DEVICES

Cell phones (as well as smart watches and similar devices) have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, these devices can become a distraction and source of frequent interruption. The use of electronic

communication devices during class takes away from the valuable time needed for instructional and most importantly, student learning.

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, receives audio or otherwise operates to summon or deliver communication to the possessor (e.g., cellular phones, laser pointers, smart watches, headphones, airpods, ipads or any other communication device).

- Lower school students will **not** be permitted to utilize electronic devices during the school day unless specific permission is given by a teacher in the classroom. At no point should these be used in the lunchroom, hallways or anywhere on campus outside of the classroom.
- Cell phones and smart watches must be turned off or set to airplane mode and **kept in bookbags** throughout the course of the school day. They may not be used for communication during the school day.

Failure to follow this policy may result in a behavior notification. Consequences may include confiscation of the electronic device which will be returned to the parent and potential loss of electronic privileges.

If you need to contact your child during the school day, please call the school office and a message will be relayed. Administrators and staff members, along with law enforcement authorities, have the right to confiscate electronic communication devices possessed by students in violation of this policy.

Oaktown Academy is not responsible for student-owned devices that are lost, stolen or damaged.

EXPECTATIONS AND CONDUCT

Bathroom Expectations

Oaktown Academy expects all students to be fully potty trained upon enrollment. OA defines a student as potty trained if they are able to:

1. Come to school in big kid underpants (not pull-ups).
2. Can communicate a need to use the bathroom.
3. Can independently take care of toileting (pull down underpants, sit on toilet or stand at urinal, and void the bowels or bladder).
4. Can independently manage related hygiene (can access toilet paper, wipe, place used toilet paper in the toilet bowl, flush, pull up underpants without assistance, and wash and dry hands).
5. Be able to consistently wait 45 minutes (the length of a special area class) to use the bathroom after a whole-class bathroom break.

Discipline Policies

Students at OA are taught to live above reproach by showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate behaviorally or scholastically will jeopardize their privilege to attend OA. The kindergarten program uses positive discipline as a catalyst to help students learn to accept responsibility for their own actions and behavior, as well as provide tools to equip them with appropriate choices to relate with their peers in the classroom. The ability to accept such responsibility and respond with appropriate choices are stepping stones in their spiritual growth.

Teachers provide encouragement and guidance to students by supplying words to help them talk through and resolve situations and learn problem-solving techniques for working through situations with peers. All students are taught to obey God's Word, obey their parents, and to obey and follow their teacher's instructions. When a student disobeys, the teacher uses an age-appropriate strategy to correct the situation. A "thinking chair" may be used, with guidance and direction, to remove young students from a situation.

Teachers are responsible for classroom discipline. FACTS Family, along with the daily communication folder, are the tools primarily used for communicating disciplinary action taken by either teachers or administration. It is a goal and a practice of the faculty and administration to stay in close communication with parents/guardians and to work together as partners in the disciplinary process. This partnership includes responding to FACTS Family notifications and working with teachers and administration for behavior improvement.

Infractions and Consequences

Kindergarten violations to the standard of conduct at OA fall into three categories:

- Level I Infractions
- Level II Infractions
- Level III Infractions

Level I Infractions

Level I infractions are acts of misbehavior in a classroom. Examples of such misbehaviors include, but are not limited to:

- inappropriate conduct
- teasing or making fun of another child
- class disruption
- inappropriate language
- verbal abuse or offensive, hurtful comments
- profanity, use of obscene gestures or words, or swearing
- rough play
- physical retaliation if physically provoked

These **Level I** infractions may result in verbal warnings, written documentation in the daily communication folder, or FACTS Family behavior notifications. Parents/Guardian(s) will be notified of any disciplinary action taken, and a parent conference may occur.

Level II Infractions

Level II infractions are misbehaviors of a more serious nature in a classroom. Examples of such misbehaviors include, but are not limited to:

- repeated Level I infractions (conference required)
- physically aggressive behavior toward peers
- direct or indirect threat of physical harm
- use of derogatory racial slurs
- disrespect to authority
- bullying or threatening others
- fighting, stealing, and lying
- defacing property
- intentional harm to another student, including aggressive hitting, slapping, or biting
- defiance that becomes a safety issue

Level II infractions may result in a behavior notification, and may result in parents/guardians being contacted for a conference. Level II offenses that involve intentional and physical harm, inappropriate physical touch, or defiance that causes safety issues may result in a student being sent home for the day. Depending on the nature of the offense, Level II infractions may also result in suspension.

Level III Infractions

Level III infractions are major offenses often involving activity that is an inexcusable act of disrespect toward individuals, school property, or personnel. Examples of such misbehaviors include, but are not limited to:

- repeated Level II infractions (conference required)
- extreme behavior unbecoming of a OA student
- intentional destruction of school property
- use of a weapon or terror threat
- possession of a weapon or explosive
- hitting or harming a faculty or staff member
- profanity and/or obscenity in written or spoken word or gesture directed at faculty or staff members

Level III infractions may result in a behavior notification, and may result in parents/guardians being contacted for a conference. Level III offenses that involve intentional and physical harm, inappropriate physical touch, or defiance that causes safety issues may result in a student being sent home for the day. Depending on the nature of the offense, Level III infractions may also result in suspension and/or expulsion.

Suspensions

A suspension may be issued by administration, and the length will be dependent on the level of infraction. Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities. Therefore, any suspended student may not attend or participate in any school activity, either on or off campus, during the day(s) of suspension. Makeup work will not be provided for school that is missed during a suspension (partial day or full day) and if graded, will result in a zero.

Behavior Intervention Strike Plan & Probationary Acceptance Contract

1. The classroom teacher, guidance counselor, and principal work together to determine when a Behavior Intervention Strike Plan will be issued for a student. When a plan has been implemented, the student must demonstrate significant conduct improvement. Failure to show marked improvement may result in the student forfeiting the privilege of attending CA.
2. The purpose of a Behavior Intervention Strike Plan is to motivate the student to demonstrate self-discipline and to function within the school community in a cooperative manner. The respective principal and discipline committee will assess whether CA can continue to partner with parents to fulfill the terms of the Behavior Intervention Strike Plan.
3. Consideration for admission of new students may be given under the terms of a Probationary Acceptance Contract if questionable behavior or below grade level academics are present during new student testing.
4. Students who had conduct problems during their previous year at CA or at another school may be placed on a Behavior Intervention Strike Plan or a Probationary Acceptance Contract in order to continue as a student.

LUNCH AND SNACKS

Students in Kindergarten should bring an appropriate snack and lunch each day. To aid the teachers and students, both snacks and lunches sent from home must be easy to both set up and eat, and must be sent in a labeled, thermal lunch box. Foods needing to be kept cold must be packed with an ice pack. Neither kindergarten snacks or lunches can be heated in the microwave at OA.

Part of the kindergarten curriculum is eating together in a family style. At this time, teachers and students will talk about table manners and always have a prayer of blessing for the food. Also, independence and self-help skills will be taught by having the children clean up after lunch.

If a parent would like to join their student for lunch, he or she must let the teacher know in advance. The parent will check in at the reception desk, and the student will be released to the parent to enjoy lunch together in the courtyard beside Building C. This must be done during the scheduled classroom lunch time, and the student must return to class before the end of the lunch period.

ELEMENTARY EDUCATION (Grades 1st - 5th)

ATTENDANCE

To keep accurate records and to emphasize the importance of school attendance, OA has adopted the following guidelines:

- OA requires parental communication for all absences. This communication needs to be received by the end of the missed day. A physician's excuse is preferred when applicable. Parents should contact the administration if unusual circumstances occur.
- School-sponsored event participation is a privilege, and students must be in attendance for at least half of the school day in order to participate in OA afterschool activities.
- Attending a school-sponsored trip is credited as a regular school day, and absence from a field trip will be counted as a missed school day.
- A student is considered absent for the day if they arrive after or depart prior to 11:30 a.m.
- After 10 absences per year for any reason, parents will receive an email via FACTS Family advising them of the excessive absences.
- After 15 absences per year for any reason, parents will receive an email via FACTS Family advising them of the excessive absences.
- After **20** absences per year for any reason, excused or unexcused, makeup work will no longer be provided. **Any work/tests missed after this time will receive a zero in the gradebook.**
- Making up work is the responsibility of the student and parents, not the teacher.
- Excessive absences may affect the student's promotion to the next grade level or ability to re-enroll at Oaktown Academy.
- Parents should contact the principal if unusual circumstances occur.

Parent-Initiated Absences

Parent-initiated absences are requested by the parent for occasions such as family trips and non-school sponsored events. These absences should be requested by the parents, in writing, directly to the teacher at least one (1) week in advance. Without this prior notice, makeup work will not be provided in advance. The only exceptions to this policy will be in cases of death or family emergencies. In such cases, parents should contact the teacher as soon as possible. Parent initiated absences are not recommended for students with low grades. Makeup work is due upon arrival back to school.

Make-Up Work/Tests for Unplanned Absence

- Communication for unplanned absences is required the day of the absence, and parents should make every effort to communicate expected number of days out.
- Parents and students are responsible for communicating with teachers on the best way to receive and make up missed work.
- The time frame for making up work will be per the individual teacher's instructions, however, papers and projects assigned prior to the absence will be due as originally assigned.
- Make-up work that is not completed in a timely manner will result in a zero in the grade book.

Tardiness

- When a student is tardy to school, it is disruptive to teacher planning and the student misses important announcements and planning for the day.
- A student arriving to school after 8:00 a.m. must sign in at the receptionist's office in C Building.
- After 5 unexcused tardies, parents will receive an email via FACTS Family advising them of the tardy policy at OA.
- After 10 unexcused tardies, parents will receive an email via FACTS Family advising them of the excessive tardies.
- After 20 unexcused tardies, parents will receive a third email via FACTS Family advising them of the excessive tardies, and make-up work may not be provided, with missed work may resulting in a zero in the gradebook.
- Excessive tardiness may affect the student's promotion to the next grade level or ability to re-enroll at Oaktown Academy.

Leaving School

If students have plans to leave before the end of the school day, the parent/guardian should contact their respective classroom teacher at the beginning of that school day.

Parents should sign their child out at the receptionist's desk in C building. An authorized pickup card or ID along with pickup permission in FACTS Family is required.

Students will not be dismissed from the classroom after 2:30 pm except through the carline.

ACADEMIC INFORMATION*Grading*

In keeping with the SC Uniform Grading Scale, the elementary school grading scale is as follows:

A 100 - 90

B 89 - 80

C 79 - 70

D 69 - 60

F 59 - Below

Special area classes and selected other classes are graded quarterly and the scale is as follows:

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Honor Roll

Students who earn 90 or higher in all subjects are eligible for A Honor Roll for the quarter.

Students who earn 80 or higher in all subjects are eligible for A/B Honor Roll for the quarter.

Progress Updates

Parents may be informed of student progress by checking the online grade program, FACTS Family. Additionally, elementary students' quizzes, tests, and other graded work are sent home weekly in a white envelope. This enables parents to receive continual feedback concerning the progress of their students. Parents are urged to review all work with their child.

Report Cards

Report cards are electronically transmitted one week after the end of the grading period, as listed on the school calendar. Report cards are held if there is any balance due on the student's account.

Homework

Homework may be assigned for various purposes including practice, drill, remediation, enrichment, and special projects. Reading and practicing math facts should be considered daily routines during formative years. Homework given by the classroom teacher should be completed by the student and turned in at the time designated, usually the following day. Most assignments in Grades 1 and 2 should not require more than a total of 30 minutes per day; Grade 3 assignments should not require more than a total of 45 minutes per day; Grades 4-5 should not require more than a total of 60 minutes per day. Homework times are a general guideline, and students that work at a slower pace and/or are working to be on grade level may require more time. Homework is an important factor in overall student success.

Tutoring

Oaktown Academy teachers make themselves available to tutor small groups one time per week. This is a time to review concepts that have been taught in class, not study with students.

Promotion and Retention

1st - 5th-grade students must pass all major subjects (Bible, English, math, reading, phonics, social studies, and science) to be promoted to the next grade.

- A student who fails two or more major subjects will not be advanced to the next grade.
- Students failing one major subject must tutor over the summer with an approved OA tutor (15 hours total) in order to advance. After summer tutoring, students will be re-evaluated in that subject area to assess their readiness to be promoted to the next grade level.
- Due to age-appropriateness in classrooms, a student may not be retained more than once in their academic history, including a delayed K4 start, and still attend OA.

School administration reserves the right to make exceptions to this policy when it is determined to be in the student's best interest.

Students may lose credit or risk being retained if they have more than twenty absences per year.

BIRTHDAYS

A birthday is an important milestone in a child's life. A parent may provide a birthday snack for their child's class to celebrate the day, but snacks need to be individualized servings that are the same for the whole class.

If 1st - 5th parents would like to join their students for lunch, they may meet them in the Loft on non-chapel days.

If invitations to a birthday or any party are given out at school, all class members must be invited with the exception of girl-only or boy-only parties. If the entire class is not to be invited, invitations must be mailed by the parent. The school will not provide contact information for other students in the class.

CLASS PARTIES

Several parties are planned for students throughout the year. Parents may be asked to assist, provide refreshments, and to chaperone as needed. With the exception of nursing infants, younger siblings are not permitted at class parties.

COMMUNICATION/NO SURPRISE GUARANTEE

It is our belief that if we truly partner with parents/guardians, our students will benefit from our guidance. Therefore, all teachers are expected to communicate with parents/guardians when a student's academic performance begins to cause his/her grades to drop. This includes but is not restricted to repeated failure to turn in daily assignments, not participating in class, not turning in major projects, performing poorly on quizzes and major tests, etc. The first time a parent/guardian is made aware of a problem or drop in academic average should come from the teacher as soon as possible. We will use various means to communicate grades to the parent/guardian including posting grades on the online grading programs as well as the graded paper envelopes that come home each week. For those in grades 1st-5th using FACTS Family, it is expected that grades will be updated each week. The administration will monitor input to assure timely and accurate reporting.

DRESS CODE

PHILOSOPHY

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will." Romans 12:1-2

There is an appropriate way to dress for school at Oaktown Academy. Modesty, neatness, appropriateness, respect, and gender distinctiveness are the fundamentals of the dress code, regardless of the current standards and trends of society. Students arriving out of dress code may not be permitted to attend class until they change clothes, and this may require a parent to bring a change of clothes. The administration reserves the right to determine the appropriateness of any article of clothing.

Guidelines for Boys

- **Pants/Shorts**— All shorts need to be at least mid thigh in length. Holes in jeans may not show skin above mid thigh.
- **Shirts** – No inappropriate images or wording may appear on articles of clothing or accessories.
- **Shoes** - For safety purposes, shoes must have a closed back, back shoe strap, or lip to keep the foot in the shoe.
- **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.

- **Costumes** - Costumes of any kind should not be worn to school at any time, unless predetermined and announced by the classroom teacher or school principal.

Guidelines for Girls

- **Pants/Shorts/Skirts/Dresses**– All bottoms need to be at least mid thigh in length. Holes in jeans may not show skin above mid thigh.
- **Shirts** – Spaghetti straps, open backs, racerbacks, or cropped shirts are not permitted. No inappropriate images or wording may appear on articles of clothing or accessories.
- **Shoes** - For safety purposes, shoes must have a closed back, back shoe strap, or lip to keep the foot in the shoe.
- **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.
- **Costumes** - Costumes of any kind should not be worn to school at any time, unless predetermined and announced by the classroom teacher or school principal.

ELECTRONIC COMMUNICATION DEVICES

Cell phones (as well as smart watches and similar devices) have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, these devices have become a distraction and source of frequent interruption. The use of electronic communication devices during class takes away from the valuable time needed for instructional and most importantly, student learning.

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, receives audio or otherwise operates to summon or deliver communication to the possessor (e.g., cellular phones, laser pointers, smart watches, headphones, airpods, ipads or any other communication device).

- Lower school students will **NOT** be permitted to utilize electronic devices during the school day unless specific permission is given by a teacher in the classroom. At no point should these be used in the lunchroom, hallways or anywhere on campus outside of the classroom.
- Cell phones and smart watches must be turned off or set to airplane mode and kept in bookbags throughout the course of the school day. They may not be used for communication during the school day.

Failure to follow this policy will result in a behavior notification. Consequences may include confiscation of the electronic device which will be returned to the parent and potential loss of electronic privileges.

If you need to contact your child during the school day, please call the school office and a message will be relayed. Administrators and staff members, along with law enforcement authorities, have the right to confiscate electronic communication devices possessed by students in violation of this policy.

Oaktown Academy is not responsible for student-owned devices that are lost, stolen or damaged.

CONDUCT AND EXPECTATIONS

Discipline Policies

Students at OA are taught to live above reproach by showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate behaviorally or scholastically will jeopardize their privilege to attend OA. The elementary program uses positive discipline as a catalyst to help students learn to accept responsibility for their own actions and behavior, as well as provide tools to equip them with appropriate choices to relate with their peers in the classroom. The ability to accept such responsibility and respond with appropriate choices are stepping stones in their spiritual growth.

Teachers provide encouragement and guidance to students to help them resolve situations and learn problem-solving techniques for working through situations with peers. All students are taught to obey God's Word, obey their parents, and to obey and follow their teacher's instructions. When a student disobeys, the teacher uses an age-appropriate strategy to correct the situation.

Teachers are responsible for classroom discipline. FACTS Family, daily folders where applicable, and emails are the tools primarily used for communicating disciplinary action taken by either teachers or administration. It is a goal and a practice of the faculty and administration to stay in close communication with parents/guardians and to work together as partners in the disciplinary process.

This partnership includes parents/guardians responding to teacher communication and working with teachers and administration for behavior improvement.

Infractions and Consequences

Elementary violations of the standard of conduct at OA fall into three categories:

- Level I Infractions
- Level II Infractions
- Level III Infractions

Level I Infractions

Level I infractions are acts of misbehavior in a classroom. Examples of such misbehaviors include, but are not limited to:

- inappropriate conduct
- teasing or making fun of another child
- class disruption
- inappropriate language
- verbal abuse or offensive, hurtful comments
- profanity, use of obscene gestures or words, or swearing
- rough play
- physical retaliation if physically provoked

These **Level I** infractions may result in verbal warnings, written documentation in the daily communication folder, or FACTS Family behavior notifications. Parents/Guardian(s) will be notified of any disciplinary action taken, and a parent conference may occur.

Level II Infractions

Level II infractions are misbehaviors of a more serious nature in a classroom. Examples of such misbehaviors include, but are not limited to:

- repeated Level I infractions (conference required)
- physically aggressive behavior toward peers
- direct or indirect threat of physical harm
- use of derogatory racial slurs
- disrespect to authority
- bullying or threatening others
- fighting, stealing, and lying
- defacing property
- intentional harm to another student, including aggressive hitting, slapping, or biting
- defiance that becomes a safety issue

Level II infractions may result in a behavior notification, and may result in parents/guardians being contacted for a conference. Level II offenses that involve intentional and physical harm, inappropriate physical touch, or defiance that causes safety issues may result in a student being sent home for the day. Depending on the nature of the offense, Level II infractions may also result in suspension.

Level III Infractions

Level III infractions are major offenses often involving activity that is an inexcusable act of disrespect toward individuals, school property, or personnel. Examples of such misbehaviors include, but are not limited to:

- repeated Level II infractions (conference required)
- inappropriate use of artificial intelligence (AI)
- extreme behavior unbecoming of a OA student
- intentional destruction of school property
- use of a weapon or terror threat
- possession of a weapon or explosive
- hitting or harming a faculty or staff member
- profanity and/or obscenity in written or spoken word or gesture directed at faculty or staff members

Level III infractions may result in a behavior notification, and may result in parents/guardians being contacted for a conference. Level III offenses that involve intentional and physical harm, inappropriate physical touch, or defiance that causes safety issues may result in a student being sent home for the day. Depending on the nature of the offense, Level III infractions may also result in suspension and/or expulsion.

Suspensions

A suspension may be issued by administration, and the length will be dependent on the level of infraction. Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities. Therefore, any suspended student may not attend or participate in any school activity, either on or off campus, during the day(s) of suspension. Makeup work will not be provided for school that is missed during a suspension or send home (partial day or full day) and if graded classwork is missed, it will result in a zero.

Behavior Intervention Strike Plan & Probationary Acceptance Contract

1. The classroom teacher, guidance counselor, and principal work together to determine when a Behavior Intervention Strike Plan will be issued for a student. When a plan has been implemented, the student must demonstrate significant conduct improvement. Failure to show marked improvement may result in the student forfeiting the privilege of attending OA.
2. The purpose of a Behavior Intervention Strike Plan is to motivate the student to demonstrate self-discipline and to function within the school community in a cooperative manner. The respective principal and discipline committee will assess whether OA can continue to partner with parents to fulfill the terms of the Behavior Intervention Strike Plan.
3. Consideration for admission of new students may be given under the terms of a Probationary Acceptance Contract if questionable behavior or below grade level academics are present during new student testing.
4. Students who had conduct problems during their previous year at OA or at another school may be placed on a Behavior Intervention Strike Plan or a Probationary Acceptance Contract in order to continue as a student.

Bullying, Harassment, and Intimidation

We understand that at an elementary school age, conflict between students is to be expected, but all conflict is not bullying. Oaktown Academy defines bullying as a person, or a group of people, repeatedly and on purpose, saying and doing mean things to someone who has a hard time defending himself or herself.

Bullying always involves:

- Imbalance of power
- Intention
- A pattern over time

Bullying, harassment, or intimidation of others is not tolerated. Such can be understood to be a gesture, an electronic communication, or a written, verbal, physical, or sexual advance that is reasonably perceived to have the effect of harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage. Such behavior can also be understood to be insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Therefore, a person may not engage in bullying, harassment, or intimidation, or in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of bullying, harassment, or intimidation. Anyone who has reliable information that a student has been subject to bullying, harassment, or intimidation is expected to report the incident to the appropriate school official. All students share responsibility for keeping the school environment free from bullying, harassment, and intimidation.

Sexual Behavior and Gender Identification

OA reserves the right to ask a student to withdraw if;

- A student is married, becomes pregnant, causes a pregnancy, or has a child. A student is openly

homosexual or supports homosexuality.

- A student is transgender/lives a gender identity lifestyle or supports such a lifestyle. God bestows gender upon each person as male or female to reflect His image, and CA will only recognize a student's biological gender. (Genesis 1:27)

Academic Dishonesty

Academic Dishonesty is defined as the following and is without permission from the teacher:

- Using another student's homework, test, quiz, project, or workbook
- Altering or filling in information during the grading process to make corrections whether it concerns the student's own paper or someone else's
- Obtaining or providing test or quiz questions or information in advance through unauthorized means
- Giving information either orally, electronically, or by intentionally allowing another student to copy them
- Receiving answers either audibly, by copying from another student, by looking at any source containing information, or by any other means
- Plagiarism: submitting a work as yours that in actuality was either fully or partially produced by another source, including parents, individuals, internet, books, or any verbal or printed word
- Possession of any unauthorized materials during an assessment or assignment

The consequences of academic dishonesty may include loss of points or a zero on the assignment.

Academic dishonesty may result in suspension, expulsion, and may affect a student's eligibility to reenroll at Oaktown Academy for the following school year.

Artificial Intelligence

We recognize that artificial intelligence (AI) is an emerging and evolving technology that is embedded into many aspects of our personal and professional lives. Just as with other emerging technologies, we recognize the benefits it can provide. However, we encourage the OA community to stay mindful that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Please use the following guidelines when working with the assistance of AI:

ETHICAL USE

Students must use AI tools ethically, ensuring that all work submitted accurately represents their own knowledge and efforts.

ACADEMIC INTEGRITY

Plagiarism, including the use of AI-generated content without proper attribution, is strictly prohibited.

ORIGINALITY AND CREATIVITY

Students are responsible for producing original work that reflects their own creativity and critical thinking, even when assisted by AI tools.

PROPER ATTRIBUTION

Any contributions made by AI tools must be clearly indicated, with proper citation and acknowledgment in accordance with teacher guidelines.

UNDERSTANDING AI LIMITATIONS

Students should recognize the limitations of AI tools and exercise discernment in evaluating their accuracy and reliability.

TEACHER GUIDANCE

Teachers will provide guidance on the appropriate use of AI tools, set usage guidelines, and assess the authenticity of student work.

APPEALS**Introduction**

It is quite natural for people in a school to disagree. We can have honest differences of opinion. Policies, practices, and procedures can be viewed and interpreted differently, especially depending upon varying circumstances. Sinful behavior can rise up and cause reason to be clouded by emotion. Some people appreciate policies except when these policies affect them. Surely, everyone in the school community can appreciate that rules and consequences often cannot be adjusted on the basis of people's "comfort" or convenience; otherwise, chaos could ensue.

In the case of any disagreement, all parties in dispute are invited to (1) step back from the situation, (2) take the necessary time to get emotions under control, (3) pray, (4) appropriate God's discernment, and (5) attempt to resolve any dispute with the other person's interests in mind. The Bible indicates that, at least so far as it depends upon each of us, we should live at peace with everyone (Romans 12:18). We are all called to be peacemakers at Oaktown Academy.

If, however, a disagreement cannot be resolved, the following processes are in place to effectively address each matter as close as possible to the parties involved:

Student-to-Student

If a student disagrees with (a) student(s), s/he should attempt to resolve the conflict or solve the problem directly with the student(s).

If the matter is not resolved student-to-student, the student could request that a trusted peer, staff member, administrative staff, or parent mediate a subsequent conversation for conflict resolution/problem-solving.

If the matter is not resolved with the mediator's involvement, the matter should be taken to the Head of Schools.

Student-to-Staff

If a student disagrees with a staff member, the student should attempt to resolve the conflict or solve the problem directly with the staff member.

If the matter is not resolved student-to-staff, the student should request that the administration mediate a subsequent conversation for conflict resolution/problem-solving.

At any time in this process, a parent or parents could be involved in helping to settle the dispute, but not until the student has initially attempted to resolve the matter. School personnel will do everything in our power to engage our partnerships with parents, and parents should also understand that a resolution different than what is desired by the parent/s does not mean the partnership is not valued.

Parent -to-Staff

If a parent disagrees with a staff member, the parent should attempt to resolve the conflict or solve the problem directly with the staff member.

If the matter is not resolved parent-to-staff, the parent should request that the administration mediate a subsequent conversation for conflict resolution/problem-solving.

Per our partnership goals, issues and conflicts should not be posted or discussed on social media.

Conclusion

We believe these processes are consistent with biblical principles and are uniquely applied in a school setting.

As the dispute progresses to other people of authority, the persons closest to the dispute must expect that they will not have as much control over the final outcomes. In such cases, Romans 1:1-2 applies -- "Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." (English Standard Version)

UPPER SCHOOL (Grades 6th - 12th)

ATTENDANCE

Absences - Accrued by class period

Regular attendance at school is a requirement. The school desires to instill in all students the character traits of punctuality and accountability, and parents are encouraged to assist OA by making sure their children promptly arrive and depart from school. When a student is tardy or absent from a class, it is disruptive to teacher planning and diminishes the student's opportunity to participate in the full range of activities planned for that class.

- OA requires parental communication for all absences. This communication needs to be received by the end of the day missed. A physician's excuse is preferred when applicable. Parents should contact the administration if extenuating circumstances occur.
 - In order to receive credit for a course, no more than 10 absences per semester classes or 20 absences for full-year classes are allowed. These absences are counted by class period. For students missing more than the allotted absences without prior administrative approval will be required to do one or more of the following:
 - Serve seat recovery time for missed hours
 - Receive paid tutoring by a school approved tutor for a specific number of hours
 - Repeat the class or grade
 - Excessive absences may jeopardize the opportunity to re-enroll for the following school year
- School-Sponsored Events
- School-sponsored event participation is a privilege, and students must be in attendance for at least half of the school day in order to participate in OA activities without prior administrative approval.
 - School-sponsored events or trips do not count against the allowed absences for course credit.
 - Students are responsible for contacting the teachers prior to the absence and for making up all missed work per the teachers' instructions.

Parent-Initiated Planned Absences

Parent-initiated absences are requested by the parent for such things as family trips and non-school sponsored events. Students planning to miss academic time for these absences are expected to complete an *Planned Absence Form*.

- **At least one week in advance**, the *Planned Absence Form* must be filled out, signed by each teacher, then submitted to administration.
- The *Planned Absence Form* is designed to make the student aware of assignments that will be missed and to make the teachers aware of the student's planned absence.
- The student is required to make up all missed work per teacher's instructions.
- Planned absences are not recommended for students with low grades or excessive absences.

If the Planned Absence Form is not completed and approved at least one week in advance, all missed days will be considered unexcused, and it may jeopardize their ability to make up missed work.

Leaving School Early

Please remember that absences are counted per class period, so please use discretion when signing your student out early.

- Prior to the end of the school day, parents must sign students out in the school office located in C Building.
- Student drivers may only sign out with prior written communication from the parent or guardian.
- Once arriving, students may not leave campus at any time without permission from an administrator.

College Visits

Three days are allowed for sophomores, juniors, and seniors to visit colleges. Students should follow procedures for Parent Initiated Absences to secure permission for college visits. Additional college visits may be granted with administrative approval. Please note that verification from the college may also be required.

Make-Up Work/Tests for Unplanned Absence

- Communication for unplanned absences is required the day of the absence, and parents should make every effort to communicate expected number of days out.
- Parents and students are responsible for communicating with teachers on the best way to receive and make up missed work.
- The time frame for making up work will be per the individual teacher's instructions, however, papers and projects assigned prior to the absence will be due as originally assigned.

Late Work ***Late work is addressed per teacher procedure in individual syllabus***Tardiness

When a student is tardy to school, it is disruptive to teacher planning and the student misses important announcements and planning for the day.

- A student is considered tardy to school if they are not in homeroom by 8:00. Students arriving to school after 8:10 a.m. must sign in at the receptionist's office in D Building.
- A student is considered tardy to class if they arrive after the start of class bell.
- At 5 unexcused tardies per semester, parents will receive an email advising them of the excessive tardies.
- At 10 unexcused tardies per semester, parents will receive an email requiring a parent conference with administration. At this point, student drivers will have driving privileges suspended for one week.
- At 15 unexcused tardies per semester, the student will be on attendance probation for 4 ½ weeks. During the probationary period, the student will be ineligible to participate in athletic and other school-related extracurricular activities.
- If unexcused tardies continue, parents will be required to have a meeting with administration to discuss continued enrollment, and student driving privileges will be revoked for the remainder of the semester.

Regular Dismissal

At upper school dismissal, students should report back to their homerooms. Student drivers should check out with their homeroom teacher then leave for the day. All other students will gather for parent pick up in front of the gym.

Designated Drivers

Parent communication is required for all students not going home with their parents or usual driver. The communication must show the date of the pick-up and the name of the person who is authorized to pick-up the student.

Permission to Walk Home

In order for students to walk home from school, parents must communicate the length of time the permission covers.

ACADEMIC INFORMATION, GRADUATION REQUIREMENTS, PROMOTION**Class Rank**

Annual Ranking For grades 9 through 12 - class rank is determined annually according to the South Carolina Uniform Grading Policy (SCUGP). Student rankings are available at the end of each school year.

Grading

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Below Average	60-69
F	Poor	0-59

Academic Requirements

Students are expected to maintain a high level of academic excellence. It is always our desire to see students succeed by doing their best in all areas. At the end of each quarter, students who are failing one course or have two or more classes with a D average will be placed on academic probation for the following quarter. During the probation period, students are expected to attend tutoring and actively engage with the teacher to improve their grade. Academic probation may also affect the student's ability to participate in extracurricular activities.

Any student remaining on academic probation for 2 consecutive quarters may place enrollment in jeopardy. Upper school students who fail two years of any subject may not be invited to return to Oaktown Academy.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Academic performance will be reviewed every 4 ½ weeks to determine eligibility for extracurricular activities including but not limited to athletics, performing arts, worship arts, etc. (For additional athletic eligibility requirements, please see the athletics portion of the handbook.)

Students with an F average in one class or a D average in two or more classes will be on academic probation for the following 4 ½ weeks of the quarter.

- During the probation period, students may attend practices, but they will not be able to actively participate in games, productions or performances. Please note, for performing arts, this may affect casting or on-stage opportunities.

- During the probation period, students are also expected to attend tutoring and actively engage with the teacher to improve their grade.
- At the end of the 4 ½ week probation, grades will be reviewed again to determine eligibility going forward.

EXAMS (Grades 8-12)

Exams will be counted with their own weighted merit. Each nine week grading period will count as 40% and each semester exam grade will count as 20%. The average of the two semesters will account for the final grade. Schedules for semester exams will be communicated one week prior to the end of each semester. Semester exams are given in all academic, high school credited classes.

EXAM EXEMPTIONS (Grades 8-12)

Students in grades 8-12 are eligible to exempt final exams if:

- The student has at least a 90 average in the subject for the year and
- The student has only had 5 absences in the class per semester.
- Students with an OSS/ISS on their disciplinary record during the year will not be eligible to exempt exams

Classification Requirements

To be classified as a:

Freshman - Grade 9

Complete grade 8, earn 0-3 credits

Sophomore - Grade 10

Complete a minimum of 6 credits, including 1 English credit and 1 math credit

Junior - Grade 11

Complete a minimum of 12 credits, including 2 English credits and 2 math credits

Senior - Grade 12

Complete a minimum of 18 credits including 3 English credits and 3 math credits

SENIORS

Students in grade 12 are expected to carry a normal academic load, not less than 5 classes.

HONOR GRADUATES

High Honor – Gold Cord for GPA of 4.300+

Honor – White Cord for GPA of 3.790 to 4.299

GRADUATION REQUIREMENTS

To graduate from Oaktown, students need a minimum of 24 credits earned in grades 8 -12 to include:

- 4 English
- 4 Math
- 3 Social Studies
- 3 Science (lab)
- 2 Foreign Language (the same language)
- 1 Physical Education
- 1 Computer
- .5 Financial Literacy (beginning with the 2027 graduating class)
- 1 Fine Arts
- 4 Electives -
Biblical Studies for each year of attendance

For students to be eligible to participate in the Graduation Ceremony, they must be in good

standing with the school, all fees paid, accounts cleared, and all academic work complete.

These requirements meet or exceed South Carolina Independent School Association (SCISA) and regional college requirements. The administration reserves the right to accept, reject, or reclassify credits earned at other institutions.

Community Service Requirements

One of Oaktown Academy's primary goals is to prepare students for a life of service to Christ and their community. Therefore, we believe that students should be involved in serving their communities while they are students.

- Grades 9-12 students are required to provide 12 hours of community service per academic school year session. Students may select from a variety of activities.
- Middle school students can begin working on their graduation cords but still must meet the minimum per year in high school.

Some examples of community service projects are: church ministry workers, assisted living visitations, children's hospital visitation, food drives, etc. Summer hours can be counted toward a total Service Record.

Dual Enrollment Courses

High school credits may be earned through dual enrollment courses with OA Administrative pre-approval.

Advanced Placement and Honors Courses (AS AVAILABLE)

- All students enrolled in an Advanced Placement class will take the AP test in May.
- The criteria for placing students into an AP course are achievement test scores, past performance, and teacher recommendation.
- The criteria for placing students in Honor courses, when another course option is available, requires teacher approval and an overall average of an A/B in any prerequisite courses.

HIGH SCHOOL SCHEDULE CHANGES

Students wishing to change their class schedule must do so within 5 days of the first day of school. There must be a parent and student signature on the Class Change Form and must be in accordance with ON-TIME graduation.

PROGRESS UPDATES AND REPORTS

Parents may be informed of student progress by checking the online grade program, FACTS Family. Parents are encouraged to check FACTS Family on a regular basis.

PROMOTION AND RETENTION

6th - 8th-grade students must pass all major subjects (Bible, English, math, reading, social studies, and science) to be promoted to the next grade. 8th-grade students who are taking classes for high school credit should refer to the 9th-12th grade handbook for retention information regarding those classes.

- A student who fails two or more major subjects will not be advanced to the next grade.
- Students failing one major subject must tutor over the summer with an approved OA tutor (15 hours total) in order to advance. After summer tutoring, students will be re-evaluated in that subject area to assess their readiness to be promoted to the next grade level.
- Due to age-appropriateness in classrooms, a student may not be retained more than once in their academic history, including a delayed K4 start, and still attend OA.

School administration reserves the right to make exceptions to this policy when it is determined to be in the student's best interest.

Students may lose credit or risk being retained if they have more than 20 absences per year.

Students (grades 8-12) will lose credit for any failed course(s) for the year.

Students who do not successfully complete a required course by the end of the regular school year, designated as part of promotion guidelines, may take a course from an approved school during the summer. Upon satisfactory completion of the coursework, the student may be promoted.

REPORT CARDS

Report cards are electronically transmitted approximately one week after the end of the grading period, as listed on the school calendar. **Report cards are held if there is any balance due on the student's account.**

TEACHER ASSISTANTS / INTERNS

It is the intent of the Academy to provide a rigorous academic program. Students need to be in academic classes as much as possible to be prepared for coursework after high school. Due to the “general class nature” of the Teacher Assistant / Intern elective, and the OA curriculum being a college prep and higher scale: students may be a TA / Intern and get credit as having taken an elective class, and there will be a grade assigned, but because it is a General Credit class, it will not factor into the overall GPA.

NO SURPRISE GUARANTEE

It is our belief that if we truly partner with parents/guardians, our students will benefit from our guidance. Therefore, ALL TEACHERS are expected to communicate with parents/guardians when a student's academic performance begins to cause his/her grades to drop. This includes but is not restricted to repeated failure to turn in daily assignments, not participating in class, not turning in major projects, performing poorly on quizzes and major tests, etc. The first time a parent/guardian is made aware of a problem or drop in academic average should come from the teacher as soon as possible. We will use various means to communicate grades to the parent/guardian including posting grades on the online grading program, sending a note home, placing a phone call, or talking directly with the parent(s). It is expected that grades will be updated each week. The administration will monitor input to assure timely and accurate reporting.

DRESS CODE REGULATIONS

PHILOSOPHY

“Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.” Romans 12:1-2

There is an appropriate way to dress for school at Oaktown Academy. Modesty, neatness, appropriateness, respect, and gender distinctiveness are the fundamentals of the dress code regardless of the current standards and trends of society. Students arriving at school in clothes that are not on the approved list below are considered to be out of dress code.

When a student is out of dress code:

- **1st violation:** Parents will be called and asked to bring clothes for the student.
- **2nd violation:** The student will be sent home for the day. Classwork and assessments must be made up upon the student's return to school.

- **3rd violation:** The student will be sent home for the day and may not return until parents meet with the department head and head of school to discuss continued enrollment. Classwork and assessments that are missed during this absence may not be made up and will result in a “0”.

Guidelines for Young Men

❖ **Approved Jeans/Shorts/Pants**

- Shorts no more than 5” above the ground when kneeling
- Pants or Jeans - holes in jeans must be no more than 5” from the ground when the student is kneeling.
- The waistband of all pants and shorts must rest above the hips. Belts are recommended if this is an issue. The fit of pants and shorts must be appropriate.

❖ **Approved Shirts**

- T-shirts or sweatshirts with appropriate graphics or logos
- Tops that are not oversized, frayed, or torn.

❖ **Undergarments**—Appropriate undergarments are to be worn at all times and are not to be visible.

❖ **Shoes** – Neat and appropriate footwear is required at all times.

❖ **Hair**

- Hair that is dyed or styled must be a natural color and not distracting.
- Eyebrows should not be cut or altered in an unnatural manner.

❖ **Jewelry** – No jewelry should be distracting. Visible body piercings are not permitted. Earrings are not permitted.

❖ **Makeup** – Makeup is not permitted.

❖ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, during an athletic event or any extracurricular activity. OA temporary tattoos are only allowed for sporting events and special days.

❖ **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.

Guidelines for Young Ladies

❖ **Approved Jeans/Shorts/Pants**

- Shorts no more than 5” above the ground when kneeling
- Pants or Jeans - holes in jeans must be no more than 5” from the ground when the student is kneeling - no leggings or yoga pants allowed.
- The waistband of all pants and shorts must rest above the hips. Belts are recommended if this is an issue. The fit of pants and shorts must be appropriate.

❖ **Approved Shirts**

- T-shirts or sweatshirts with appropriate graphics or logos
- Tops that are not oversized, frayed or torn.
- Tops that do not expose cleavage, expose the mid-section, or be deemed too tight.
- Tops should completely cover the shoulder and back.

❖ **Approved Skirts and Dresses**

- Skirts and dresses that are no more than 5” from the ground when the student is kneeling including slits.
- Tops of dresses must meet approved shirts list above.

❖ **Undergarments** – Appropriate, adequate undergarments must always be worn and not visible.❖ **Shoes** – Neat and appropriate footwear is required at all times.❖ **Hair**

- Hair that is dyed or styled must be a natural color and not distracting.
- Eyebrows should not be cut or altered in an unnatural manner.

❖ **Makeup** – Makeup and nail polish should be in good taste and should not be a distraction.❖ **Jewelry** – Jewelry should be modest, tasteful, and should not be a distraction. Pierced ears are allowed but not in excess. Other visible body piercing is not permitted.❖ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, during an athletic event or any extracurricular activity. OA temporary tattoos are allowed for sporting events and special days.❖ **Headgear** - Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time during the school day. Hoodies may be worn but hoods must remain down while inside the building.**EXTRACURRICULAR ACTIVITY DRESS**

All guidelines listed above apply for extracurricular activities including athletic events at home and away. Students who attend extracurricular activities out of dress code will be asked to leave.

SPIRIT DAY DRESS

Spirit Dress Days will be held often throughout the school year to promote school spirit. The administration will notify students and families about these special days. All of the hemline length guidelines set forth in the school dress policy are in effect during Spirit Dress Days.

ELECTRONIC COMMUNICATION DEVICES

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, receives audio or otherwise operates to summon or deliver communication to the possessor (e.g., cellular phones, laser pointers, smart watches, headphones, airpods, ipads or any other communication device).

- Upper school students will **NOT** be permitted to utilize electronic devices during the school day unless specific permission is given by a teacher in the classroom. At no point, should these be used in the lunchroom, hallways or anywhere on campus outside of the classroom.
- Phones must be turned off or set to airplane mode and put in a designated container during homeroom each morning and can be picked up from homeroom at the end of the school day.
- Smart watches must be set to airplane mode and may not be used for communication during the school day.

Failure to follow this policy will result in a behavior notification. Consequences may include confiscation of the electronic device which will be returned to the parent and potential loss of electronic privileges. If you need to contact your child during the school day, please call the school office and a message will be relayed. Administrators and staff members, along with law enforcement authorities, have the right to confiscate electronic communication devices possessed by students in violation of this policy.

DISCIPLINE PROCEDURES

Clearly communicated expectations form the basis for a student's success as s/he engages productively in the classroom and in the community at large. These expectations also provide parents with the necessary insights to partner with the school in a positive manner to encourage their child in success-building attitudes and actions. Positive expectations provide the foundation for measurable outcomes.

STANDARDS OF CONDUCT

Students at OA are taught to live above reproach by showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate behaviorally or scholastically will jeopardize their privilege to attend OA. Oaktown uses restorative discipline as a catalyst to help students learn to accept responsibility for their own actions and behavior. The ability to accept such responsibility is one of the qualities of mature people and is a stepping stone in their spiritual growth.

The Upper School administration and faculty expect OA students to give evidence of the following behavior:

- Demonstrate personal honesty and integrity.
- Foster a culture of excellence with an attitude of gratitude.
- Respect differences in others always.
- Respect personal and school property.
- Seek to develop positive interpersonal relationships.
- Take responsibility for being in the proper place at the proper time.
- Avoid behavior unbecoming of a CA student, whether at school or not.
- Avoid excessive accumulation of minor disciplinary infractions.

Students who show disregard for expectations listed above will receive behavior notifications, detentions, suspensions, or other disciplinary measures as a reminder of their importance and to lay out clear boundaries and guidelines for correcting the addressed behavior.

Consequences will escalate based upon accumulation of referrals and/or repeating offenses. For the school's discipline and standards of conduct to be effective, parent/guardian(s) are expected to support the school rules and work with the faculty and administration to correct a student's unacceptable behavior as necessary. Any action by a student or the parent(s)/guardian(s) which seriously interferes with the school's ability to accomplish its goals may be grounds for the student's immediate dismissal.

Students should understand that they represent OA at all times, including weekends and school breaks. Although OA does not supervise or monitor student activity away from the school or their electronic transmissions, it reserves the right to take action (up to and including expulsion) when evidence reveals behavior that violates the school policies, causes disruption to the school day, or is detrimental to the testimony of OA.

FACTS Family is the tool primarily used for communicating disciplinary action taken by teachers and administration, and it contains the student's disciplinary record. It is a goal and a practice of the faculty and administration to stay in close communication with parents/guardians and to work together as partners in the disciplinary process. This partnership includes responding to notifications and working with teachers and administration for behavior improvement. An accumulation of infractions may result in a parent conference with administration. Students may also be placed on a discipline plan, suspended, or expelled.

Violations to the standard of conduct at OA fall into three categories:

- Level I Infractions
- Level II Infractions
- Level III Infractions

FACTS Family denotes infraction levels as demerits.

Level I Infractions

Level I infractions are acts of misbehavior in a classroom, on campus, or at school events. Examples of such misbehaviors include, but are not limited to:

- inappropriate conduct in chapel
- on-campus automotive moving or parking violations
- being in an unsupervised area without permission(including being in or around cars in parking lots)
- class disruption
- failure to report for an assigned detention
- misbehavior in the lunchroom
- inappropriate language spoken or written including via electronic communication or on social media
- public display of affection
- rudeness or discourteousness
- verbal abuse or offensive, hurtful comments
- dress code violations
- failure to report for lunch detention
- having unapproved food or drink in unapproved areas (computer lab)
- using the elevator without permission.

These **Level I** infractions may result in warnings, behavior notifications or detentions.

Parents/Guardian(s) will be notified of any disciplinary action taken, and a parent conference may occur.

Level II Infractions

Level II infractions are misbehaviors of a more serious nature in a classroom, on or off campus, or at school events. Examples of such misbehaviors include, but are not limited to:

- plagiarism or academic dishonesty
- collusion on academic assignments
- aggressive behavior or horseplay including fighting or pretend fighting
- cutting school
- defiance of authority and/or school directives
- spoken or written profanity, use of obscene gestures or words, swearing or use of derogatory racial slurs
- disrespect to authority
- inappropriate behavior of a sexual nature including via electronic communication or on social media
- lying
- leaving campus without signing out and/or without obtaining permission
- electronic device violation
- Taking or posting photos or videos of staff or other students without their permission
- repeated Level I infractions.

Level II infractions may result in parents/guardians being contacted by the administration, and a parent conference may be requested.

Level II infractions may result in detention and/or suspension.

Level III Infractions

Level III infractions are major offenses often involving activity that is illegal or is an inexcusable act of disrespect toward individuals, school property, or personnel. These infractions are violations of school policy during any time the student is enrolled at OA and are not limited to school or on-campus activities. Examples of such misbehaviors include, but are not limited to:

- repeated Level II infractions of the same kind
- smoking or possession of any tobacco product, cigarette alternative or vaping paraphernalia
- possession of drug paraphernalia
- any involvement or association with alcohol, illegal drugs, edibles, or any illegally obtained prescription drugs
- testing positive or refusing to take a school-mandated drug test.
- extreme behavior unbecoming of an OA student on or off campus
- computer hacking
- destruction of school property (including vandalism and graffiti)
- direct or indirect threat of physical harm, use of a weapon, or terror threat
- harassment, bullying (verbal, sexual, physical, cyber, via computer, phone, etc.)
- inappropriate use of the internet or tampering with the school's computer system
- possessing or viewing pornography/nude images
- sexual promiscuity including via electronic communication or on social media
- possession of a weapon or explosive
- possession of missing or stolen property
- profanity and/or obscenity in written or spoken word or gesture directed at faculty or staff members
- inappropriate use of artificial intelligence (AI)
- stealing
- tampering with the fire alarm system, extinguishers, or defibrillator

Infractions involving illegal activities may be reported to the law enforcement authorities.

If a student has been charged with any illegal activities, other than driving violations, it is the parents'/guardians' and the student's responsibility to notify the school administration of the offense.

Consequences

Behavior Notifications

- Behavior notifications are issued through FACTS Family by teachers or administrators for all infractions. All teachers have their own classroom management procedures, which can be found in their syllabi, that best meets the needs of their individual classroom. Teachers may administer warnings and consequences before beginning the behavior notification process. Administration will be responsible for issuing detentions and suspensions.

Note that some behaviors may result in immediate detention, suspension, or expulsion.

Detentions

Detentions may be given as consequences. All disciplinary obligations take precedence over athletic practices, games, or other extracurricular activities.

Detentions will be served on assigned days and will adhere to the following guidelines:

- Detentions may be scheduled during lunch, after school, early weekday mornings, Friday evenings, or Saturday mornings as assigned by the school administration. Students assigned Saturday morning detention will be charged \$25.
- Students are expected to be on time for scheduled detentions. Late arrival may result in a rescheduled detention with additional consequences.

- During detentions, students may be required to perform tasks around the school building and/or complete written assignments. Any written assignment must be completed during the detention and will be required to be rewritten if it does not meet the approval of the detention monitor. Students should bring their own paper and pen.
- A skipped detention or multiple detentions may result in a suspension. Detentions may jeopardize students from being eligible to run for positions of leadership.

Suspensions

A suspension may be issued by administration, and the length will be dependent on the level of infraction. Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities. Therefore, any suspended student may not attend or participate in any school activity, either on or off campus, during the day(s) of suspension. A student who is suspended may be removed from extracurricular activities (i.e. athletics, fine arts, class office, student government, clubs, or honor societies, etc.) as determined by the administration. On the day they return, students are required to meet with each teacher and make up any academic work missed during the suspension or the missed assignments will result in a zero.

Colleges/universities may require a report of any suspensions during the 9th -12th grade years.

Expulsion

The OA administration considers certain offenses as particularly serious and reserves the right to expel a student, even for the first offense, for the following behaviors:

- Any involvement or association with drugs, vaping, or alcohol on or off campus
- Bullying, threatening, harassment, and intimidation
- Involvement in immoral or sexual behavior
- Possession of a weapon or explosives on campus
- Profanity and/or obscenity directed at a faculty or staff member
- Striking a faculty or staff member
- Testing positive or refusal to take a school-mandated drug test
- Threat of physical harm with or without a weapon
- Possession of pornography/nude images
- Illegal behavior

Expulsion is the most severe penalty that OA assigns. It is recorded as part of the permanent school record. Once expelled, the student must leave campus immediately, unless an extension has been granted by administration. All school property must be returned to appropriate parties, and lockers must be emptied. An expelled student may not return to campus without their parent and without approval from the administration.

Bullying, Harassment, and Intimidation

Bullying, harassment, or intimidation of others is not tolerated. Such can be understood to be a gesture, an electronic communication, or a written, verbal, physical, or sexual advance that is reasonably perceived to have the effect of harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage. Such behavior can also be understood to be insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Therefore, a person may not engage in bullying, harassment, or intimidation, or in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of bullying, harassment, or intimidation. Anyone who has reliable information that a student has been subject to bullying, harassment, or intimidation is expected to report the incident to the appropriate school official. All students share responsibility for keeping the school environment free from bullying, harassment, and intimidation.

Sexual Behavior and Gender Identification

OA reserves the right to ask a student to withdraw if;

- A student is married, becomes pregnant, causes a pregnancy, or has a child. A student is openly homosexual or supports homosexuality.
- A student is transgender/lives a gender identity lifestyle or supports such a lifestyle. God bestows gender upon each person as male or female to reflect His image, and OA will only recognize a student's biological gender. (Genesis 1:27)

Academic Dishonesty

Academic Dishonesty is defined as the following and is without permission from the teacher:

- Using another student's homework, test, quiz, project, or workbook
- Altering or filling in information during the grading process to make corrections whether it concerns the student's own paper or someone else's
- Obtaining or providing test or quiz questions or information in advance through unauthorized means
- Giving information either orally, electronically, or by intentionally allowing another student to copy them
- Receiving answers either audibly, by copying from another student, by looking at any source containing information, or by any other means
- Possession of any unauthorized materials during an assessment or assignment
- Plagiarism: submitting a work as yours that in actuality was either fully or partially produced by another source, including individuals, internet, books, or any verbal or printed word

The consequences of academic dishonesty may include loss of points or a zero on the assignment and a detention. Students could potentially be removed from an AP or Dual Credit class mid-semester for academic dishonesty. Repeated episodes of academic dishonesty may result in suspension or expulsion.

Artificial Intelligence

We recognize that artificial intelligence (AI) is an emerging and evolving technology that is embedded into many aspects of our personal and professional lives. Just as with other emerging technologies, we recognize the benefits it can provide. However, we encourage the OA community to stay mindful that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Please use the following guidelines when working with the assistance of AI:

ETHICAL USE

Students must use AI tools ethically, ensuring that all work submitted accurately represents their own knowledge and efforts.

ACADEMIC INTEGRITY

Plagiarism, including the use of AI-generated content without proper attribution, is strictly prohibited.

ORIGINALITY AND CREATIVITY

Students are responsible for producing original work that reflects their own creativity and critical thinking, even when assisted by AI tools.

PROPER ATTRIBUTION

Any contributions made by AI tools must be clearly indicated, with proper citation and acknowledgment in accordance with teacher guidelines.

UNDERSTANDING AI LIMITATIONS

Students should recognize the limitations of AI tools and exercise discernment in evaluating their accuracy and reliability.

TEACHER GUIDANCE

Teachers will provide guidance on the appropriate use of AI tools, set usage guidelines, and assess the authenticity of student work.

CONFLICT RESOLUTION*Student-to-Student*

If a student disagrees with (a) student(s), she/he should attempt to resolve the conflict or solve the problem directly with the student(s).

If the matter is not resolved student-to-student, the student should request that a staff member mediate a subsequent conversation for conflict resolution/problem-solving.

If the matter is not resolved with the mediator's involvement, the matter should be taken to the Head of School.

Student-to-Staff

If a student disagrees with a staff member, the student should attempt to resolve the conflict or solve the problem directly with the staff member.

If the matter is not resolved student-to-staff, the student should request that the administration mediate a subsequent conversation for conflict resolution/problem-solving.

At any time in this process, a parent or parents could be involved in helping to settle the dispute, but not until the student has initially attempted to resolve the matter. School personnel will do everything in our power to engage our partnerships with parents, and parents should also understand that a resolution different than what is desired by the parent/s does not mean the partnership is not valued.

Parent -to-Staff

If a parent disagrees with a staff member, the parent should attempt to resolve the conflict or solve the problem directly with the staff member.

If the matter is not resolved parent-to-staff, the parent should request that the administration mediate a subsequent conversation for conflict resolution/problem-solving.

Per our partnership goals, issues and conflicts should not be posted or discussed on social media.

Conclusion

We believe these processes are consistent with biblical principles and are uniquely applied in a school setting.

As the dispute progresses to other people of authority, the persons closest to the dispute must expect that they will not have as much control over the final outcomes. In such cases, Romans 1:1-2 applies -- "Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." (English Standard Version)

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, at their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

OTHER STUDENT CONCERNS

STUDENT DIGNITY POLICY

Oaktown Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics or disability, robs that person of their dignity and is not permitted.

Oaktown Academy does not condone or allow harassment of others, whether engaged in by students, employees or other family members who may be present.

Any student who is determined to have violated this policy will be subject to corrective action and discipline and may include expulsion.

STUDENT DRIVERS

- Students must park in designated student parking areas. All student drivers must sign a ***Student Driver Contract*** at the beginning of each school year, or when they become eligible to drive. Failure to adhere to the guidelines set out in the contract may result in the loss of driving privileges.
- Student drivers are not permitted to leave campus during the school day for lunch (except for Senior Lunch). If absolutely necessary, student drivers may leave campus for a medical appointment with prior written permission from parents or a signature by email from their parent or guardian. **Students must sign out at the front desk in E building before leaving and sign in upon returning.**
- Cars are off limits during the school day. Students should not go to their car between classes for any reason without permission of the administration. Eating lunch in the car is prohibited.
- Motorcycles are prohibited.
- Student vehicles may be subject to search and seizure as described in the Search and Seizure section of the handbook.

STUDENT INSURANCE

In the event of a school-related injury, Oaktown Academy carries secondary insurance on each student. It is required that families carry a primary insurance policy on their children. Parents should file a claim with their primary insurance company first. Immediately contact the school office for the necessary forms to file with the secondary company.

STUDENT LOCKERS

Lockers are school property and are assigned to students. Lockers are to be used exclusively by the assigned student and maintained accordingly. No personal locks may be used.

Lockers are school property and may be opened and searched at the Administration's discretion. Damage to any school property is not allowed. Fees may be charged for any damaged lockers.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between male and female students, as “boyfriends or girlfriends,” are not allowed. Couples should not be together unchaperoned at any place on the school grounds before, during, or after school.

SENIOR PRIVILEGES

The Senior Privileges are just that: Privileges. Various privileges may be granted by the Administration, but violations of privileges may result in revocation. All senior privileges will be discussed with seniors and communicated to parents along with all responsibilities that go with them.

PERSONAL PROPERTY

- Students are to respect the property of teachers and other students. Students are not to enter a teacher’s desk or office unsupervised.
- Students are urged to put their names on items that they bring from home, and students are discouraged from bringing valuable items or large amounts of money to school.
- Guns, incendiary devices, knives, or any other weapons may not be brought to school at any time. Fake weapons including water guns may not be brought to school without prior permission from administration.
- Skateboards, roller blades, skate shoes, go-karts, mini-bikes, etc. may not be used on school property at any time.
- CA is not responsible for the loss of personal items.

SEARCH AND SEIZURE

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, OA has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves or others. School administrators may search a student's pockets, purse, backpack, gym bag, other personal property, student lockers, desks, other school property, or student vehicles. Searches may be performed without notice, without consent, and without a search warrant. Refusal to consent to a search may result in expulsion from Oaktown Academy. OA reserves the right to invite law enforcement officials and canines to search the premises at its discretion. If the search reveals a substance or object that may injure the student or other students, then the authorities may be notified. If illegal drugs are suspected, the school also reserves the right to require a drug-screening at the expense of the parents. Students may not possess any illegal substances or materials prohibited by school policy or state and federal law, including but not limited to controlled substances, drugs, drug paraphernalia, alcoholic beverages, empty or open alcohol containers, tobacco, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized. Storage, return, or destruction of such items shall be at the discretion of the administration, subject to legal impoundment.

All personal searches will be performed by at least two personnel at the same time and in a manner that is respectful to the norms of decency and the emotional maturity of the student. The student's parents will be notified of the search as soon as reasonably possible.