



Oak Hill Academy is a fully accredited, non-sectarian school based on Christian principles and dedicated to a quality educational program for students, K3 through grade twelve.

The Clay County Educational Foundation does not discriminate on the basis of race, ethnic origin, disability, or sex in administration of its educational policies, admission policies, athletics, and other school administered programs.

Oak Hill adheres to the requirements of the Mississippi Fairness Act with respect to both the designation of athletic teams as Boys, Girls, or Coed and the eligibility of student for participation on such teams.

# 2024-2025

**Parent-Student Handbook**

**Grades K3-12<sup>th</sup>**

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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 Head of School’s office for assistance. Your calls and visits are always welcome.

**HEAD OF SCHOOL’S MESSAGE**

The Board of Directors, faculty, and administrative staff of Oak Hill Academy welcome you to another 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. The faculty and administration at Oak Hill Academy are here to assist you in any way possible to ensure your health, success and happiness at school.

I hope you are ready to get a new year started. 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.

Throughout my past nine years at OH, I have marveled at the wide variety of opportunities offered to our students -- opportunities to explore an advanced academic curriculum that prepares students for colleges and universities here in Mississippi, as well as across the country; opportunities to explore the potential in the arts or the athletic arena; opportunities to serve others in the community; opportunities to forge meaningful ties with teachers, coaches and mentors; and, ultimately, opportunities to learn how to be a “leader committed to honor, scholarship, service and the pursuit of excellence.”

Have a great year, and know that I am always here to help you and may be reached at 662-494-5043 x 4.

*Cathy Davis*

Dr. Cathy Davis, *Head of School*



## LETTER TO PARENTS

Dear Parents:

Welcome to the start of the 24/25 school year. It is with great excitement we open our doors to your family. Thank you for sharing your child with Oak Hill. We anxiously look forward to an outstanding school year.



Our goal is to provide a safe, secure, nurturing environment for each child. Together with our parents support we can make a lasting difference in every student that walks through the doors at Oak Hill Academy.

I hope you have all had a great summer and thank you for your continued support of Oak Hill. If you have questions or concerns please feel free to contact me.  
(662) 494-5043 ext. 5

A handwritten signature in black ink, appearing to read "Phil Ferguson". The signature is fluid and cursive, with a long horizontal line extending to the right.

Phil Ferguson, Associate Head of School



Katie Ballard  
Elementary Principal  
662-494-5043 x 6



Frances Dawkins  
Student Support Coordinator  
662-494-5043 x 7



Stephanie Stroud  
Counselor  
662-494-5043 x 7

### OUR MISSION

Oak Hill's mission is to provide a Christian environment, strive for academic excellence and focus on the overall development of students socially, morally, culturally, spiritually, and physically.

## **OUR VISION**

Oak Hill strives to achieve excellence in education through a learning environment, to include the intellectual, social, physical, cultural and spiritual development of its students.

Our vision includes hiring more certified teachers with advanced degrees, advancing the use of technology in the classroom, expanding and improving current facilities to meet future needs, and determining future curriculum needs and changes to ensure students are being challenged.

## **PHILOSOPHY 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 K3 through twelfth grade. 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 child, 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.

## **OBJECTIVES OF OAK HILL ACADEMY**

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:
17. to respect the rights and feelings of others
18. to accept differences in others
19. 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**

Shane Alpe  
Patrick Bales, Vice President  
Bradley Burroughs  
Kyle Chandler, IV, President  
Barrett Clark  
Rod Drake  
William Elliott  
Keith Holton  
Tim O'Brien, Treasurer  
Jane Parish  
Erin Wooten, Secretary

**ELEMENTARY BELL SCHEDULE**

*School begins at 7:50 am tardy bell rings at 7:55 am*

Grades	<i>Morning Recess</i>	Grades	<i>Afternoon Recess</i>
K3 – 5 <sup>th</sup>	Staggered Times	K3 – 5 <sup>th</sup>	Staggered Times
<b><i>Lunch</i></b>		<b><i>Dismissal</i></b>	
K3	10:30 am – 10:55 am	K3	2:40 pm
K4	10:40 am – 11:00 am	K4	2:40 pm
K5	10:45 am – 11:10 am	K5	2:45 pm
1 <sup>st</sup>	10:50 am – 11:15 am	1 <sup>st</sup>	2:55 pm
2 <sup>nd</sup>	10:55 am – 11:20 am	2 <sup>nd</sup>	2:55 pm
3 <sup>rd</sup>	11:00 am – 11:25 am	3 <sup>rd</sup>	2:55 pm
4 <sup>th</sup>	11:00 am – 11:25 am	4 <sup>th</sup>	2:55 pm
5 <sup>th</sup>	11:10 am – 11:30 am	5 <sup>th</sup>	2:55 pm
		Car Riders	2:55 pm
		Bus/Walkers	3:00 pm
		Aftercare	3:00 pm

**MIDDLE & HIGH SCHOOL SCHEDULES**

*Regular Schedule*

First Bell	7:50 am
Tardy Bell	7:55 am
Period 1/Break	7:55 am – 9:40 am
Period 2	9:43 am – 10:38 am
Period 3	10:41 am – 11:31 am
Period 4/Lunch	11:34 am – 12:49 pm
Period 5	12:52 pm – 1:57 pm
Period 6	2:00 pm – 3:05 pm

Assembly/Activity Schedule		Pep Rally Schedule	
First Bell	7:50 am	First Bell	7:50 am
Tardy Bell	7:55 am	Tardy Bell	7:55 am
Period 1/Break	7:55 am – 9:40 am	Period 1/Break	7:55 am – 9:40 am
Period 2	9:43 am – 10:23 am	Period 2	9:43 am – 10:38 am
Assembly/Activity	10:23 am – 10:48 am	Period 3	10:41 am – 11:31 am
Period 3	10:51 am – 11:31 am	Period 4/Lunch	11:34 am – 12:49 pm
Period 4/Lunch	11:34 am – 12:49 pm	Period 5	12:52 pm – 1:57 pm
Period 5	12:52 pm – 1:57 pm	Period 6	2:00 pm – 2:32 pm
Period 6	2:00 pm – 3:05 pm	Pep Rally	2:35 pm – 3:05 pm



## GRADING SYSTEM

A grading or marking system is necessary to inform parents of their student's 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 FACTS SIS to check a student's progress or assignments in all classes. Teachers typically update FACTS SIS 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

<b>First Semester</b>	<b>Second Semester</b>
First day - Periods 1 & 6	First day - Periods 1 & 6
Second day - Periods 2 & 5	Second day - Periods 2 & 5
Third day - Periods 3 & 4	Third day - Periods 3 & 4

## EXAM TIME SCHEDULE

*See school calendar for dates*

7:50 - 9:35	First exam
9:35 - 10:00	Break
10:00-11:20	Second exam
11:20	Student dismissal

1. All exams will be given at the assigned time only.
2. Students are not required to attend school if they do not have an 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. Semester exams 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.

### **ELEMENTARY PROMOTION FROM ONE GRADE TO ANOTHER**

In order for a student to be promoted to the next grade, he/she must pass math and reading and at least one other major subject. In K3 through 3<sup>rd</sup> grade, the principal may promote a child based on achievement data, teacher recommendation, and/or parental input.

### **EXEMPTION FROM SEMESTER AND/OR FINAL EXAMS**

Seniors who have an average of 90 or above when two nine-week' 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 and the December exam in block classes. Seniors enrolled in honors classes who have an average of 87 or above when the two nine-week's grades in a semester are averaged, will not be required to take the final examination(s).

Five or more unexcused absences in a semester not due to school activities or a physician documented medical excuse may cause students to lose their exemption privilege. Extenuating circumstances will be considered by the Head of School.

Students in grades 9-11 will not be required to take a final examination in May if they have achieved a 93 or above average in a course(s) when the last two nine-weeks 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 grades in the semester and the exam grade. The exam grade will count  $\frac{1}{4}$  of the semester grade. The final grade in a course will be determined by averaging the two semester grades.

Additional exemptions may be added at the discretion of the Head of School.

### **REGISTRATION AND CLASSIFICATION**

Students in grades 6-8 will be placed in sections by the Head of School 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 10<sup>th</sup> grade, a student must have earned 5 units; to be promoted to the 11<sup>th</sup> grade, a student must have earned 11 units; and to be promoted to the 12<sup>th</sup> 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 a 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.

### **GRADUATION REQUIREMENTS OAK HILL ACADEMY REQUIRED COURSES**

English:	4 units <i>(English I-IV)</i>
Mathematics:	4 units <i>(Algebra I, Geometry, Algebra II, and 1 other math course listed)</i>
Science:	4 units <i>(Biology I, Chemistry I, and 2 other science courses listed)</i>
Social Studies:	4 units <i>(MS Studies/Geography, World History, US History, Government/Economics)</i>
Computer Applications:	1 unit <i>(Cyber Foundations I)</i>
Fine Arts	1 unit
Foreign Language:	1 unit
Electives	3 units

**MS INSTITUTIONS OF HIGHER LEARNING (IHL) ENTRANCE REQUIREMENTS  
(RECOMMENDED COURSES)**

English	4 units <i>(English I-IV)</i>
Mathematics	4 units <i>(Algebra I and 3 higher level courses)</i>
Science	4 units <i>(Biology I and 3 higher level courses)</i>
Social Studies	4 units <i>(Geography, MS Studies, World History, US History, Government/Economics)</i>
Advanced Electives	2 units <i>Option 1: Foreign Language I &amp; II</i> <i>Option 2: Foreign Language I &amp; Advanced World Geography</i> <i>Option 3: Any combination of English, Math higher than Algebra I, Science higher than Biology I, Advanced Elective Category, any AP course, any IB course</i>
Arts	1 unit
Technology	1/2 unit
Pre-High School	<i>Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.</i>

**APPROVED ACADEMIC COURSES**

English:	English I, II, III, IV	1 unit
	Honors English I, II, III, IV	1 unit
	Dual Credit Comp II (Honors)	1 unit
Mathematics:	Pre-Algebra	1 unit
	Accelerated Algebra I	1 unit
	Algebra I	1 unit
	Algebra II	1 unit
	Honors Algebra II	1 unit
	Geometry	1 unit
	Accelerated Geometry	1 unit
	Algebra III/Trigonometry	1 unit
	Honors Algebra III/Trigonometry	1 unit
	Honors Calculus	1 unit
	Senior Math	1 unit

Science:	Physical Science	1 unit
	Biology	1 unit
	Human Anatomy & Physiology	1 unit
	Honors Physics	1 unit
	Honors Chemistry II	1 unit
	Chemistry	1 unit
	Career Tech Approved Substitutes	1 unit
Foreign Language:	Intro to Spanish	1 unit
	Spanish I	1 unit
	Spanish II	1 unit
	Spanish III	1 unit
Fine Arts:	Chorus	1 unit
	Art I	1 unit
	Art II	1 unit
	Art III (non-academic)	1 unit
	Art Studio	1 unit
	Drama I	1 unit
	Drama II (non-academic)	1 unit
	Drama III (non-academic)	1 unit
	Music Appreciation	½ or 1 unit
	Music App II (non-academic)	½ or 1 unit
	Music App III (non-academic)	½ or 1 unit
	Theatre Appreciation	½ or 1 unit
	Theater App II (non-academic)	½ or 1 unit
Other:	Accounting	1 unit
	ACT Prep	½ unit or 1 unit
	Annual (non-academic)	1 unit
	Athletic Physical Ed./Weights/Cheerleading (non-academic)	1 unit
	Bible	½ unit or 1 unit
	College & Career Readiness	½ or 1 unit
	Communications	½ unit
	Culinary Arts	½ unit
	Cyber Foundations I	1 unit
	Cyber Foundations II	1 unit
	Design	½ unit
	Driver's Education (non-academic)	½ unit
	Dual Credit Courses*if taken during the school day	1 unit

Entrepreneurship	½ unit
Family Dynamics	½ unit
Family Life Education	½ unit
Health	½ unit
Intro to Engineering	½ unit
Law Studies	½ unit
Life Skills	1 unit
Nutrition & Wellness	½ unit
Outdoor Studies	1 unit
Personal Finance/Resource Management	½ unit
Photography	½ unit
Photography II (non-academic)	½ unit
Psychology	½ or 1 unit
Street Law	½ unit
Teacher Academy (non-academic)	1 unit

***Note: Courses taken outside of Oak Hill to meet graduation requirements must be pre-approved by the Counselor's Office and Head of School. Non-Academic classes are not calculated in the GPA.***

### ATTENDANCE

Regular and punctual attendance is essential if students are to earn and maintain satisfactory grades. Excused absences may be classified as unavoidable, avoidable, and planned. Unavoidable absences include personal illness, family illness, or death in the family. Avoidable, but still excused include doctor/dentist/orthodontic appointments, trips with family, and college visits. Unexcused absences include shopping, working on car, sleeping late, studying for an exam, beauty/barber shop, doing other work, and leaving before set departure time for school trips. *Note: to be considered for the elementary perfect attendance award, a student must be present from 7:55 a.m. until 12:37 p.m. all year.*

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 Head of School and/or the Discipline Committee of the Board of Directors. Excessive number of absences will require a conference with the student, his/her parents, and the administrator.

### 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 Head of School will be final. Seniors with excessive tardies or absences will lose senior 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. Students absent from school for any part of the school day, including tardies, must have permission from the Head of School in order to participate on that date. Students who are leaving early to participate in school activities should take the test prior to leaving school or the following day. It is also expected that athletes be at school on time the morning following any school sponsored activity. This policy applies to athletes, cheerleaders, student managers, etc. Other students who attend extracurricular activities, but did not attend classes that day will automatically make their excuse invalid. Repeated absences from assigned tests will not be tolerated. **Five or more absences in a semester not due to school activities or a physician documented medical excuse, may cause students to lose their exemption privilege.** Extenuating circumstances will be evaluated by the Head of School. Absences due to a student attending a sibling's game will be counted as a school activity absence.

### **MAKE-UP WORK**

*Middle/High School*

Make-up tests must be administered by the subject teacher or other assigned personnel at a pre-appointed time.

Make-up tests for missed class time should take place within the first five (5) days after a test is missed and should be taken as follows: 1 day absent, 1 day to make up test; 2 days absent, 2 days to make up test; 3 days absent, 3 days to make up test, etc. The classroom teacher is to assign and administer the make-up test. Students checking out prior to a test must present a valid excuse upon arrival to school.

Failure to make up a test on the assigned day will result in a grade of zero on that test unless permission has been granted from the Head of School due to special circumstances that prevent a student from making up a test at the assigned time.

### **TEST SCHEDULE**

*Middle/High School*

Monday:	Electives / Science / Foreign Language
Tuesday:	Social Studies / English
Wednesday:	Mathematics / Electives

Thursday: Science / Foreign Language / Social Studies  
Friday: English / Mathematics

### **TARDINESS TO SCHOOL OR CLASS**

Students are expected to be at school and to each class on time. After five tardies in a semester student will be required to attend a 30-minute detention. Three additional tardies (8 total) will result in the student having to attend two 30-minute detentions before and after school. Two more tardies (10 total) will result in one full day of In School Suspension (ISS). If tardiness persists, the student may be suspended from school or be assigned other appropriate sanctions. Ten tardies may result in losing exam exemption privileges.

### **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**

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 administration for the student to receive an excused absence.

Permission to leave school before the regular dismissal time must be obtained from the main office.

All parents of students in grades K3-12<sup>th</sup> must preferably email the main office at ([ohaoffice@oakhillstaff.com](mailto:ohaoffice@oakhillstaff.com)) or bring a note from their parents stating the reason for leaving and the time leaving. This information needs to be to the office prior to homeroom 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 disciplinary action.

### **SENIOR PRIVILEGE POLICY**

Senior privilege is defined as the freedom to leave campus after attending four academic periods. This is a privilege, not a right, and must be earned in the following manner.

1. Seniors must have a 2.0 GPA to begin their senior year with senior privilege.
2. Averages will be monitored at the end of every graded period. Only students who have a 2.0 overall average and who have a 70 or better in every class will be allowed to keep senior privilege.
3. Once lost, senior privileges may be granted to students who bring their grades up to the standard enumerated above by the next grading period.



## **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 that promotes the educational, moral, and social development of its students both in and out of classrooms.

We also believe that the only kind of discipline with a lifelong impact is self-discipline, and we place great emphasis on its development in students. This skill will be reinforced by expecting students to live up to the responsibilities articulated by teachers and by our code of conduct. We expect much of our students, but we will be here to help them meet assigned responsibilities and to succeed academically, morally, and socially. Moreover, we will be there to help them when they fall short of the goals we have for them.

Students will be governed by the premise that any conduct that disrupts learning or prevents the school from fulfilling its mission violates school regulations and will lead to disciplinary action by the principal or Head of School. 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. Students and parents may consult the disciplinary report form in the Head of School's office for an extensive list of prohibited behaviors.

The producing, posting of, posing in, and sending inappropriate images, videos, and photographs of subjects in Oak Hill attire or while on school sponsored trips will be subject to disciplinary actions for all subjects involved in the incident.

The Administration may institute appropriate disciplinary action such as a call to parents, corporal punishment, in school or out-of-school suspension, or in specific cases, expulsion of any student whose conduct violates rules in the handbook or the guiding principles of the school.

## **BULLYING**

Students and employees in Oak Hill Academy are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior.

Bullying or harassing behavior involves a pattern of threats or violence that create a pervasively hostile environment.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school

property when such conduct, in the determination of the school Head of School or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

### **PROCEDURES FOR PROCESSING A COMPLAINT**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, head of school, principal, counselor or other school official as soon as is reasonably possible, preferably within five days. The Head of School maintains a "Bullying/Harassing Behavior" complaint form that includes the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses, and any other information that would assist in the investigation of the complaint. Complaints against the principal or Head of School should be made to the Board chairman.

Once a complaint is made, the Head of School and, if necessary, the Board chairman, will investigate the matter, communicate with all involved parties, and exercise judgment. If the victim is not satisfied with the decision of the Principal and/or Head of School, a written appeal may be filed with the Board within ten days of the decision. The Board will address the matter at that point and render a decision as quickly as it can.

Consequences for bullying range from warnings to expulsion at the discretion of the Head of School.

### **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 and purchase a parking decal to be displayed in the vehicle at all times.

### **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.

## **USE OF TOBACCO**

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

## **DRUGS**

The use, possession, sale or distribution of drugs/alcohol on the grounds, in the buildings or in 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 regulation 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. In addition, students may face criminal charges related to such violations.

## **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.

## **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:

1. Cheating in any form will not be tolerated, which includes the giving or receiving of information on tests, homework, or daily assignments, using cell phones or other devices to obtain or share information.
2. If a student is caught cheating he/she will receive a zero and spend one day in school suspension. A second offense in the same year will result in two days suspension with a zero given on the cheating assignment or test.
3. Students will be taught in each classroom the difference between working together and copying another student's work.
4. Any member of the Oak Hill Chapter of the National Honor Society or Junior Beta Club who is caught cheating will appear before the school's Faculty Advisory Board for a hearing to determine their future in the honor society.

5. Disciplinary considerations: Cheating on tests or other major assignments and/or other serious disciplinary infractions may most likely result in a student being ineligible for Hall of Fame.

### **ELECTRONIC DEVICES (INCLUDES CELL PHONES & SMART WATCHES)**

Cell phones for students in kindergarten through 8<sup>th</sup> grades are not allowed during the school day **at any time**. If a child needs to bring his/her phone to school they must turn it in to the office. Students in Kindergarten - 5<sup>th</sup> grade will turn their phone in to the elementary office and 6<sup>th</sup> – 8<sup>th</sup> grades will turn theirs in to the counselors office. Students needing to contact parents will be allowed to use the school phone during school hours if a need arises. Students will be allowed to retrieve their phones at the conclusion of the school day if they've brought phones to school. Violations of this policy will result in an office referral and disciplinary action.

Students in grades 9-12 may have a phone, but they must be kept in the off position beginning at 7:50 am until the end of the day except during the last 3 minutes of break and lunch. Students must place their phones in the designated phone holder or box when entering the classroom. The use of communication devices during school hours is often disruptive to the student and their fellow students' learning process as well as teachers' classroom. Violations of this policy will result in an office referral and disciplinary action.

If communication with your student is required during the school day, parents or guardians are encouraged to contact their child during the hours of 7:50 am until school dismissal by calling the school office and a staff member will get a message to their child promptly. If a student needs to use a telephone, he or she is advised to come to the office for permission to use the office phone.

Students are permitted to use Chromebooks, iPADs, and other laptops in the classroom and other areas of the school for **instructional purposes** only. Non-instructional games are not allowed at any time.

Students will not use electronic devices to intentionally access, store, transmit, disseminate, transfer, view, or share in any manner obscene, lewd, threatening or otherwise illegal images, videos, or photographs, whether by electronic data or other means, including but not limited to texting, emailing, through Tik Tok, Snapchat, Facebook, and/or any other social media platform.

**The use of camera phone features is strictly forbidden at any time in private areas such as locker rooms, restrooms, dressing areas, classrooms, and offices.** No image of any student or staff may be reproduced by means of pictures, video, or any other electronic means. Camera phone violations will be treated as a high-level violation. Suspension and possible expulsion from school may result from violations to this policy. Such use may also be in violation of criminal codes.

Examples of inappropriate use include the following: cheating on tests, papers, homework, and other graded documents; taking, posting, or distributing inappropriate photos or videos; usage during an assembly; and listening to music.

Accessories on your phone, such as headphones/earbuds, are not allowed. It is the student's responsibility to charge his or her cell phone at home. The school will not be held responsible for any loss or damage to a student's cell phone or other devices while at school.

Cell phones or other devices may be used with the permission of the coaches while traveling to and from games. When players exit the bus, they must put away electronic devices and remove earbuds. The use of phones during any other off-campus trip will be at the discretion of the supervising staff member.

Chromebooks and personal laptops should be charged at home and ready for use in the classroom and should be used only for instructional purposes.

If for some reason, someone receives an inappropriate text or message through social media, the student should let an adult at the school know immediately. The student should not send the communication to another person.

**Violation of this Policy will result in the following discipline:**

The device will be confiscated by a staff member and held by an administrator. The progressive discipline protocol below will be followed:

1. At the first offense, the student will receive a warning. The student may retrieve his/her phone at the end of the day from the administrator.
2. At the second offense, the student will receive three morning detentions. The parent or guardian will be required to retrieve the device and discuss the offense as appropriate.
3. At the third offense, the student will receive 1 day in-school suspension. The parent or guardian will be required to meet with the Head of School on a subsequent school day between the hours of 9:00 am and 11:30 am to retrieve the device and discuss the offense as appropriate.
4. At the fourth offense, the student will receive 1 day in-school suspension and lose phone privileges for the remainder of the 9-Weeks term.

Possession of a device by a student on the Oak Hill Academy campus is a privilege which may be forfeited at the discretion of the Head of School or Principal by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. Oak Hill Academy shall not assume any responsibility for theft, loss, or damage of a device, or unauthorized use of a device.

## 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.
- All ¾ zipped pullovers may be black, red, gray, white, brown, or tan (with no graphics other than OH) and have a visible Oak Hill collared shirt underneath.
- Any sweater, jacket, or heavy coat that buttons or fully zips may be worn over a collared uniform shirt (or on Fridays a spirit shirt). Trench coats are not allowed.
- Sweatshirts must be Oak Hill sweatshirts. No collared shirt is required to be under the sweatshirt.
- Oak Hill golf-type, collared shirts that were purchased for baseball, basketball, golf or football may be worn.
- Baseball ¾ zipped pullovers with Oak Hill logo may be worn with either a spirit shirt or a black, red, gray, or white T-shirt underneath.
- Oak Hill Spirit shirts may be worn on Friday with uniform bottoms.
- Body piercing will not be allowed.
- Socks, if worn, should be red, black, or white (or a combination of these colors).
- The administration has the right at any time to make changes or additions to this policy. The decision of the administration is final.
- Game day clothing will be set by the administration and athletic department.
- Tattoos are not permissible. If students have a tattoo, then they must be covered by appropriate school clothing or bandages at all times while on campus.

### **BOYS UNIFORM REQUIREMENTS**

- Boys must be clean-shaven. 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, or unusually styled hair will not be allowed. Earrings will not be permitted for boys.
- Boys may choose to wear any item (indicated for boys) sold by Uniforms & Accessories, Inc. and selected for Oak Hill Academy. No cargo or athletic pants will be acceptable.
- 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, gray, or white short or long sleeve T-shirt under polo shirts.
- No toboggans or caps in the building - no headbands will be allowed.

## **GIRL UNIFORM REQUIREMENTS**

- Hair should be out of the eyes. Unusually colored hair or unusually styled hair will not be allowed.
- Girls may choose to wear any item (indicated for girls) sold by Uniforms & Accessories, Inc. and selected for Oak Hill Academy.
- Skirts, skorts, jumpers, and shorts may be hemmed, but must be no more than three inches above the knee. Any skirt or skort that is more than three inches above the knee must have leggings or tights under it.
- Shirts DO NOT have to be tucked in.
- Girls may wear a black, red, gray, or white short or long sleeve t-shirt under polo shirts.
- Solid color tights or leggings may be worn with uniforms. Colors are red, black, white, cream, or gray.
- Shoes that in the opinion of the administration distract or draw attention will not be permitted.
- No toboggans or caps in the building - no headbands will be allowed.

## **DRESS CODE VIOLATION**

- 1st Offense – Warning with possible requirement to change clothes
- 2nd Offense - Early morning detention or after school detention (1 day)
- 3rd offense - 1 day ISS

## **SPORTS ATTIRE (on game days)**

- Teams may wear full Oak Hill wind suits.
- Golf/Polo type shirts with Oak Hill logo with uniform bottoms may be worn.

## **FUNDRAISING**

Any student group, teacher, or coach planning to promote a fundraising project at Oak Hill Academy must first clear the project with administration.

## **CHANGING OF CLASSES**

*Middle/High School*

There will be two bells between each class period. The first bell will be for the dismissal of class. Three minutes later the second bell will ring. When that bell rings, everyone should be in his/her 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.

Elementary class changes will follow the teacher's schedule.

## **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 for at least 4 periods on that particular day. Students who miss any part of the school day must have permission from the Head of School in order to participate on that particular day.

## **ANCHOR CLUB**

Oak Hill's Anchor Club members are chosen by a committee of current members based on an application process. Members must be in grades 9-12.

## **NATIONAL HONOR SOCIETY**

National Honor Society is open to tenth through twelfth graders who have an overall average of 90 in core subjects and have an exemplary disciplinary record.

## **JR. BETA CLUB**

Junior Beta Club is open to seventh and eighth graders. Students must have an overall average of 90 with no grade average less than 70 and have an exemplary disciplinary record. Weights and PE/athletics' grades will not be used in the calculations.

## **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 in grades 6-12 the first day of classes. Each student is responsible for keeping his/her locker neat and orderly. Backpacks may not be left in the hallways.

### **ELIGIBILITY FOR EXTRACURRICULAR 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, 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 (MAIS).
2. In addition to meeting the requirements of the MAIS, each student must maintain a passing average at each reporting period in four major 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 final average in the four major 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 final 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 final average in the four major subjects, the student will be ineligible for participation in extracurricular games or events until the next reporting period is completed.
  - d) The student will be restored to full eligibility upon achieving a passing final average in four subjects in a reporting period or subsequent periods.
4. The student must be on track to graduate.
5. Oak Hill adheres to the requirements of the Mississippi Fairness Act with respect to both the designation of athletics teams as Boys, Girls, or Coed and the eligibility of students for participation on such teams.

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. Students may not leave the cafeteria until the bell rings. Visitors are welcome to come and eat with students.

## **VISITORS**

All visitors, including speakers, to campus must check in at the main 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 signing in to the office.

## **REPORT CARDS**

Report cards will be emailed on the Friday following the end of the grading period.

## **SCHOOL TRIPS**

From time to time, students will be involved in field trips related to subject matter being taught in class or as a reward. 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 and are allowed 2 per year. All out-of-state and overnight travel must be approved by the administrator and board.

## **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. Parents will be required to sign corporal punishment form.

## **RESERVED PARKING**

Each student who drives his/her car to school will be assessed a \$25.00 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.

## **STUDENT AND PATRON CONDUCT AT MAIS SANCTIONED CONTESTS**

The 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.

### **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 Head of School 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, through text messaging, and on Facebook.

### **HOMEWORK AND STUDY HABITS**

Success in the academic field is enhanced by efficient study habits. Time in the classroom is spent 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 habits:

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.

## **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 Counselor.

## **VISITORS 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 getting out of their vehicle should park only in lane 4 which is along the white fence. Lane 1 and lane 3 are for loading and unloading. Lane 2 is designated as a traffic flow lane. No child can cross the parking lot without supervision.

## **EXTERNAL COURSES**

The total number of credits earned by correspondence, summer school, or approved online courses for repeat or new coursework, shall not exceed two (2) Carnegie Units earned during one summer. Summer is defined as a period of time between the end of one school year and the beginning of the following school year.

## **HIGH SCHOOL 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.

### **MISSISSIPPI ECONOMIC COUNCIL STAR STUDENT AWARD**

To be eligible for the STAR Student honor, a student may be a regularly enrolled senior or an approved dually enrolled student in an accredited public or private high school and or an accredited post-secondary institution. The student must be completing his or her last year of work and must be eligible to receive a diploma in the current school year. The student must have an overall ACT composite score of at least 25 and an overall unweighted average of 93 or above in selected subjects in the ninth, tenth, eleventh, and first-semester twelfth grades.

#### **Selection of the STAR Student**

*The steps for designating the STAR Student are:*

1. Determine which senior has the highest score on the ACT. The ACT must have been taken before December 31st, the year prior to the Education Celebration. \* *Only permanent-record-label ACT scores on file in the high school office are to be considered.*
2. Verify that the student with the highest ACT score meets the minimum requirements for a STAR Student – minimum overall ACT composite score of 25; minimum overall unweighted average of 93. Grades in the ninth, tenth, eleventh, and first semester twelfth grade are used to determine the STAR Student’s average. Only the following subject areas are to be included English, Mathematics, Science, Social Studies and Foreign Language.
3. If your school has more than one senior with an overall ACT composite score of 35 or about and an overall unweighted average of 93, designate each as a STAR Student.
4. In the event of a tie on the ACT score for students scoring 34 and below, please use the following steps to break the tie:

**Step 1:** Total ACT Test Scores (English, Mathematics, Science Reasoning, and Reading) for each student involved in the tie. Select the student having the highest sum of these test scores and the minimum overall of 93 on designated courses.

**Step 2:** If the tie still exists, name as STAR Student that senior with the highest overall scholastic average on selected subjects in specified years.

**Step 3:** If the tie is unbroken, use the first-semester senior year scholastic average as the deciding factor.

**Step 4:** Should a tie still exist, compare scholastic average for prior years until the tie is broken.

**Step 5:** If the student who has the highest ACT score does not have an overall unweighted average of at least 93, name as STAR Student the senior with the next highest ACT who meets both minimum requirements.

### **Selection of the STAR Teacher**

The STAR Student will be asked to designate his or her STAR Teacher. The STAR teacher should be one of his or her elementary or secondary classroom teachers (active, former, or retired). The teacher selected is, in the STAR Student’s opinion, the person who has made the greatest contribution to the student’s scholastic achievement.

### **HALL OF FAME**

The members of the Hall of Fame shall be selected each year by a committee composed of faculty members to be appointed by the Head of School, one board member to be appointed by the Board of Directors, and the Head of School. The Head of School will serve as chairman of the selection committee. The members of the Oak Hill Academy Hall of Fame are selected based on high academic achievement and active participation in school sponsored activities during the ninth

through twelfth grades at Oak Hill Academy. The members will consist of approximately 20 to 25 percent of the graduating class.

*Selection criteria are as follows:*

Must be a graduating senior in good standing and have attended Oak Hill Academy in grades nine through twelve.

Must have a minimum composite average of 85 in grades 9 through 12 using weighted numeric GPA.

Must have actively participated in clubs, school sponsored activities, and/or sports during his/her 9th, 10th, 11th and/or 12th grade years. Awards received for outstanding achievements in school sponsored activities will also be used as a selection criteria.

Must have completed a selection profile sheet to be used in the selection.

Must have demonstrated good citizenship, positive leadership, responsibility and dependability in his/her dealings with teachers and other students

Disciplinary considerations: Cheating on tests or other major assignments and/or other serious disciplinary infractions may most likely result in a student being ineligible for Hall of Fame.

### **OUTSTANDING STUDENTS**

Each senior will complete an Honors and Activities Profile Sheet. Points are assigned to each honor and activity. The male and female student with the most points will receive this award.

### **HONOR GRADUATES**

In order to be an honor graduate, a senior must have a 90 or above unrounded weighted numeric GPA when all credit bearing classes are averaged together. Driver's Education, Athletics/Weights, Teacher Academy, Music II and III, Drama II and III, Art III, Theatre Appreciation II, Photography II, and Annual are considered non-academic and will not be calculated in any GPA. 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. The Valedictorian and Salutatorian will be the 2 eligible seniors who have over a 4.0 **and** have the highest weighted numeric average. Their duties involve delivering the Valedictory and Salutatory addresses during the graduation ceremony. In the event that one of these students cannot meet this obligation, the senior class will select the speaker. The address shall be called the Student Declamation. (See Class Ranking section below for additional information.)

## CLASS RANKING AND GPA

This policy is to provide guidance and clarity in regard to GPA of students. For this purpose, we will use the words numeric GPA (numeric average e.g. 98.71) and GPA on a 4.0 scale.

1. Weighted numeric GPA will be used to determine class rank, Valedictorian, Salutatorian, honor roll, Academic Banquet, Hall of Fame, and exemptions. (Important Note: Valedictorian and Salutatorian must have **over a 4.0 (as well as the highest weighted numeric GPA)** which indicates they have taken Honors and/or AP courses. Valedictorians and Salutatorians, as well as Hall of Fame nominees and the top 5 ranked students based on weighted numeric GPA, **must have attended** Oak Hill Academy all four years of high school.)
2. In an Honors class and approved Dual Credit Courses, 3 points will be added to each semester grade, and in an AP class, 5 points will be added to each semester grade. Students in the Honors/AP courses and some Dual Credit Courses must meet higher expectations including moving at a faster pace, covering more difficult topics, and being graded on a more intensive rubric. In order to enroll in Honors/AP courses, students must have the current teacher's recommendation. To enroll in Dual Credit courses, students must meet the requirements of the college or university.
3. The weighted numeric GPA will be carried out to the hundredth's place. The person with the highest weighted numeric GPA and has **over a 4.0** will be the Valedictorian; the second highest weighted numeric GPA and who has **over a 4.0** will be Salutatorian. If two students have the same weighted numeric GPA to the hundredth's place and have **over a 4.0**, then there will be a tie.
4. Accelerated/advanced courses are not weighted. Advanced courses move faster than regular courses, but do not require analysis and synthesis of material like the Honors/AP Courses and some Dual Credit courses. However, these courses are strongly recommended prerequisites for Honors Algebra II: Accelerated Algebra I and Accelerated Geometry.

### Honors Courses

Honors English I-IV

Honors Algebra II

Honors Chemistry II

Honors Physics

Honors Calculus

Honors Algebra III/Trig

English Composition II-Dual Credit

When taught, AP Courses are taught on a college level. Students taking the AP courses are strongly encouraged to take the AP exams.

### AP Courses

AP English Literature

AP English Language

AP Calculus

AP Chemistry

## Dual Credit/Dual Enrollment Courses

Approved Dual Credit Courses taken to meet a graduation requirement during the school year will count as a regular course, but not as an Honors course. Dual Credit English Comp II taken during the 12<sup>th</sup> grade year will count as an Honors course. Students may take other college classes for Dual Enrollment, but they will only be listed on the high school transcript if they are approved by Oak Hill and included on the student's class schedule. With the exception of English Comp II, dual credit courses will not replace courses taught at Oak Hill. Approved courses taken during the summer to meet a college entrance requirement will be reflected on the student's transcript as credit only and will not count toward the student's GPA.

**GPA on a 4.0 scale (Quality Points) are assigned as follows:**

<b>Grade</b>	<b>Regular/Accelerated Course/Approved Dual Credit Courses</b>	<b>Honors Course/Approved Dual Credit Courses</b>	<b>AP Course</b>
90-100	4	5	6
80-89	3	4	5
70-79	2	3	4
68-69	1	2	3
Below 68	0	0	0

On the transcript, the added weight for Honors, AP, and approved Dual Credit Courses will not be shown in the form of individual course grades being increased. The only place the weights are added and calculated is in the weighted numeric GPA at the bottom of the transcript. The weighted numeric GPA will be used when applying for scholarships unless the application specifically designates another GPA to use.

To ensure that all numeric GPA and 4.0 GPA results are accurate, in addition to the student management system (now FACTS), a second program is used to validate that GPAs are computed correctly. A program has been written in Excel that requires the counselor to enter all of the students' credit-based grades. Driver's Education, Athletics/Weights, Teacher Academy, Music II and III, Drama II and III, Art III, Theatre Appreciation II, Photography II, and Annual will not be calculated in any GPA. The Excel program then calculates the GPA as numeric and on a 4.0 scale. This program provides the school with four averages: weighted and unweighted numeric GPA and weighted and unweighted GPA on a 4.0 scale. These GPA calculations are checked against the GPA listed in the student management system as a checks and balances to ensure no mistakes have been made.

Oak Hill calculates GPA at the end of each semester. Class rank is cumulative for credit bearing classes beginning in the 8<sup>th</sup> grade through completion of grade 12. For transfer students: Oak Hill will not weight/add points to any 8th-grade Honors or AP courses taken prior to attending Oak Hill.



Please refer to pages 12-14 for courses at Oak Hill Academy. Courses that will not be computed in any GPA are designated as non-academic.

### **RECRUITMENT OF STUDENTS FROM MAIS MEMBER SCHOOLS**

No member of the Oak Hill Academy school community will knowingly initiate attempts to email or bring about the transfer of a student from another member school.

### **SEXUAL HARASSMENT POLICY FOR STAFF AND 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:

- A. Submission to such conduct is made, either implicitly or explicitly, a term or condition of grades or promotion.
- B. 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.
- C. 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 Head of School or 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.

## **PROCESSING SEXUAL HARASSMENT COMPLAINTS**

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 Head of School.

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 refile 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 Head of School, 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 Head of School. 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 Head of School and one copy provided the President of the Board of Directors.

**Step 2:**

Upon receipt of the written complaint, the Head of School 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 Head of School 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 3:**

The Head of School 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 Head of School of their right to appeal the findings of the Head of School 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 Head of School's findings.

**Step 4:**

In the event a request for an appeal of the Head of School'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 Head of School's findings, the written complaint, and any written statement(s) provided the Head of School 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**

The complainant and alleged harasser will be notified of scheduled interviews and hearings by certified mail.

Any employee found to be in violation of Board Policy concerning sexual harassment shall be subject to disciplinary action including involuntary termination of employment.

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 POLICY**

*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 of 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 reemphasize 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 Head of School 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 Head of School will be advised of the results of the medical laboratory.
2. The Head of School will contact the parent or legal guardian to inform them of the positive test result. The Head of School 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 Head of School.
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 Head of School. Any costs associated with the counseling will be at the expense of the parent or legal guardian.
5. The counselor will determine the length and manner of the program.
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 Head of School will be advised of the results of the medical laboratory.

2. The Head of School will contact the parent or legal guardian to inform them of the positive test result. The Head of School 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 Head of School.
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 Head of School 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 retesting and must follow all aftercare 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 assume that no error has occurred. The following steps will then be taken:

1. The Head of School will be advised of the results of the medical laboratory.
2. The Head of School will contact the parent or legal guardian to inform them of the positive test result. The Head of School will inform the 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 Head of School.
4. If the medical review officer determines a third positive, there will be permanent dismissal from Oak Hill Academy.

## **COMPLAINTS AGAINST SCHOOL PERSONNEL**

### **COMPLAINT PROCEDURE**

1. 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 the 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 Head of School 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 1 is available to every parent.

2. 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.
3. No complaint filed by a third party on behalf of an Oak Hill Academy parent or student will be considered.
4. Initial complaints filed with a Board member against a school employee will be referred to the Head of School.

### **APPEAL PROCEDURE**

1. Request for appeal or a complaint against a staff member will be made to the Head of School. Staff members include non-teaching employees, such as office personnel, custodians, and cafeteria employees.
2. Request for appeal of complaint against any elementary teacher will be made to the Principal and then to the Head of School if the problem has not been resolved by the Principal.
3. Request for appeal of complaint against a secondary teacher (grades 6-12) will be made to the Head of School.
4. Requests for appeal of complaint against the Principal will be made to the Head of School.
5. Request for appeal of a complaint against the Head of School 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.
6. When the results of an appeal of a complaint to the Head of School are not satisfactory to the person making the complaint, the complainant may appeal the decision of the Head of School to the Chairman of the Board of Directors. The appeal must be made in writing, and the same process outlined in item be will be followed.
7. The decision of the standing committee of the Board or the Board of Directors will be final.
8. 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 Head of School will be final.

### **GENERAL PROVISIONS**

1. At the time an appeal is made to the Head of School and a decision has been rendered by the Head of School, the parent(s) will be notified of his/her right to appeal the decision of the Head of School.

2. Only parents or legal guardians may appeal decisions covered under this policy to the Board.
3. 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.
4. Students making a complaint to the Principal or Head of School may not appeal the decision of the Administrator to the Board under this policy.
5. 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 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:

1. Cafeteria – Mis-Floor tile mastic in dining room.
2. Gymnasium – Mis-Floor tile and/or mastic in the lobby, stage, gym, dressing areas, and closet. Sixth Grade Building – Mis-Floor tile mastic in entire building. Building D – Mis-Floor tile mastic in entire building.
3. Building C – Mis-Floor tile in girls’ rest room and Mis-Floor tile mastic in entire building.
4. High School Building – Mis-Floor tile and mastic in classrooms.
5. Flexible duct in heating and air conditioning closets.
6. 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 Head of School’s office.

### **Disclaimer**

Due to COVID-19 some of the policy and procedures have changed to accommodate recommendations from Mississippi Association of Independent Schools (MAIS), Center for Disease Control (CDC), MS State Department of Health (MSDH), state and local government.