

Parent-Student Handbook

Oak Hill Academy
West Point, Mississippi

Oak Hill Academy is a fully accredited, non-sectarian school based on Christian principles and dedicated to a quality educational program for students - pre-kindergarten through grade twelve.

The Clay County Educational Foundation does not discriminate on the basis of race, sex, creed, religion, age, national origin, or disabilities in employment of student enrollment.

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Foreword

The Oak Hill Academy Elementary Handbook has been compiled to provide students and parents as much information as possible about Oak Hill Academy and to answer as many of the questions which you may have concerning the daily operation of the school. The handbook is not intended to be all inclusive but rather to provide basic rules and regulations and other basic information which is helpful to you.

When questions arise concerning the elementary area of school life at Oak Hill, please feel free to contact the Elementary office for assistance. Your calls and visits are always welcome.

Principal's Message

The Board of Directors, faculty, and administrative staff of Oak Hill Academy welcomes you to the 2010-2011 school year and extend to you our best wishes for a successful and rewarding year. We hope that it will be filled with learning, good fellowship, fun, and excitement and that you will take advantage of all the academic and social opportunities available.

As we enter the school year, remember that the faculty and staff of Oak Hill are here to assist you in preparing for college, a job, and life in a dynamic and challenging society. We know that your success depends upon you and how hard you are willing to work to achieve the goals which you and your family have set. If we work together as faculty, students, and family, there are no problems which cannot be overcome and goals which cannot be attained. We hope that when you have problems or need help, you will let us know so that we can help you. Remember that everyone here wants you to succeed and that we are here for you.

We are excited about the 2010-2011 school year, and we look forward to seeing you August 7, 2010.

Letter to the Parents

Dear Parents:

The 2010-2011 school year promises to be exciting and fun, and we are looking forward to working with each of you in every phase of the school year.

I am looking forward to seeing each of you and I thank you for allowing me to have your children at OHA. Oak Hill Academy is a special place, and we are blessed to have such a wonderful school.

Oak Hill is a great school because of the support which you give it, and your willingness to volunteer to do things for the school is greatly appreciated. Please continue to be involved.

Sincerely,

Jane Rives, Principal

Philosophy and Objectives of Oak Hill Academy

Oak Hill Academy is a non-sectarian school based on Christian principles and dedicated to a quality educational program for students, pre kindergarten through grade twelve. The school is committed to the total development of each student who attends, and emphasis is placed on the academic, social, moral, personal, and physical development of each student.

We at Oak Hill realize the investment that you have made in the education of your children, and we are committed to seeing that the educational goals and objectives which you have set are achieved. To accomplish these goals, it is imperative that we work together as a team and that we keep our lines of communication open. Please advise us when special problems or needs arise with your children so that we can make proper adjustments at school. The Oak Hill faculty and staff are dedicated to the education and well-being of your child, and we encourage you to call or come by and visit with us often. Remember that your interest in and support of your child and the school are key ingredients to success.

The curriculum and instructional programs at Oak Hill have been structured to meet the needs of students with a wide range of achievement levels, however, emphasis is placed on preparing students for post-secondary work at major colleges or universities. The school program is designed to challenge, academically, those students capable of average to superior performance.

The following are some of the objectives of the school.

1. to provide an atmosphere conducive to learning.
2. to provide comfortable school facilities.
3. to motivate students to perform to the best of their abilities.
4. to provide opportunities which help students develop leadership characteristics and to encourage good citizenship.
5. to provide a curriculum which will prepare students for college entrance and success.
6. to teach basic ethical standards.
7. to provide an atmosphere of mutual trust and respect between teachers and students.
8. to provide an environment for good moral and spiritual growth.
9. to teach students to respect people in authority.
10. to recognize those who give a good effort and not just those who win.
11. to teach students to assume responsibility.
12. to provide a well-rounded competitive sports program.
13. to develop physical skills by means of a physical education program.
14. to promote good sportsmanship.
15. to promote pride in students and their school.
16. to provide a continual effort to encourage students:
 - a. to respect the rights and feelings of others.
 - b. to accept differences in others.
 - c. to communicate effectively with fellow students and adults.

The Board and administrative staff believe that these objectives can best be met when students are exposed daily to a faculty and staff who teach by example.

TEACHER HANDBOOK
2010-2011
CLAY COUNTY EDUCATIONAL FOUNDATION, INC.

BOARD OF DIRECTORS

Gene Childress, President
Joe Stevens, Vice President
Julie Gray, Secretary
Greg Miller, Treasurer

Members

Ray Comer
Chris Davis
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Becky Mitchener
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Scott Wheeler
Sam White

Administration

Headmaster
William L. Miley
Office: 662-494-5043 ext. 225

Elementary Principal
Jane Rives
Home Phone: 662-494-4637
Office: 66-494-0301 ext. 233

Counselors
Joe Anderson – ext. 235
Frances Dawkins – ext. 226

ELEMENTARY BELL SCHEDULE

MORNING RECESS

K4 – 1ST 8:50 a.m.- 9:05 a.m.
2nd & 3rd 9:30 a.m.- 9:45 a.m.

LUNCH

PreK4 10:45 a.m.-11:15 a.m.
K5 10:50 a.m.-11:20 a.m.
1st 10:55 a.m.-11:25 a.m.
2nd 11:25 a.m.-11:55 a.m.
3rd 11:30 a.m.-12:00 p.m.
4th 11:35 a.m.-12:05 p.m.
5th 11:40 a.m.-12:10 p.m.

AFTERNOON RECESS

4th & 5th 12:10-12:30 p.m.
K4-1st 1:00 - 1:15 p.m.
2nd & 3rd 2:15 - 2:30 p.m.

DISMISSAL

PreK4-5th Car Riders 2:50 p.m.
PreK4-5th Bus Students & Walkers 2:55 p.m.

Holidays

2010

Labor Day.September 6
Fall break. October 11
Thanksgiving. November 22-26
Teachers Meeting. . . Dec. 3
Christmas. Dec. 20-Jan. 3

2011

Winter Break.January 17
President's Day.Feb. 21
Teachers Meeting. . . March 10
Spring Break.March 11-18
Easter. April 22 & 25

**Tentative
Oak Hill Academy
Instructional Calendar
2010-2011**

I. Instructional Calendar

Teachers Report	08/03/2010
First day of school for students (full day)	08/06/2010
End of 1st nine week grade period (45 days)	10/08/2010
End of 2nd nine week grading period (43 days)	12/17/2010
Mid-term examinations	12/15-16-17/2010
Second semester begins	01/04/2011
End of 3rd nine week grading period (46 days)	03/10/2011
End of 4th nine week grading period (43 days)	05/20/2011
Senior Examinations	05/09-10-11/2011
Baccalaureate	05/15/2011
Final Examinations	05/18-19-20/2011
End of Second Semester	05/20/2011
Graduation	05/20/2011
Last day for teachers	05/23/2011
Total days for students	177
Total days for teachers	182

II. School Holidays

Labor Day	09/06/2010
Fall Break	10/11/2010
Thanksgiving	11/22-26/2010
State Teacher Meeting	12/03/2010
Christmas Holidays	12/20/2010- 01/03/2011
Winter Break-MLK Birthday	01/17/2011
President's Day Holiday	02/21/2011
District teacher's meeting	03/10/2011
Spring Break	03/11, 03/14-18/20
Easter Holidays	04/22/2011 and 04/25/2011

OAK HILL ACADEMY 2010-2011 TUITION

	1 Student	2 Students	3 Students
Tuition	\$4,410.00	\$8,820.00	\$13,230.00
Multi-Child Discount	0.00	0.00	(500.00)
Registration Fee	<u>(450.00)</u>	<u>(900.00)</u>	<u>(1,350.00)</u>
Remainder due	\$3,960.00	\$7,920.00	\$11,380.00
10 month payment schedule	396.00	792.00	1,138.00
12 month payment schedule	330.00	660.00	948.33

	4 Students	5 Students	6 Students
Tuition	\$17,640.00	\$22,050.00	\$26,460.00
Multi-Child Discount	(750.00)	(1,000.00)	(1,250.00)
Registration Fee	<u>(1,800.00)</u>	<u>(2,250.00)</u>	<u>(2,700.00)</u>
Remainder due	\$15,090.00	\$18,800.00	\$22,510.00
10 month payment schedule	1,509.00	1,880.00	2,251.00
12 month payment schedule	1,257.50	1,566.67	1,875.83

The Building Fund is \$175 per year per family. Payment will be made at time of registration.

PAYMENT OPTIONS: ALL PATRONS MUST PAY WITH ONE OF THE FOLOWING OPTIONS

1. One payment, in full, due by August 2
2. Two payments by semester, due August 2 and January 3
3. 10 or 12 post-dated checks:
If you choose to pay by post-dated checks, please bring 10 or 12 post-dated checks to registration for the amount above. Checks must be dated for the 5th or the 16th of the month
4. Monthly bank drafts:
If you choose to pay by draft, please bring a voided check to registration. An authorization form will be completed at registration. All drafts will be dated for the 5th or the 16th of the month
5. Credit card.
If you choose to pay with a credit card, a 3% convenience fee will be added to the amount due.
6. Payments may still be paid in 10 payments by coming by the school. Any payments not in the office by the 16th of the month will result in a \$30 late fee being assessed.

The registration fee may be post dated June/July or paid in full at the time of registration. If you post date the check on June 1, it must be for at least half of the registration fee and the remainder post dated for July 1. The registration fee includes a 10% down payment and selected school fees.

Board policy states that any tuition payment not paid in full by the 16th of the month will have a

\$30.00 per child late fee assessed. Any payments received after that date will go first toward the late payment and then toward tuition. Policy also states that if your tuition becomes more than 90 days past due your tuition must be paid in full or your child/children may be dismissed from Oak Hill Academy.

Parents have the option of paying tuition in twelve installments; however, the first payment must be made on or before June 1, 2010, and the second installment must be paid on or before July 1, 2010.

Building fund fees and registration fees are non-refundable.
All payments will be made in compliance with Board policy.

Attendance

Regular and punctual attendance on the part of all students is necessary in order to do satisfactory school work. Students should be in school each day unless there is an unavoidable case where the child must be out of school.

Perfect Attendance

A perfect attendance certificate will be given to each child who is in school all day every day of the school year. If a child is tardy or absent any part of the day, he will not be eligible for a perfect attendance certificate.

Tardies

Parents should make every effort to get students to school on time. Rolls are checked, absentees are turned in to the office, and lunch counts are made. If a student is late, all of this has to be corrected. Students who accumulate three or more tardies in a semester may lose one recess period.

Absences from School

When it is necessary for students to be absent from school, bring a note from home or call the elementary office. If your child is going to be absent for the day, call the office by 8:30 for the missed assignments.

Grading System

A grading or marking system is necessary to inform parents of students' progress, to maintain information for guidance purposes, and to meet administrative needs in making decisions concerning promotion and other administration procedures.

Normally report cards will be issued to students the Friday after the nine-week term ends. Parents are asked to review these reports carefully and to contact the school if they have any questions concerning the reports.

Parents may also use Teacher Web and Think Wave to check a students' progress or assignments in all subjects. Teachers typically update Teacher Web and Think Wave weekly. Parents should be given instructions as to how to properly view their student's progress.

Exams will count 1/4 of the semester grade in grades 3-5.

All terms grades for report cards are based on the grading scales which follows:

A - 90-100

B - 80-89

C -70-79

D -68-69

F - Below 68

Permission to Leave School

If it is necessary for students to be picked up before school is out, parents must check them out through the elementary office.

Promotion from One Grade to Another

In order for a student to be promoted to the next grade, he must pass math or reading and at least one other major subject.

Homework

Homework is an essential part of academic experience. One reason is to reinforce what was taught in class that day. Another is to help teach students to discipline themselves in accepting the responsibility of doing the work that is assigned. Parents should see that all homework is done. Parents should help, but not do homework for the students.

Policy Pertaining to Make-up Work

All outside work, homework, class work, and tests will be made up within five (5) days from the date due. After that, the teacher will record "0" grades. Teachers will not accept make-up work of any kind after five (5) days from due date. Any exceptions will be cleared through the elementary principal. It will be the responsibility of the student to make arrangements with the teacher to get make-up work done.

Honor Roll

Students having all A's and B's on their report card in grades 3-5 will make the honor roll for that grading period. Handwriting will not count in determining honor roll. A student may receive an "All A's" certificate at the end of the year if his/her yearly average is an "A" in each subject.

Report Cards

Report cards will go out on the Friday following the end of the grading period. Please sign the report card and return it to the home room teacher as soon as possible. Report cards may be withheld if parent is delinquent on tuition payments.

Accreditation

Oak Hill Academy is fully accredited at the highest level by the Southern Association of Colleges and Schools and the Mississippi Private School Association.

Severe Weather

If dangerous or severe weather occurs, the Headmaster may deem it necessary to close the school during the day or before school in the morning. If a decision is made to close school, an announcement will be broadcast on local television and radio station.

Gum Chewing

Chewing gum is not permitted at Oak Hill Academy. Students are encouraged to cooperate with the school in keeping our building clean and sanitary.

Tobacco

Students may not bring tobacco products or packages, cigarette lighters, and matches on campus at any time.

Corporal Punishment

Corporal punishment may be used as a sanction for misconduct at Oak Hill Academy. It will be used in compliance with rules and regulations set forth in board policy.

Parent-Teacher Conferences

You, as parents, are urged to contact the elementary office and make an appointment for a conference with your child's teacher when you feel the need. The principal will gladly schedule an appointment.

School Parties

There will be only three regularly scheduled parties during the school year.

Christmas, December 17.....	10:30-11:25
Valentine's, February 14	2:15 - 2:50
Easter, April 21	2:15 -2:50

No birthday parties may be held at school during school hours for grades 2-5. You may bring cupcakes and drinks to the office.

The homeroom mother will appoint a committee to be in charge of each party.

Cafeteria

All students are to eat their lunches in the cafeteria during the designated time. While eating, good table manners are to be used. When the meal is finished, trash is to be placed in proper containers. Food and drink are not to be taken from the cafeteria at any time.

Conduct at School Activities

Whether attending an extracurricular activity at Oak Hill or at some other location, students are to conform to all conduct rules and regulations of the school. Failure to do so will lead to appropriate disciplinary action by the Oak Hill administrative staff. When attending functions at Oak Hill, students are expected to be in the area of the activity and not in other areas of the campus or buildings. Students who do not conform to this regulation will be asked to leave. No ticket refund will be made to persons asked to leave events because of improper conduct.

School Trips

Each grade may take one field trip during the year. The trip will be considered a class activity. You will receive information about the trip, and you will be expected to sign permission slips indicating your approval of your child's participation. **The slip must be signed before your child will be allowed to make the trip.** We need the form on file in writing - please, no phone calls.

Office Telephone

The office is a very busy place, and more and more calls are being received asking that messages be given to students. Please call the office only in the **case of emergencies** with messages for your child. **Please make all necessary arrangements with your child before he/she leaves home in the morning. If your child is absent from school, please call for assignments by 8:30.**

Cell phones must be turned off (**not on silent or vibrate**) from 7:45 a.m. until 3:00 p.m.

Medical Information

If a student has a medical problem that the school needs to be aware of, parents should notify the teacher and the office. All students are required by law to have a State of Mississippi Certificate of Compliance (blue slip) on file in the school office. **No medication will be given at school.**

Visitor and Messages

Oak Hill Academy believes that uninterrupted teaching time is essential if students are to receive the greatest benefit from instruction given; therefore, we guard this time carefully. If a parent has a message or package for his/her child, the parent is requested to leave the note or item with office personnel. They will see that the message is delivered.

Parents are not to go directly to the classroom while classes are in session. If a parent must speak to his/her child, the parent must check with the school office first and a visit will be arranged.

School Traffic

The school campus is congested with traffic when parents are dropping off students for school and picking them up in the afternoon. Parents and students are requested to be very careful while driving on campus to avoid accidents. Parents should park only in lane 4 to allow a constant flow of traffic in lanes 1, 2 & 3.

Assignment of Students to Classes

At the elementary level, assignments will be made randomly except in cases where the administrative staff shall determine that the assignment of a child to specific teacher is in the best interest of the child or Oak Hill Academy.

Complaints' Against School Personnel

I. Complaint Procedure

- A. In order to remediate problems which involve school employees quickly and effectively, it is essential that the problem be addressed and resolved as near the source of the problem as possible. Therefore, the person making complaint should address the complaint to the person with whom the problem exists. If there is a problem with a teacher, the parent should talk to the teacher and attempt to resolve it at that level. The same process should be followed when there is a problem with the Headmaster or any other school employee. If the problem cannot be resolved at that level, the parent may appeal to the employee's immediate supervisor. The appeal procedure outlined in item II is available to every parent.
- B. Complaints will be considered by the administrative staff on an individual basis only, and appeals to the Board will be limited to those complaints filed by the parent or legal guardian of a student attending Oak Hill Academy
- C. No complaint filed by a third party on behalf of an Oak Hill Academy parent or student will be considered.
- D. Initial complaints filed with a board member against a school employee will be referred to the Headmaster.

II. Appeal Procedure

- A. Request for appeal or a complaint against a staff member will be made to the Headmaster Staff members include non-teaching employees, such as office personnel, custodians, and cafeteria employees.
- B. Request for appeal of complaint against any elementary teacher will be made to the Elementary Principal and then to the Headmaster if the problem has not been solved by the Elementary Principal.
- C. Request for appeal of complaint against a secondary teacher (grades 7-12) will be made to the Headmaster.
- D. Requests for appeal of complaint against the Elementary Principal will be made to the Headmaster
- E. Request for appeal of a complaint against the Headmaster will be made in writing to the President of the Board of Directors. The President of the Board will assign the complaint to the appropriate standing Committee of the Board for consideration and resolution. A standing committee has the authority to resolve the matter at the committee level or to recommend a resolution of the problem for action by the entire Board of Directors.
- F. When the results of an appeal of a complaint to the Headmaster are not satisfactory to the person making the complaint, the complainant may appeal the decision of the Headmaster to the Chairman of the Board of Directors. The appeal must be made in writing, and the same process outlined in item E will be followed
- G. The decision of the standing committee of the board or the Board of Directors will be final.
- H. The Board of Directors of the Clay County Educational Foundation, Inc. may decline to hear an appeal if it desires to do so. In such cases the decision of the Headmaster will be final.

III. General Provisions

- A. At the time an appeal is made to the Headmaster and a decision has been rendered by the Headmaster, the parent(s) will be notified of his right to appeal the decision of the Headmaster.
- B. Only parents or legal guardians may appeal decisions covered under this policy to the Board.
- C. In all cases, persons against whom a complaint has been made will be notified of the complaint, the reason(s) for the complaint, and the name of person(s) making the complaint.
- D. Students making a complaint to the Elementary Principal or Headmaster may not appeal the decision of the Administrator to the Board under this policy.
- E. No anonymous complaints will be accepted or considered by the Board or Administrative staff.

Dress Code

General

- Any student not dressed within the guidelines of the school dress code will not be allowed to attend class until he/she is in compliance. Any class missed due to a dress code violation will result in an unexcused absence.
- All uniforms must be purchased from Uniforms & Accessories, Inc.
- The required uniform must be worn each day. Exceptions will be made by the administration for special occasions.
- Boys must be clean-shaven (no facial hair). Hair should be out of the eyes and should not extend past the area of the neck normally covered by a shirt collar. Ponytails, unusually colored hair, unusually styled hair or hair, in the opinion of the administration, worn to distract or draw attention will not be allowed. Earrings will not be permitted for boys.
- Girls may not wear any jewelry that, in the opinion of the administration, draws attention or distracts. Unusually colored hair, unusually styled hair or hair worn to distract or draw attention will not be allowed.
- Body piercing and tattoos will not be allowed.
- The administration has the right at any time to make changes or additions to this policy. The decision of the administration is final.

Girls Uniform Requirements

- Girls may choose to wear any item (indicated for girls) from the attached uniform supply sheet.
- Skirts may be hemmed, but must be no more than three inches above the knee.
- Shirts DO NOT have to be tucked in.
- Solid color tights or leggings may be worn with uniforms. Colors allowed are: Red, black, white, cream, or gray.
- Girls may wear a black, red, or white camisole underneath the white camp shirts.
- Girls may wear a black, red, or white short or long sleeve T-shirt under polo shirts.
- Shoes that in the opinion of the administration distract or draw attention will not be permitted.

Boys Uniform Requirements

- Boys may choose to wear any item (indicated for boys) from the attached uniform supply sheet.
- Shirts DO NOT have to be tucked in.
- Shoes that in the opinion of the administration distract or draw attention will not be permitted.
- Boys may wear a black, red, or white short or long sleeve T-shirt under polo shirts.

Outwear & Game Day Dress

- Only sweatshirts purchased from Uniform & Accessories, Inc. may be worn. Exceptions will be made by the administration for additional OHA sweatshirts.
- Heavy coats will be allowed when needed. Trench coats are not allowed.
- Light weight jackets are acceptable as long as appropriate dress code garments are worn underneath.
- Game day clothing will be set by the administration and athletic department

Oak Hill Uniforms - <http://www.uniformsacc.com>

Asbestos Report

The Asbestos Hazard Emergency Response Act of 1987 requires all public and private schools to inspect for friable and non-friable asbestos building materials. In addition, this law requires each school to develop asbestos management plan that addresses asbestos hazards in school buildings, implement response actions in a timely fashion, and report results of the assessment studies to school employees and parent-teacher organizations.

Oak Hill Academy has undergone periodic inspections in compliance with the aforementioned act, and we are pleased to announce that Oak Hill Academy has no friable asbestos in any area of the school. Friable asbestos is material that is easily crumbled and may release harmful fibers into the environment. Friable asbestos may cause severe health problems, depending on the level and duration of exposure.

The following buildings do, however, contain non-friable asbestos in the materials designated:

- A. Cafeteria – Mis-Floor tile mastic in dining room.
- B. Gymnasium – Mis-Floor tile and/or mastic in the lobby, stage, gym, dressing areas, and closet.
- C. Sixth Grade Building – Mis-Floor tile mastic in entire building.
- D. Building D – Mis-Floor tile mastic in entire building.
- E. Building C – Mis-Floor tile in girls' rest room and Mis-floor tile mastic in entire building.
- F. High School Building – Mis-Floor tile and mastic in classrooms.
- G. Flexible duct in heating and air conditioning closets.
- H. Football field press box.

None of the material listed above poses a health hazard as long as it remains undamaged. Through a program of training and surveillance, we are sure that these materials pose no health threat until they are removed. Oak Hill Academy is inspected by an outside inspector on a regular basis in order to assure that the school is in compliance with all federal regulations and that these materials remain in good condition and pose no health threat. Copies of the inspection and management plan are available for examination in the Headmaster's office.