

2010-2011
Parent-Student
Handbook

Oak Hill Academy
West Point, Mississippi

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Foreword

The Oak Hill Academy Student 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 any area of school life at Oak Hill, please feel free to contact the Headmaster's office for assistance. Your calls and visits are always welcome.

Headmaster's Message

The Board of Directors, faculty, and administrative staff of Oak Hill Academy welcome you to the 2010-2011 school year and extend to you our best wishes for a successful and rewarding year.

Each new year provides the opportunity to review past performance and to anticipate the start of a new year. Oak Hill students excelled in all areas last year, and we expect the same high standards of achievement to be maintained this year. The faculty and administration at Oak Hill Academy are here to assist you in any way possible to ensure your success and happiness at school.

I hope you had a great summer and hope you are ready to get a new year begun. I want to encourage each of you to work hard this year, get involved in the activities provided at school, and set your goals high. Only by setting your goals high will you ever reach your true potential.

Have a great year, and know that I am always here to help you.

Letter to the Parents

Dear Parents:

Thank you for choosing to send your young lady or young man to Oak Hill Academy. The faculty and administration are dedicated to providing educational opportunities of the highest quality, and hope that you will support our efforts by getting involved in your child's education this year.

We are making every effort to communicate your child's progress in class through the use of Edline, progress reports, and grade slips. If at any time you need to consult us about your child's progress, please call the counselors to set up a conference.

Thank you for your support and for helping make Oak Hill Academy such a special school.

Sincerely,

William L. Miley
Headmaster

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.

**Clay County Educational Foundation, Inc.
Board of Directors**

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

Ray Comer
Joy Darnell
Chris Davis
Phil McClellan
Billy Milican
Becky Mitchener
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Scott Wheeler
Sam White

**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 1 st nine week grading period (45 days)	10/08/2010
End of 2 nd nine week grading period (43 days)	12/17/2010
Mid-term examinations	12/15-16/17/2010
Second semester examinations	01/04/2011
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	02/21/2011
District Teacher Meeting	03/10/2011
Spring Break	03/11, 03/14-18/2011
Easter Holidays	04/22/2011 04/25/2011

Oak Hill Academy 2010-2011 TUITION

	<u>1 Student</u>	<u>2 Students</u>	<u>3 Students</u>
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

	<u>4 Students</u>	<u>5 Students</u>	<u>6 Students</u>
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 FOLLOWING 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.

Grading System

A grading or marking system is necessary to inform parents of their students' progress, to maintain information for guidance purposes, and to meet administrative needs in making decisions concerning promotions, graduation requirements, and other administrative 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 Ed-Line to check a students' progress or assignments in all classes. Teachers typically update Ed-Line weekly. Parents should be given a password and instructions as to how to properly view their student's progress.

All term grades for report cards are based on the grading scale which follows:

A	90-100
B	80-89
C	70-79
D	68-69
F	67 and below

Semester Exam Schedule, Grade 6-12

First Semester	Second Semester
First day – Periods 1 & 4	First day – Periods 1 & 4
Second day – Periods 2 & 5	Second day – Periods 2 & 5
Third day – Periods 3 & 6	Third day – Periods 3 & 6

Time Schedule, Last Three Days of Each Semester

8:05 - 9:35	First exam
9:35 - 10:00	Break
10:00-11:30	Second exam
11:30	Student dismissal

1. All exams will be given at the assigned that time only.
2. Students are not required to attend school if they do not have and exam during the scheduled time. If students need to be at school and do not have an exam, they will report to the library.
3. All students will stay in their rooms the full exam period. No one will be allowed to leave the room.
4. This exam will count $\frac{1}{4}$ of the semester grade.
5. Rolls will be checked at the first of each exam period and absentees reported to the office.

Exemption from Semester and/or Final Exams

Seniors, who have an average of 90 or above when two nine week's grades in a semester are averaged, will not be required to take mid-term and/or final examinations. Only seniors may be exempt from mid-term examinations. Students enrolled in honors classes in English and mathematics, who have an average of 90 or above when the two nine week's grades in second semester are averaged, will not be required to take the final examinations

Students in grades 10-11 and 9th grade students enrolled in Geometry or Spanish II will not be required to take a final examination if they have achieved a 93 or above average in a course(s) when the last two nine week's grades are averaged.

Students in grades 6-12 will be given mid-term and final examinations in each course. The semester grade will be determined by averaging the two nine week's grades in the semester and the exam grade. The exam grade will count one fourth of the semester grade. The final grade in a course will be determined by averaging the two semester grades.

Registration and Classification

Students in grades 7-8 will be placed in sections by the Headmaster and the faculty according to the best interests of the child. Promotion depends on the achievement of satisfactory grades on majority of major academic subjects taken.

To be promoted to the 10th grade, a student must have earned 5 units; to be promoted to the 11th grade, a student must earn 11 credits; to be promoted to the 12th grade, a student must have earned 15 units.

Assignment of Students to Classes

The assignment of students to classes shall be the responsibility of the Administrative staff at Oak Hill Academy. 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. Assignment to classes at the secondary level will be based on student/parent course selections and the availability of space in the class(es). When classes are full, students may be given an alternate choice or assigned to an available class which the student will need for graduation. Upperclassmen will be given priority when classes must be closed.

The Board realizes that, from time-to-time, parents may have a classroom preference. Parents may submit request for the assignment of their child to a certain classroom, and their request will be honored when possible. However, it shall be the responsibility of the administrative staff to make final assignments.

In order to graduate from Oak Hill Academy, a student must have earned a minimum of twenty-two Carnegie units of course credit. Of this number, sixteen designated units are required and four must be chosen from the approved list of the other academic courses. The two remaining units may be earned by taking any of the approved courses or non-academic electives. Approved academic courses include Advanced Placement and Honors courses. Non-academic electives will not be used to compute academic GPA. Class rank is determined by the weighted numeric average, which is computed by taking all semester grades, adding 3 points to the semester grades of each Honors course taken and by adding 5 points to the semester grades of each Advanced Placement course taken, then dividing by the total number of semesters.

REQUIRED COURSES:

-English I-IV	4 units
-Algebra I, Geometry, and Algebra II	3 units
-Biology and Chemistry and one other Science course listed below	3 units
-MS Studies/Geography, World History, U.S. History, U.S. Govt./Economics	4 units
-Computer Applications I & II	2 units

OTHER APPROVED ACADEMIC COURSES:

English:	Honors English I, II, or III	1 unit
	AP English IV/Lit	1 unit
	AP Composition/Lang	1 unit
	Advanced Composition	1 unit
	Speech	1 unit
Mathematics:	Pre-Algebra	1 unit
	Acc. Alg I	1 unit
	Acc. Geometry	1 unit
	Honors Algebra II	1 unit
	Algebra III/Trigonometry	1 unit
	Honors Alg III/Trig	1 unit
	AP Calculus	1 unit
	Senior Math	1 unit
Science:	Physical Science	1 unit
	Human A & P	1 unit
	Physics	1 unit
	Honors Physics	1 unit
	Honors Chemistry	1 unit
	Advanced Chemistry	1 unit
	AP Chemistry	1 unit
Foreign Lang:	Spanish I	1 unit
	Spanish II	1 unit
Fine Arts:	Chorus	1 unit
	Art I	1 unit
Other:	Accounting	1 unit
	Publishing	1 unit
	Bible	1 unit
	Health	1 unit
	Health Ed.	½ unit

GRADING SCALE

A =	90-100	GPA: 4.0
B =	80-89	GPA: 3.0
C =	70-79	GPA: 2.0
D =	68-69	GPA: 1.0
F =	Below 68	

Please note:

- **ALL SENIORS ARE REQUIRED TO TAKE A MATH CLASS.**
- **ALL HIGH SCHOOL ATHLETICS AND BAND PRACTICES WILL BE HELD AFTER SCHOOL.**

NON-ACADEMIC ELECTIVES

Non-Academic:	Driver's Education	½ unit
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*Only one of the three courses below will be used to meet graduation requirements. Credit will be awarded only once regardless of number of years taken.

Band	½ unit
Athletic P.E.	½ unit
Cheerleading	½ unit

(Requirements for entering the MS University System beginning in 2012.)

- **English** **4 units** (Eng. I-IV)
- **Mathematics** **4 units** (Alg. I, Geom., Alg. II, and 1 higher level course.)
- **Science** **4 units** (Bio. I, Chem. I, and 2 higher level courses.)
- **Social Studies** **4 units** (Geog., MS Studies, World His., U.S. His., Gov., Econ.)
- **Arts** **1 unit**
- **Advanced Elect.** **2 units** (Foreign Lang. I & II **OR** For. Lang I & Adv. World Geog. **OR** For. Lang I & Advanced Math, Science, Eng.)
- **Computer Apps.** **½ unit**
- **Pre-High School Units** (Algebra I or Foreign Language taken in the 8th grade.)

Oak Hill Academy Graduation Requirements

REQUIRED COURSES:

-English I-IV	4 units
-Algebra I, Geometry, and Algebra II	4 units
-Biology and Chemistry and one other Science course listed below	4 units
-MS Studies/Geography, World History, U.S. History, U.S. Govt./Economics	4 units
-Computer Applications I & II	1 unit
-Electives	5 units

OTHER APPROVED ACADEMIC COURSES:

English:	Honors English I, II, or III	1 unit
	AP English IV/Lit	1 unit
	AP Composition/Lang	1 unit
	Advanced Composition	1 unit
	Speech	1 unit

Mathematics:	Pre-Algebra	1 unit
	Acc. Alg I or Acc. Geometry	1 unit
	Honors Algebra II	1 unit
	Algebra III/Trigonometry	1 unit
	Honors Alg III/Trig	1 unit
	AP Calculus	1 unit
	Senior Math	1 unit

Science:	Physical Science	1 unit
	Human A & P	1 unit
	Physics	1 unit
	Honors Physics	1 unit
	Honors Chemistry	1 unit
	AP Chemistry	1 unit
	Advanced Chemistry	1 unit
	Health	1 unit
	Earth/Space Science	1 unit

Foreign Lang:	Spanish I	1 unit
	Spanish II	1 unit
	Spanish III	1 unit

Fine Arts:	Chorus	1 unit
	Art I	1 unit
	Band	1 unit

Other:	Accounting	1 unit
	Publishing	1 unit
	Bible	1 unit

NON-ACADEMIC ELECTIVES

Non-Academic:	Driver's Education	½ unit
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GRADING SCALE

A =	90-100	GPA: 4.0
B =	80-89	GPA: 3.0
C =	70-79	GPA: 2.0
D =	68-69	GPA: 1.0
F =	Below 68	

Oak Hill Academy Graduation Requirement Summary:

Required Credits-	17
Elective Credits-	5
Total Units Required-	22

*Only one of the three courses below will be used to meet graduation requirements.

Athletic P.E.	½ unit (credit will be awarded only once regardless of number of years taken).
Cheerleading	½ unit (credit will be awarded only once regardless of number of years taken).

Attendance

Regular and punctual attendance is essential if students are to earn and maintain satisfactory grades. Students are expected to attend school all day, every day, unless illness or some type of emergency prohibits them from doing so. An excessive number of absences will require a conference with the student, his/her parents and the headmaster, and they may lead to the student's removal from a specific course and or failure of said courses. Parents are urged to see that their children do not miss school unless it is absolutely necessary.

Students absent for any reason other than school-related activities for more than ten (10) days per semester course or twenty (20) days per year-long course may not receive academic credit for the course(s) in which the absences have occurred. Exceptions concerning illness will be open to review by the Headmaster and/or the Discipline Committee of the Board of Directors. No student is to be excused for piano or work from a class in which credit is given.

Absences from School

Oak Hill Academy classifies absenteeism into two (2) categories: excused and unexcused. All homework must be made up regardless of whether the absence is excused or unexcused. However, if a student is unexcused and has missed a test, he/she will not be permitted to take a make-up test. If there is any question on whether the absence is excused or unexcused, the decision of the headmaster will be final. Seniors with excessive tardies or absences will lose seniors privileges.

When a student is absent from school, parents should call the school the morning of the absence, or send a note with the student when the student returns to school. When a student is tardy, he/she must have an admit slip to be excused.

Students absent from school will not be permitted to participate in extracurricular activities on that date. This policy applies to athletes, cheerleaders, student managers, etc. Other students who attend extracurricular activities but did not attend classes that day will automatically place their excuse in jeopardy. Repeated absences from assigned tests will not be tolerated.

Tardiness to School or Class

Students are expected to be at school and to each class on time. Each student will be allowed four excused tardies to first period class and two excused tardies to class each semester. Any additional tardies to school or to class will be unexcused and will result in the student having to attend a thirty minute detention before school or at the end of school. If tardies persist, the student may be suspended from school or be assigned other appropriate sanctions.

Policy Pertaining to Make-up Work

All outside work, homework, class work, and tests will be made up within seven (7) days from the date due. After that, all teachers will record "0" grades. Teachers cannot accept make-up work of any kind after seven (7) days from due date. Any exceptions will be cleared through the headmaster. It will be the responsibility of the student to make arrangements with the teacher to get make-up work done.

If a student comes to school for a part of the day, he/she will be expected to turn in all homework assignments, reports, etc., to his/her teachers before leaving school. Tests missed when students check out of school during the day must be made up the day they return.

Honor Roll

Honor roll is calculated at the end of each nine week period. In order to be on the honor roll, a student must have earned a “B” or higher in each subject for that nine week period.

Permission to leave school

Permission to leave school before the regular dismissal time must be obtained from the headmaster’s office for students in grades 6-12. Elementary students will secure permission from the elementary principal.

Students in grades 6-12 must bring a note from their parents stating the reason for leaving and the time leaving or have parents call the office. Students will not be allowed to leave unless a parent or guardian has been contacted. This information needs to be given to the office prior to first period in the morning so that the student’s name and time of dismissal can be put on the absentee list. All students must check out in the office before leaving school. Failure to sign out in the office will result in a suspension from school.

Students who have parental permission to check out of school before the end of the school day must have a reason for leaving which is acceptable to the school if the student is to receive an excused absence.

Conduct and Discipline

The Board of Directors, faculty, and administrative staff believe that a well disciplined school is imperative if the educational and social goals of the parents and school are to be achieved. Oak Hill is committed to an environment both in and out of classrooms which promotes the educational, moral, and social development of its students.

We realize that the only kind of discipline which will have a lifelong impact on our students is self-discipline, and we at Oak Hill will place great emphasis on the development of the skill in each of our students. This skill will be reinforced by placing responsibilities on each student and expecting him/her to live up to those responsibilities. We will expect much of our students, but we will be here to help them meet assigned responsibilities and to succeed academically, morally, and socially.

Oak Hill Academy will not set forth an all inclusive set of rules and regulations for its students in this handbook. We believe that our students have been taught how to conduct themselves by their parents, and we will expect them to conduct themselves properly at all times. The student Code of Conduct set forth herein was developed by Oak Hill Academy Student Advisory Council and adopted by the Board of Directors of the Clay County Educational Foundation.

Students will be governed by the premise that any conduct which is disruptive and keeps other students from learning or the school from fulfilling its mission is in violation of school regulations and will lead to disciplinary action by the principal or headmaster. Oak Hill students will be responsible for

complying with school rules and regulations and for proper conduct while on school premises, in school buildings, on school-owned vehicles, and at all school-sponsored or relative activities.

The headmaster may institute appropriate disciplinary action such as suspension of any student for disorderly conduct or misconduct including but not limited to the following:

- A. Fighting
- B. Disorderly conduct
- C. Harassment, intimidation, or threats to students or teachers
- D. Disrespect or rudeness
- E. Failure to follow the reasonable directives of faculty and/or administrative staff
- F. Insubordination
- G. Insulting language or behavior
- H. Obscene language, gestures, or profanity
- I. Vandalism
- J. Theft
- K. Damage to private or school property
- L. Unauthorized entry on private property
- M. Use, possession, sale, or being under the influence of alcohol or drugs
- N. Indecent exposure
- O. Excessive unexcused absences or tardies
- P. Any offense otherwise punishable by law

Courting

Physical contact between students is not permitted on campus. Improper conduct of this nature will subject students involved to disciplinary action by the administrative staff. Proper decorum is expected at all times.

Transportation

Parents are responsible for transportation of their children to and from school. Once students arrive at school in the morning, they will not be allowed to leave the campus or be in or around cars until school is dismissed in the afternoon. Drivers must have a valid driver's license to drive on campus.

Care of Buildings

We are proud of our buildings, and we are sure our students will want to do everything in their power to keep them as attractive as they are now. Parents and friends have sacrificed to make this excellent facility available.

Let's all show our appreciation by taking care of it.

It is the policy of the Board of Directors to require any student who defaces or destroys school property to restore or replaced the damaged item.

Gum Chewing

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

Use of Tobacco

Use of tobacco in Oak Hill Academy buildings, on campus, or in vehicles owned or operated by the Clay County Educational Foundation by students, employees, or visitors is prohibited. Students may not bring tobacco products, cigarette lighters, and matches on campus.

Drugs

The use, possession, sale or distribution of drugs/alcohol on the grounds, in the buildings or on vehicles owned or leased by Oak Hill Academy is strictly prohibited. Any violation of this regulation will lead to immediate suspension of the student(s) involved pending a final determination of sanction(s) to be imposed by the Discipline Committee of the Board of Directors. All students are subject to regulations set forth in the Clay County Educational Foundation, Inc.'s policy entitled *Drug Education and Screening*. A copy of said policy is included in this handbook.

Contraband Items

Items such as knives, firearms of any type, protective sprays such as MACE and pepper are not to be brought on the school campus, into school owned facilities, or on school transportation equipment at any time. The violation of this regulation may lead to the removal of the offending person from school.

Telephone

Office phones are for business calls, and students will not be permitted to use the phone without permission. 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 case of an emergency with messages for students. Please make all necessary arrangements with your child before he/she leaves home in the morning. Cell phones must be turned off (not on silent or vibrate) from 7:45 a.m. until 3:00. Teachers will take up any cell phone and turn it in to the headmaster on first offense. The student faces suspension on the second offense.

Cheating

The Board of Directors of the Clay County Educational Foundation recognizes its obligation to maintain academic integrity at Oak Hill Academy. Therefore, the Board has established the following policy:

- I. Cheating in any form will not be tolerated, which includes the giving or receiving of info on tests, homework, or daily assignments.
- II. If a student is caught cheating he/she will receive a zero and spend one day (seven consecutive periods) in internal suspension with a zero given in each period. A second offense in the same year will result in two days suspension with a zero given for each class missed while in suspension.
- III. Students will be taught in each classroom the difference between working together and copying another student's work.

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.

Outerwear & Game Day Dress

- Only sweatshirts purchased from Uniforms & 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.

Uniforms & Accessories, Inc.

Oak Hill Uniforms

Item	Sizes	Price	Item	Sizes	Price	
001 Unisex Short Sleeve Pique Polo (Red, Black, or White)	3T-7	\$7.95	012 Boys Short (khaki and black)	3T-7	\$12.75	
	8-14	\$10.50		8-14	\$13.75	
	16-20	\$11.95		16-20	\$14.75	
	S-2XL	\$12.95		10-20 Husky	\$15.50	
	3XL-5XL	\$13.75		Waist Sizes	\$17.25	
002 Unisex Long Sleeve Pique Polo (Red, Black, or White)	3T-7	\$10.50	013 Boys Pant (khaki and black)	3T-7	\$14.95	
	8-14	\$11.95		8-14	\$16.25	
	16-20	\$13.95		16-20	\$17.96	
	S-2XL	\$14.95		10-20 Husky	\$19.76	
	3XL-5XL	\$17.25		Waist Sizes	\$19.76	
003 Girls short sleeve camp shirt blouse (white)	Youth (XS-XL)	\$13.95	014 Boys long sleeve oxford (white)	4-7	\$12.25	
	Adult (S-XL)	\$14.95		8-14	\$13.95	
004 Girls long sleeve camp shirt blouse (white)	Youth (XS-XL)	\$14.95		16-20	\$14.50	
	Adult (S-XL)	\$15.95		S, M, L, XL	\$17.25	
				2X, 3X	\$18.95	
005 Girls plaid skirt (6th - 12th)	All Sizes	\$35.95	015 Red and black sweatshirt with Oak Hill monogram	Youth XS-XL	\$16.95	
006 Girls plaid skort (K4 - 5th)	All Sizes	\$36.95		Adult S - XL	\$18.95	
				Adult 2X-3X	\$21.95	
007 Girls Pant and Capri (khaki only capri, khaki and black for pant, K4-12 grades)	3-6X	\$16.20	Optional Items			
	7-16 Regular	\$17.10	016 Fleece zip jackets (red and black)	Youth Sizes	\$29.00	
	6 1/2 - 20 1/2	\$18.75		Adult Sizes	\$34.50	
		Juniors (3-25)	\$18.95	017 "Northface" style fleece jacket (black)	Youth Sizes	\$41.00
					Adult Sizes	\$50.00
008 Pleated front and back skort (khaki and black for K4-12)	3-6X	\$16.20	018 Plaid headbands	One Size	\$10.00	
	7-16	\$17.10		Hair bows	One Size	\$10.00
	6 1/2 - 18 1/2	\$18.75		Scrunchies	One Size	\$8.50
		Juniors 3-25	\$18.95	019 Magnetic belt (brown or black)	One size fits all	\$8.50
009 Girls stretch drop waist skirt (khaki and black for 6-12)	7-16	\$17.10	020 Braided belt (brown or black) or plaid		All Sizes	\$12.00
	6 1/2 - 18 1/2	\$18.75		021 Plaid Belt	All Sizes	\$12.00
		Juniors 3-25	\$18.95			
010 Girls box pleat skirt (khaki only for 6-12)	7-16	\$17.10				
	6 1/2 - 18 1/2	\$18.75				
		Juniors 3-25	\$18.95			
011 Girl stretch flat front short (khaki and black for K4-5)	3-6X	\$14.95				
	7-16	\$16.25				
	6 1/2 - 18 1/2	\$16.95				
	Junior sizes	\$17.95				

Fund Raising

Any student group planning to promote a fund-raising project at Oak Hill Academy must first clear the project with the headmaster.

Changing of Classes

There will be two bells between each class period. The first bell will be for the dismissal of class. Five minutes later the second bell will ring. When that bell rings, everyone should be in their desk ready to go to work. When moving in the hallway, always move along the right side of the hall. Courtesy is the best policy.

School Activities

Any school activity involving Oak Hill Academy students is subject to the policies of Oak Hill Academy. All teachers are expected to correct any student who contradicts the school policy whether during school hours or at a school activity.

In order for any student to participate in any extracurricular activity, that student must have been in school on that particular day.

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.

Library

Students are expected to exercise every precaution while using library books and materials. Library books, magazines, and other research materials must be checked out through the librarian prior to removing them from the library.

Library computers may be used under the supervision of the librarian or OHA teachers only. Students using OHA Internet services are subject to board policy governing its use.

Lockers

Lockers will be assigned to students the first day of classes. Each student is responsible for keeping his/her locker neat and orderly.

Policy of Board of Directors

Clay County Educational Foundation

Reference: Eligibility for Extra Curricular Activities

The Board of Directors of the Clay County Educational Foundation believes that it is a privilege to participate in extra-curricular activities sponsored by the school. This policy applies to all extra-curricular activities including sports, band, cheerleading, dance team and clubs, etc. In order for a student to participate in extra-curricular activities, the following academic requirements shall be met:

1. Students are required to meet the minimum requirements set forth by the Mississippi Association of Independent Schools (the MAIS).
2. In addition to meeting the requirements of the MAIS, each student must maintain a passing average at each reporting period in four subjects during the school year. The reporting periods will coincide with the regular mid-nine week's progress report and the nine week's report cards.
3. In the event a student does not maintain a passing average in four subjects for the preceding reporting period:
 - a) The student will be placed on probation until the next reporting period ends.
 - b) At the end of the probationary period, the grade averages will be checked and if the student has a passing grade in four subjects he/she will be released from probationary status.
 - c) If at the end of the reporting period the student does not have a passing average in four subjects, the student will be ineligible for participation in extra-curricular games or events until the next reporting period is completed.
 - d) The student will be restored to full eligibility upon achieving a passing average in four subjects in a reporting period or subsequent periods.
4. The school administration will notify the parents, teachers, and coaches or sponsor of any student not meeting these extra-curricular eligibility requirements.

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. No food or drinks are allowed in classrooms or hallways.

Visitors

All visitors to campus must check in at the principal's office prior to entering school buildings. Students are not to have visitors at school unless permission from the office is granted. There will be no student visitor during the lunch period without prior approval by the Headmaster.

Report Cards

Report cards will go out on the Friday following the end of the grading period. Students must return report cards by the following Tuesday.

School Trips

From time to time, students will be involved in field trips related to subject matter being taught in class. The application for admission to Oak Hill Academy includes a statement which a parent or guardian must sign before a student will be permitted to participate in these field trip activities. No student will be permitted to take a school sponsored trip until the aforementioned parental consent is granted. The field trip must be educational.

Reserved Parking

Each student who drives his/her car to school will be assessed a \$20.00 per year parking fee. Funds generated through these payments will be used to offset the cost of decals, to keep the parking lot maintained, and to help pay for traffic control officers. When assigning student parking, priority will be given to upperclassmen.

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 and only after other sanctions have been tried.

Student and Patron Conduct at MAIS Sanctioned Contests

Mississippi Association of Independent Schools rules regulate player, student, and fan conduct at all games and athletic contests sanctioned by MAIS, and misconduct toward opposition players, coaches, game officials, or fans from the opposing team will lead to sanctions against the offending school, player, and/or fans. These sanctions may be in the form of monetary fines and/or removal of the team(s) from playoff competition.

Oak Hill fans, coaches, and players have always demonstrated the highest level of good sportsmanship, and we encourage the continuation of this tradition.

Homework and Study Habits

Success in the academic field is enhanced by efficient study habits. Time in the classroom is spent in acquainting the student with study techniques, but the knowledge of techniques must work hand in hand with independent thinking and concentration. For this reason, the faculty recommends that there be a quiet place at home for study and that a sufficient amount of uninterrupted time be devoted to this aspect of academic training.

The school attempts to instill in the student a desire to learn to the best of his/her ability.

Parents can help in this effort by taking the position that school is of major importance, that its schedule must be observed, and that outside activities must not be so time consuming or numerous as to infringe on the time necessary for school work.

General guides to the development of proper study habit:

1. Have regular time and place to study each subject.
2. Use your will power to keep at your task.
3. Concentrate on your work.
4. Keep up your assignments from day to day.
5. Keep well physically in order to feel like studying.
6. Have sufficient materials at hand to use in study.
7. Improve your reading habits and skills. Ability to read well is a prerequisite to effective study.
8. Do not be afraid of the dictionary.
9. Realize that learning pays off. Take pride in being a good student.

Accreditation

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

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.

Parent Conferences

Parents are encouraged to conference with individual teachers concerning any question(s) they may have about their child. Conferences may be scheduled through the office of the Headmaster or Elementary Principal.

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.

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 lanes 1 & 4 to allow a constant flow of traffic in lanes 2 & 3.

Correspondence Courses

A maximum of two units of correspondence course or online work can be accepted toward graduation. Correspondence course must be recommended by the Guidance Counselor and approved by the Headmaster prior to the student's enrollment in the course.

Awards

Academic Awards

At the end of the school year academic awards will be given in all academic subject matter areas. These awards will go to the student with the highest academic average in the subject.

Star Student Award

This award is given by the Mississippi Economic Council. The Star Student is to be selected from the two seniors having the highest scores on the ACT. From these two students, the one having the highest scholastic average during his or her first semester of the senior year shall be the Star Student.

D.A.R. American History Award

This award is presented each year by the Horseshoe Robertson Chapter of the Daughters of the American Revolution to the senior with the highest average in American History.

Norma Benjamin Math Award

The award is presented each year by the Pilot Club to the senior with the highest average in math through high school. The recipient must have had four years of math including Algebra I, Algebra II, Geometry, and Senior Math.

Hall of Fame

The members of the Hall of Fame are selected each year by a faculty committee to be appointed by the Headmaster. The committee will be composed of one board member, the Headmaster and faculty members designed by the Headmaster. The Headmaster will serve as Chairman of the Selection Committee. Prior to consideration of students by the committee, the school counselor and the Headmaster shall prepare a vita on each student to be considered by the committee. The vita shall contain, but not limited to, the student's participation in activities, attainment of academic honor, attitude, and initiative. These are announced at graduation.

Outstanding Students

One senior girl and one senior boy are selected by the high school faculty members. They are given awards at graduation.

Honor Graduates

In order to be an honor graduate, one must have an overall 90 or above average starting in the ninth grade. Honor graduates are determined at the end of the senior exams.

Valedictorian and Salutatorian

To be eligible for the honor of Valedictorian or Salutatorian, the student must have attended Oak Hill Academy for four years of high school.

Transmission of Transcripts

The Oak Hill Academy Guidance Counselor will be happy to provide transcripts to colleges and universities or to students or parents upon request. The first copy will be provided without charge. There will be a charge of \$2.00 each for additional copies. Appropriate forms requesting release of transcripts must be completed and signed by the parent or student prior to transmission or release.

Recruitment of Students From MAIS Member Schools

No member of the Oak Hill Academy school community (administrator, coach, booster club organization, alumni, etc.) will knowingly initiate attempts to enroll or bring about the transfer of a student from another member school.

Sexual Harassment Policy for Students

Intent of Board of Directors

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, section 703, no student enrolled at Oak Hill Academy shall be subject to sexual harassment.

It is the intent of the Board of Directors to maintain an environment free from sexual harassment of any kind. Therefore, sexual advancements, request for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are strictly prohibited.

Definition of Terms

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment and are in violation of this policy. Criteria which constitute sexual harassment are as follows:

Submission to such conduct is made, either implicitly or explicitly, a term or condition of grades or promotion.

Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, i.e., participation in extracurricular activities.

Such conduct has the purpose or effect of unreasonable interference with the student's work performance or creating an intimidating, hostile, or offensive teaching/learning environment.

Criteria A and B are examples of *quid pro quo* or conditional sexual harassment. Criteria C is an example of a hostile teaching/learning environment.

Reporting Procedure

Complaints of violation of this policy shall be made in writing to the Headmaster or Elementary Principal, or to the Board of Directors if the aforementioned administrator(s) is the person(s) against whom the complaint is made. Complaints may be made without fear of reprisal.

Legal Reference

Title VII Civil Rights Act 1964, as amended in 1972, section 703.

Requirements and Procedures for Processing Sexual Harassment Complaints by Students or Employees of Oak Hill Academy

Forward

The Board of Directors of the Clay County Educational Foundation has expressed, through Board policy, its intent to provide a school environment for its students and employees which is "free from sexual harassment of any kind."

Therefore, students or employees of the Clay County Education Foundation are encouraged to report unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a

sexual nature amounting to or constituting harassment. Complaints may be made without fear of reprisal.

Requirements for Processing Complaints

Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered as maximum, and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.

References to days are working days and do not include holidays and/or weekends.

Facts elicited during the top two proceedings are confidential and do not become part of the student's permanent record or employee's personnel file. A copy of documents, communications, and records dealing with the processing of a complaint will be filed in a separate file in the office of the Headmaster.

The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.

The failure of the reviewing officer(s) to communicate his/her decision to the complainant within the time limits provided shall permit the complainant to proceed to the next step.

The complainant may withdraw his/her complaint at any step without prejudice. However, he/she shall not be permitted to re-file that same complaint once withdrawn.

No reprisal shall be invoked against any student or employee for filing a complaint or for participation in any way in this procedure.

If the complaint is against the Headmaster, the complainant should report the complaint to the President of the Board of Directors.

Representation of a complainant or alleged harasser by another individual is not permitted.

Procedures for Processing Complaints

Step 1

Any student or employee of the Clay County Educational Foundation who believes that he/she is the victim of sexual harassment is encouraged to report the facts and circumstances surrounding the matter to the headmaster. The initial report may be made orally; however, a written report must be filed by the complainant prior to any investigation of the matter by school officials. The complaint should be filed as soon after the occurrence of the incident as possible but in no case more than ten days after the occurrence. A copy of this complaint shall be kept on file in the office of the Headmaster and one copy provided the President of the Board of Directors.

Step Two

Upon receipt of the written complaint, the Headmaster and/or his/her designee shall investigate the matter and develop a written statement of findings. The report shall be completed not less than ten days after receipt of the written complaint. The accused shall be advised of the charge(s) against him/her and shall have the right to respond orally and/or by written statement to the charges. The report developed by the Headmaster shall contain, but not be limited to, the written statement of the aggrieved and any written response to the charges made by the accused.

Step Three

The Headmaster shall meet separately with the aggrieved and the accused not later than twelve days after the written complaint has been received and advise them of the findings and actions to be taken to resolve the matter.

The aggrieved and the accused shall be informed by the headmaster of their right to appeal the findings of the Headmaster to the Faculty and Policy Committee of the Clay County Education Foundation. Any such requests must be made in writing within ten days after their receipt of the Headmaster's findings.

Step Four

In the event a request for an appeal of the Headmaster's decision is made to the Board of Directors, the Faculty and Policy Committee of the Board shall meet and determine whether or not the request for appeal will be granted, and the appellant will be notified in writing within ten days of the Committee's decision.

If the Committee agrees to consider the appellant's, such consideration will normally consist of a review of the Headmaster's findings, the written complaint, and any written statement(s) provided the Headmaster by the accused. If the Committee determines that additional information is needed, it shall have the right to examine witnesses and to take any additional steps required to properly investigate the matter.

The Committee will provide both parties a written statement of its findings and/or decision not later than thirty days after completion of the hearing.

The Committee may, at its discretion, request that the entire Board hear the appeal or that the findings of the Committee be presented to the entire Board. In such cases, the entire membership of the Board shall participate in adjudication of the matter. In either event, the appellant will be notified within thirty days of the decision of the Committee or Board.

The decision of the Faculty and Policy Committee or Board shall be final.

General Provisions

- A. The complainant and alleged harasser will be notified of scheduled interviews and hearings by certified mail.
- B. Any employee found to be in violation of Board Policy concerning sexual harassment shall be subject to disciplinary action including involuntary termination of employment.
- C. Any student found to be in violation of the aforementioned policy shall be subject to disciplinary action including suspension or expulsion from attendance at Oak Hill Academy.

Drug Prevention Policy (Amended October, 2005)

All students in grades 9-12 will be required to participate in the drug/alcohol testing program.

Purpose of the Program

1. To educate the student concerning the dangers of drug/alcohol abuse.
2. To help prevent any drug use or abuse by the students of Oak Hill Academy.
3. To identify any student who may be using drugs and to identify that drug.
4. To see that any chronic dependency is treated and addressed properly.

5. To provide reasonable safeguards in order that every student who attends OHA is medically competent.
6. To remove the stigma of drug abuse from those students who are not users.
7. To reassure parents or legal guardians, students, and the community that the health and academic progress of each of its students is the primary goal of Oak Hill Academy.
8. To re-emphasize to the student that his/her responsibility as a positive model and give students a reason to SAY NO!

Testing Procedure

1. The parent or legal guardian of each student, by signing their educational contract, is consenting to their child's participation in the drug screening program.
2. All students will sign a form and give their social security number during registration.
3. All administrators, teachers, employees, and board members will be subject to random testing.
4. Each student will be tested during the school year and will be subject to random testing at any time during the school year.
5. The method of testing will be a form of urine, hair, breath or saliva analysis. Any positive test result will be confirmed by an additional test to ensure accuracy.
6. The selection and coding of specimen samples will be executed in a manner ensuring total confidentiality and identification.
7. The test samples will be collected and analyzed using the most up-to-date methods of pathology.
8. Test samples will be identified to ensure total confidentiality.
9. Drug screening will be reported by the medical laboratory to the parent or legal guardian and the headmaster only.
10. Any attempt to tamper with the urine sample or hair sample will result in a positive on that test.

First incident of a Positive Result

All tests showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The following steps will then be taken:

1. The headmaster will be advised of the results of the medical laboratory.
2. The headmaster will contact the parent or legal guardian to inform them of the positive test result. The headmaster will inform parent or legal guardian that they will be contacted by a medical review officer to discuss test results.
3. The student and parent or legal guardian will be contacted in a confidential manner by an independent medical review officer to discuss and ascertain all relevant information related to the positive result. The medical review officer will then confirm or cancel positive result with the parent or legal guardian and notify the headmaster.
4. If the medical review officer has confirmed a positive test, the student will then be required to attend a drug counseling program as agreed to by the parent or legal guardian and the headmaster. Any costs associated with the counseling will be at the expense of the parent of legal guardian.
5. The counselor will determine the length and manner of the program best suited recommendations or follow-up.
6. If a parent or legal guardian refuses a complete counseling program for his/her child, the student will be dismissed from school.
7. After a first positive test, the student is subject to taking additional tests during the year.
8. Participation in the school is not affected at this time.

Second Incident of a Positive Result

All tests showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The following steps will then be taken:

1. The headmaster will be advised of the results of the medical laboratory.
2. The headmaster will contact the parent or legal guardian to inform them of the positive test result. The headmaster will inform parent or legal guardian that they will be contacted by a medical review officer to discuss test results.
3. The student and parent or legal guardian will be contacted in a confidential manner by an independent medical review officer to discuss and ascertain all relevant information related to the positive result. The medical review officer will then confirm or cancel positive result with the parent or legal guardian and notify the headmaster.
4. The student will be suspended until such time that he provides proof of successful completion of a pre-approved alcohol/drug rehab program agreed upon by the headmaster and parent or legal guardian.
5. Reinstatement could occur with proof of a successful drug rehabilitation program and only after negative testing prevails. In order to maintain the reinstated status, the student will continue to participate in re-testing and must follow all after-care recommendations of the healthcare professional. Written documentation of participation in after-care must be provided to the school on a monthly basis for the remainder of the school year.

Third Incident of a Positive Result

All tests showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The following steps will then be taken:

1. The headmaster will be advised of the results of the medical laboratory.
2. The headmaster will contact the parent or legal guardian to inform them of the positive test result. The headmaster will inform parent or legal guardian that they will be contacted by a medical review officer to discuss the test results.
3. The student and parent or legal guardian will be contacted in a confidential manner by an independent medical review officer to discuss and ascertain all relevant information related to the positive result. The medical review officer will then confirm or cancel positive result with the parent or legal guardian and notify the headmaster.
4. If the medical review officer determines a third positive, there will be permanent dismissal from 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.
- II. 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.

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 please 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.