



**OAKWOOD  
ACADEMY**

EST. 2025

# Parent/Student Handbook

2026–2027

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*Oakwood Academy is an independent Christian school committed to providing high quality, faith-based education to students in a nurturing and structured environment through an emphasis on character development, academic excellence, and spiritual growth.*

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# Welcome to Oakwood Academy

## History

Oakwood Academy was established in 2025 as a private, independent, nonprofit school operating as a DBA of Vectors of Grace. The school opened its doors in August 2025, welcoming approximately 60 students across grades PreK–12. Oakwood operates in partnership with Aurora Baptist Temple, which serves as the school's facility home under a long-term agreement through the 2028–2029 school year. The school also holds a 23-acre campus in Lawrence County for future development.

During its inaugural year, Oakwood Academy built a foundation of academic excellence and faith-based community. The school completed its first full year of instruction using the BJU Press curriculum, launched competitive athletics as the OA Warhawks, and was recommended for Cognia accreditation following its institutional review. In addition to a college preparatory curriculum offering College Prep and Honors diplomas, Oakwood provides daily Bible instruction, a preschool program for students ages one through three, an all-day kindergarten program, and an after-school program.

School board members, faculty, and staff come from area churches represented by the school community. The student body, school board, faculty, and staff represent more than 20 area churches. It is a great advantage to have such a diverse group from the community dedicate their time and services to Christian education.

This Parent/Student Handbook is provided to our families as a resource for information regarding our policies, guidelines, and beliefs. Additional information can be obtained by contacting the school office.

## Mission

*Oakwood Academy is an independent Christian school committed to providing high quality, faith-based education to students in a nurturing and structured environment through an emphasis on character development, academic excellence, and spiritual growth.*

## Vision

*Oakwood Academy aspires to be a community where every student is known, challenged, and equipped — developing the academic foundation, virtuous character, and spiritual maturity to engage the world with wisdom, conviction, and love.*

## Organization and Governance

Oakwood Academy is a private, independent, nonprofit school, organized and governed under the oversight and with the support of Vectors of Grace. Oakwood Academy was founded in 2025 with the support of many individuals concerned with equipping students with a solid understanding of scriptural truth, godly character, and strong relationships so they have the tools necessary to become active members of the changing culture.

### School Board

All of the various activities of Oakwood Academy are under the authority of the School Board. New school board members are appointed via recommendation on an annual basis with the help of the board of Vectors of Grace. The School Board is responsible for the general oversight and operation of the school.

#### **The Oakwood Academy School Board, 2026–2027:**

Audrey Lowe  
Jeremy Jones  
Jessica Hall  
Jon Cummings  
Jorge Zapata

The School Board conducts its regular business once a month. The school board meetings are open to parents. However, if a parent wishes to speak to the board, he or she should notify the Head of School one week in advance so that the item might be placed on the agenda.

### Personnel

We believe that the only way to ensure having a strong and exceptional school is to have a strong and exceptional staff. Everyone serving the school in a leadership or staff position must be committed to the Lordship of Christ and to the divine inspiration and authority of Scripture.

### Accreditation

Oakwood Academy has been recommended for Cognia accreditation following its institutional review during the 2025–2026 school year. Cognia is one of the largest accreditation bodies in the United States, and accreditation reflects Oakwood's commitment to continuous improvement, accountability, and educational quality.

## Oakwood Confession

**1.** We affirm that Jesus Christ is God's Son and the only head of the Church (Colossians 1:18). No political ideology or earthly authority can claim the authority that belongs to Christ (Philippians 2:9-11). God is clear that he will not share his glory with any other (Isaiah 42:8). Our worship belongs to him alone (Exodus 20:3-4), because our true hope is not in any party, leader, movement, or nation, but in the promise of Christ's return when he will renew the world and reign over all things (1 Corinthians 15:24-28).

**2.** We affirm that God's saving power revealed in Jesus is motivated by his love for the world and not anger (John 3:16). Because God has lavished his love upon us, we can love others (1 John 4:19). We acknowledge that this world is full of injustice and pain, but we are not afraid because Jesus Christ has promised to never abandon us (John 16:33). Unlike the false security promised by political idolatry and its messengers, the perfect love of God drives away all fear (1 John 4:18). Therefore, we do not employ fear, anger, or terror as we engage in our mission, but instead we follow the more excellent way of Jesus which is love (1 Corinthians 12:31-13:13).

**3.** We affirm that the Bible is the inspired Word of God, authoritative for faith and practice (2 Timothy 3:16-17). We commit to interpreting and applying Scripture faithfully, guided by the Holy Spirit, for the building up of Christ's people and the blessing of his world (John 16:13).

**4.** We affirm the unity of all believers in Jesus Christ (Galatians 3:28), and that through his sacrificial death on the cross, he has removed the barriers that divide us (Ephesians 2:14-18), making people from every nation, tribe, people, and language into one new family (Revelation 7:9). We are called to be peacemakers (Matthew 5:9), and the countercultural unity of the Church is to be a sign to the world of God's love and power (John 13:35; 17:20-21).

**5.** We affirm that Christ's kingdom is not of this world (John 18:36), therefore the Church necessarily stands apart from earthly political powers so that it may speak prophetically to all people, the society, and governing authorities. The Church has been given a divine mission of reconciliation (2 Corinthians 5:18-21). First, we call everyone to be reconciled to God through the proclamation of the Gospel as we teach people everywhere to copy the way of Jesus (Matthew 28:19-20). Second, we seek to reconcile people to one another by addressing issues of justice, righteousness, and peace (Amos 5:24). We accomplish this by loving our neighbors (Mark 12:31), and by engaging our public life with humility, integrity, and a commitment to the common good as defined by our faith in Christ (Romans 12:18).

**6.** We affirm that all people bear God's image and possess inherent and infinite worth (Genesis 1:27). Jesus bestowed dignity upon those his culture devalued, and he taught us that our love, like God's, must extend even to our enemies (Matthew 5:43-48). Our faith in Christ, therefore, compels us to act with love and mercy toward all from the very beginning of life to the very end, and honor everyone as an image-bearer of God regardless of age, ability, identity, political beliefs, or affiliations (John 13:34-35).

## Admission Policy and Procedures

Oakwood is an independent, nonprofit institution providing education in a distinctly Christian environment. We believe our role is to work in conjunction with the home in providing academic excellence, character development, and spiritual growth. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student. Attendance at Oakwood is a privilege; students attend at the will of the School Board and are enrolled for one academic year at a time.

Oakwood desires for all students to succeed in our program. Thus, application for enrollment of each student will take into consideration academic competence, information gained from interviews, references, previous records and assessments. Because Oakwood has limited personnel and resources to work with children who might have a significant learning disability and/or those who have a history of social or behavioral problems, we have a limited number of openings to accept these students. This is not intended to be a reflection on the student but to keep the school from enrolling students whose needs the school cannot meet.

Oakwood does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. Oakwood welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. Final admission will be based on the policies stated above, classroom availability, and the enrollment procedures listed below.

### Procedure for Admission

#### Step 1 — Application

Each potential enrollee must complete the following when applying for admission:

- a. Application accompanied by a non-refundable application fee.
- b. Immunization records and medical history.
- c. Authorization for medical treatment.
- d. Transfer of records request.
- e. Copy of the birth certificate.
- f. Financial contract for tuition payment.

#### Step 2 — Admission Assessment

A personal interview with a member of the administrative staff is required of each prospective family. The families of potential students seeking admission to Oakwood must also meet the following standards:

- a. The parent(s) or guardian(s) must be the legal custodian(s) of the child and maintain a household in which the child resides for the majority of the time. Oakwood upholds the biblical definition of marriage and family as reflected in the Oakwood Confession.
- b. The family must have at least one parent or guardian residing in the household.
- c. Oakwood families must avoid engaging in, condoning or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school.
- d. Married individuals or individuals who have been previously married will not be admitted as students.

### **Step 3 — Admission Acceptance**

- a. The school administration will evaluate all admission information and reach a decision concerning acceptance.
- b. Upon acceptance, an offer to enroll will be extended to the student.
- c. Oakwood believes that student behavior and academic performance are best when they are under the direct supervision of a parent or guardian; therefore, students must live in the home or be living with a guardian(s) in order to become or remain enrolled at Oakwood.

### **Late Enrollment**

Tuition cost will be prorated according to the time of year a student enrolls after the school term has begun.

### **Withdrawals**

If a student is withdrawn from school and tuition has been paid in advance, a prorated refund will be given based on the withdrawal date.

### **Financial Assistance**

Oakwood Academy is an approved participant in the Missouri MOScholars scholarship program, which provides financial assistance to eligible families. Families interested in learning more about MOScholars eligibility, the application process, or other financial assistance options should contact the school office.



## Academics

### Diploma Requirements

#### College Preparatory Diploma — 25 Total Credits

- 4 credits in Literature & Composition
- 4 credits in Social Science
  - 1 credit in US History
  - 1 credit in World History
  - 1 credit in Government & Economics
  - 1 credit in Geography
- 3 credits in Mathematics
- 3 credits in Natural Science
- 1 credit in Foreign Language
- 1 credit in Practical Arts (one half-credit must be in a computer course)
- ½ credit in Speech
- ½ credit in Personal Finance
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 6 credits in other elective courses

#### Honors Diploma — 26 Total Credits

- 4 credits in Literature & Composition
- 4 credits in Social Science
  - 1 credit in US History
  - 1 credit in World History
  - 1 credit in Government & Economics
  - 1 credit in Geography
- 4 credits in Mathematics, must include Trigonometry/College Algebra
- 4 credits in Natural Sciences, must include Physics
- 2 credits in the same Foreign Language
- 1 credit in Practical Arts (one half-credit must be in a computer course)
- ½ credit in Speech
- ½ credit in Personal Finance
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 4 credits in other elective courses

**Honors Requirements:** The student must have a CGPA of 3.5 and a “B” or better (both semesters) in four Honors courses, one of which must be a Dual Credit core course.

### Class Standing

**Freshman:** A student who has completed the eighth grade and has less than six high school credits.

**Sophomore:** A student who has completed at least six, but less than twelve, high school credits by the beginning of the fall semester.

**Junior:** A student who has completed at least twelve, but less than eighteen, high school credits by the beginning of the fall semester.

**Senior:** A student who has completed eighteen or more high school credits by the beginning of the fall semester.

## Dropping or Adding a Class

Schedule changes will only be permitted during the first two weeks of a semester. A student wishing to request a schedule change should obtain a drop/add form from the guidance office. The student will be required to obtain signatures from parents, the teacher, the principal, and the guidance counselor. No class change can be made without proper signatures and all paperwork turned in to the guidance office.

1. First two weeks of the semester: students may drop a class without penalty.
2. Beginning with week three of a semester, students will not be allowed to drop a class without an “F” being posted to the transcript.

## Graduation

Students who have completed all of the requirements for graduation established by the Oakwood Academy School Board will be eligible to receive a diploma. This includes attendance both semesters of the senior year and receiving credit in each of the required core areas. For students to be considered for graduation they must have been in attendance for four complete school years at Oakwood or another accredited high school program.

A senior who is within one credit of the total credits required for graduation may participate in the graduation ceremony, but will not receive a diploma until all the requirements are met. A senior in this position will have until May 31 of the following year to complete the coursework required to meet the graduation requirements. This may be waived for unavoidable circumstances with administrative approval. The graduation ceremony at Oakwood is a privilege. A student may be omitted from participation because of a violation of school policy or mission.

**Community Service Requirement:** All students (grades 6–12) will be required to do ten hours of community service per year. A minimum of five of these service hours need to be completed by the end of the first semester. Detailed information will be provided to each student. The completion of the community service is necessary to enroll the following year.

**Bible Class Requirement:** All students must participate in Bible instruction each year in attendance at Oakwood. Credit is given for any class that meets for the entirety of the year.

## College and Vocational Classes

High school students have the opportunity to take classes in various vocational areas at local vocational technical training centers, as well as classes for college credit at local colleges and universities and online. Students leaving the Oakwood campus during the normal school day for a college class must be enrolled in a minimum of four credit classes at Oakwood and must be meeting all high school graduation requirements.

**Work Permit:** Seniors who are successfully meeting graduation requirements may schedule a work program with the counselor. Students in a work program must be meeting all high school graduation requirements.

**Physical Education:** Physical education is a part of our regular school curriculum at all levels. All students will normally be expected to participate. A note from a medical doctor will be required if the student is to be excused from physical education over an extended period of time. All middle school and high school students will be expected to dress for physical education classes. Boys and girls will wear modest gym shorts, tee shirts, and tennis shoes.

## School Records

Material in each student's cumulative file shall be treated as confidential and shall be accessible to the student's parents or guardians, a court of competent jurisdiction, or such other persons as the parent, guardian, or administration may authorize. Disciplinary records are not retained as a part of the student's cumulative record. Seniors under the age of 18 years must have a signed parental authorization in their school file before requesting transcripts sent to any college or university.

## Standardized Testing

Standardized tests serve as one type of measurement of a student's academic progress and potential in relationship to others in the school and to national norms. All students in grades 1–11 are required to take a standardized test each year at Oakwood. The following tests are administered:

- Iowa Test (1st–8th grades)
- Pre-ACT (9th grade)
- Pre-ACT (10th grade)
- Practice ACT (11th grade)
- Iowa Test (9th–11th grade)

**College Entrance Examinations:** All students will be given the opportunity to take both the ACT and the SAT tests. Colleges and universities use these tests to help determine entrance qualifications at their institution.

## Credit Recovery

Although a failing grade is recorded on the student's permanent record and cannot be removed from grade point calculation, a student can remediate a failed course in the following ways:

1. Retake course at Oakwood — the new grade will also be calculated in the student's GPA.
2. Summer School — pass/fail credit only.

A limitation of 5 credits can be earned in option 2 for a student enrolled at Oakwood.

### Limitations of classes for meeting diploma requirements:

- Students cannot take an off-campus class that Oakwood offers without extenuating circumstances.
- Students may earn a total of 5 off-campus/online credits to meet the 25/26 credit requirements.

- Up to three of these credits could meet required courses.
- None of the off-campus/online credits can be used to fulfill the four honor courses requirement for the Honors Diploma.
- Additional credits could be earned beyond the graduation requirements.
- Students may only receive ½ credit for work as an office/culinary aide while in high school.

## Grading and Academic Policies

### Grading Scale:

- 100–90% = A
- 89–80% = B
- 79–70% = C
- 69–65% = D
- 64–0% = F

P for passing and F for failing may be used in some classes.

Students who do not have email may request a mid-quarter Progress Report. Grade cards are issued each nine weeks. Middle school and high school students receive a semester grade at the end of each semester. This will be the average of each nine-week grade and any grade received on a final exam. The semester grade is recorded on the permanent record.

**Promotion and Placement:** Occasionally, it is recommended by the administration that a student be retained in a class/grade for a second year. Such a recommendation is only made after careful evaluation of the student's academic performance, ability and social development, along with their age-grade placement.

**Home School Credit:** Oakwood will consider granting credit for home-school courses where assessments were graded by an accredited third party. Credit for other home school courses will be dependent on instruction and assessments being conducted by a certified teacher. Final decision for credits will be at the discretion of the Oakwood administration.

## Homeschool Student Participation in Extracurricular Activities

At this time, Oakwood is able to accommodate a limited number of homeschool students in extracurricular activities. These students must meet the following criteria:

1. Must be enrolled in classes outside of Oakwood totaling at least 6 credits per year.
2. Must have earned 3 credits the previous semester to be eligible.
3. Must pay fees associated with the extracurricular activity.
4. Must attend the corresponding class to participate in a fine art competition.
5. Must be eligible in all respects as any other enrolled student, including academic and behavioral probation.
6. Must submit proof of progress in each course every 6 weeks.
7. Must meet all applicable MSHSAA rules for participation.
8. Will be treated as a traditional student in all aspects of school-supplied support and coaching.

## Non-Traditional Student Participation in Extracurricular Activities

Non-traditional students who have been accepted as students at Oakwood and attend at least one class on campus can participate in the extracurricular activities of the school as long as the following criteria are met:

1. Must be enrolled in additional classes outside of Oakwood totaling at least 6 credits per year where assessments are graded by an accredited third party, since the credits must be placed on the student transcript.
2. Must have earned 3 credits the previous semester to be eligible.
3. Must pay fees associated with the extracurricular activity.
4. Must attend the corresponding class to participate in a fine art competition.
5. Must be eligible in all respects as any other enrolled student, including academic and behavioral probation.
6. Must submit proof of progress in each course every 6 weeks.
7. Must meet all applicable MSHSAA rules for participation.
8. Will be treated as a traditional student in all aspects of school-supplied support and coaching.

## Satellite Learning Program

Oakwood Academy offers a Satellite Learning Program for families seeking a structured home-based instructional model under the oversight of an accredited institution. Satellite students are fully enrolled at Oakwood Academy — they are not classified as homeschool or FPE students under Missouri law.

Satellite students use curriculum provided by Oakwood Academy, participate in monthly check-ins with the Satellite Program Coordinator, and receive an accredited diploma and official transcripts through Oakwood Academy. Satellite students are eligible to participate in extracurricular activities under the same standards as on-campus students.

Enrollment in the Satellite Learning Program is governed by the Satellite Family Agreement, which outlines program expectations, tuition, and services in detail. Families interested in the program should contact the school office.

## Guidance Services

The overall vision of the guidance counseling department is to help students grow into mature, Godly adults by guiding them in the areas of decision making, social and personal adjustment, and academic growth. Services are available in four major decision-making areas: personal counseling and student development, parent and teacher education and communication, career and college guidance, and academic testing.

**Procedures for Accessing Counseling Services:** Students may obtain counseling services by making an appointment with the school guidance counselor or stopping by the school guidance office when the student has free time. This may be in between classes, during free time, lunch, before school, or after school. In cases of emergency, students may also ask a teacher if they may leave class to talk with the school guidance counselor. In addition, the school guidance counselor will, at times, request appointments with students and/or parents. Parents may access counseling services by calling, emailing, or stopping by the guidance office.

**Confidentiality Policy:** Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents who consult with guidance staff. Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest.

A free exchange of information may take place within the guidance department when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent or legal-age student.

## Student Honors and Awards

### Honor Roll

In grades 7–12, an honor roll, a high honor roll, and an academic excellence roll are recognized for all full-time students. Students earning the equivalent of all A's and B's will be placed on the honor roll. Those earning the equivalent of all A's and B's along with a 3.7 GPA will be placed on the high honor roll. Those earning all A's for the entire year will be placed on the academic excellence roll. All students who achieve honor roll status during the quarter will receive recognition for the quarter. Those who maintain honor roll status for a semester will receive recognition for that as well.

### Outstanding Student Departmental Awards

Each year high school teachers will nominate the outstanding student in their departmental area to be honored. The academic departments will include Science, Math, Social Studies, English, and Art. The qualifications for selection are as follows:

1. Overall G.P.A. of 2.80.
2. Outstanding performance in the departmental area.
3. Evidence of application of the expertise outside of school (contests, science fair, volunteer work, etc.).
4. An individual cannot be recognized in more than two areas each year.
5. Selection is based on teacher nomination and comes from the junior or senior class who are enrolled full time.

### National Honor Society

The National Honor Society is a national organization which recognizes scholastic achievement and good citizenship. A student in grades 10–12 who has achieved the required grade point average of 3.5 is eligible for nomination. A candidate's character, leadership, and service are additional considerations in his/her nomination to membership. The induction ceremony into the National Honor Society will be held each fall. Senior Honor Society students will be presented a gold cord to wear at the graduation ceremony. An Oakwood Junior Honor Society is available to students in grades 7–9.

### Graduation Honors

Each student who completes the requirements for graduation and has a 3.55 GPA on a weighted scale will graduate with "Cum Laude" status. Students earning an Honors Diploma with a 3.7 GPA graduate with "Magna Cum Laude" status. Students earning an Honors Diploma with a 3.85 GPA graduate with "Summa Cum Laude" status. If no student reaches these criteria, the student with the highest grade point average will be Valedictorian, and the student with the second highest grade point average will be Salutatorian.

The GPA to determine these awards will be calculated on the Friday before the academic awards ceremony. Each student receiving graduation honors may present an address on a relevant subject as a part of graduation exercises. A student must be in attendance at Oakwood for both their junior and senior years to be considered for these honors.



## Attendance Policies

Oakwood Academy supports the philosophy that the instructional program is a vital part of a formal education. We further believe that it is necessary to require that students attend school a maximum number of days for instructional purposes during each school year. Students are required to maintain a level of attendance that enables them to meet their requirements as learners. Students and their parents/guardians hold the main responsibility for school attendance and for following the attendance policy. The Board asks for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible. Parents are discouraged from taking students out of school for any reason other than family emergencies.

**5. Audit Status:** When a student exceeds ten (10) absences in a semester (that are not school-approved functions) in a class, the student and parents will be asked to provide a written explanation of each absence and may be required to meet with the faculty advisory committee to review the causes for the absenteeism. The faculty council may choose to place the student on “Audit Status.” He/she will be required to continue attending the class, but may not receive credit for the class.

**6. Pre-planned Absences:** Parents may preplan absences with the principal or his designee for the following reasons: medical, family related, etc. The principal may grant school permission for the absence based upon reason for the absence, student grades, student attendance record, and student behavior. Students should notify their teachers when an extended absence is planned for any reason (medical, family-related, etc.) in order to obtain assignments or other work to be done prior to leaving or to turn in upon return.

**7. College Days:** Students will be allowed two college days in each of their junior and senior years. College visits must be pre-approved by the high school principal. Written confirmation from the college visited must be submitted to the attendance secretary upon return.

**8. Arrival:** Students arriving from 7:15–7:40 should report to the gym. Students arriving after 7:40 and before 7:45 should report to the main building.

**9. Truancy:** A student is truant from an individual class or from the school day when he is absent without parent/guardian approval. Students who are truant will be referred to the principal or his designee for disciplinary measures.

**10. Suspension:** When a student is suspended from school, the number of days of suspension required by the school will be counted in the student’s total absences.

**11. Parental Notification:** Parents will be notified by email on the 8th absence in a semester and notified by email on the 10th absence in a semester.

**12.** Administrative contact with the student, parent, and counselor will continue as long as an absence problem exists. Personal conferences will be conducted, when it is deemed necessary, by the student, parent/guardian, counselor, and administrator.

**13. Homework Make-Up and Test Make-Up:** Students who have been absent will have one school day for each day missed, up to a maximum of five days, to complete



make-up work and tests. Students missing school for various school activities (choir, athletics, etc.) must make prior arrangements with the teacher for make-up work and tests. (If prior arrangements are not made, a grade reduction or a “o” for the assignment may be recorded.)

**14.** Students who have been absent eight (8) or more times in a semester and are struggling academically may be denied attendance on field trips where they would miss classes in which they are struggling.

### Leaving Campus During the Day

Students may leave campus for lunch only when accompanied by their own parent/guardian. Students desiring to go off campus for lunch with their Youth Pastor, an older adult sibling, or a teacher may do so with prior, written permission from their parent/guardian by 8:00 a.m. that same day. If a student needs to leave campus for any reason during the day, parents shall check the student out through the high school office. Students who drive themselves and need to check out of school during the day must have parental and school authorization to do so. Students who leave campus without signing out or without permission are considered truant.

### After-Event Pick-Up

Coaches and teachers are required to remain with students after extracurricular activities until parents have arrived. We ask, therefore, that parents pick up their children at the time designated by the child’s coach or teacher.

### After-School Dismissal

Parents should pick up students from the designated areas as soon as possible after dismissal. Parents should be sure that they have picked up their child from school no later than 3:45 p.m. Any elementary students who have not been picked up by 3:45 p.m. will be sent to the extended day care program. The parents are responsible for payment at that time. MS and HS students who have not been picked up by 3:45 will be sent to the secondary supervision room. Teachers are released from their supervisory responsibilities at that time and are no longer responsible for the welfare of students who remain within the vicinity of the school.

### Emergency School Closing

In case of extreme bad weather, watch the local TV stations for school closings announced.

- School announcements will be sent via ParentSquare to all school families.
- Cancellation information posted on KY3.
- Delayed Start — If we determine that we need to start school later than our normal start time, we will publicize the message “Oakwood Academy — Delayed Start Time.” Check your email/text for details pertaining to the exact time, but it will typically be at 9:15 a.m.
- OA makes our decision regarding school cancellations independently. We do not necessarily follow local school districts.

## Discipline

### Guiding Principle

Respect is the guiding principle for the OA discipline policy. God's law aims to bring about reconciliation between God and man and harmony among believers. It is essential that proper respect is maintained in the relationships within the school to promote an environment conducive to learning. Student discipline issues normally arise when students fail to show the proper respect, either to those in authority, to classmates, to themselves, or to property.

### Policy Limits

Oakwood Academy may discipline its students for infractions of the behavioral expectations regardless of whether they occur on or off school grounds, before, during, or after school hours; and whether or not they occur at school functions. OA students should model a lifestyle consistent with OA principles, both on and off campus. Students are subject to all policies and procedures of the school regardless of age.

### General Procedures

1. Before a teacher refers a student to the office for minor classroom problems, the teacher may contact the student's parents to gain assistance in correcting the misbehavior.
2. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral.
3. The principal or his designee will weigh each offense and consider the offense on its own merit. The principal or his designee will discipline students on an individual basis after considering all the facts of the incident. The nature of the offense, as well as the intent, will be taken into consideration.

### Student Expectations

1. Students shall respect the authority of all OA employees and the rights and property of others.
2. OA expects its students to "be kind to one another, tenderhearted, forgiving each other..." Eph. 4:32.
3. An authorized sponsor must accompany all student organizations that meet in the school.
4. Movement in the corridors, whether between classes or during classes, must be done quietly and in an orderly fashion.
5. Any student leaving a room during class time must have his/her student planner signed as a pass from that teacher stating the destination, date, and time.
6. The use of school property for any unsanctioned activity is prohibited.
7. School vending machines may only be used before and after school, and at lunch.
8. Students arriving from 7:15–7:40 should report to the gym. Students arriving after 7:40 and before 7:45 should report to the main building.
9. Students are not allowed to eat, or drink anything but water, in the hallways or in the classroom without a teacher's permission, with the exception of snack time at the beginning of the 4th hour.
10. All lockers are to be properly closed when not being used.

11. Students are not to have personal electronic devices out or on during school.

Electronic devices include cell phones, smartwatches, and tablets. If such devices are seen or heard after 7:45, the device will be confiscated and taken to the principal.

1st Offense: The student may pick up the device from the principal's office after school and will serve a school detention.

2nd Offense: The student's parent(s) may pick up the device from the principal's office after school and the student will serve a one-hour detention.

3rd Offense: The student's parent(s) may pick up the device from the principal's office after school and the student will serve ISS.

4th and subsequent offenses: Confiscation of phone for the quarter during school hours or out-of-school suspension.

## Student Disciplinary Offenses

### Class I Offenses

*These offenses typically warrant detention.*

1. Excessive distraction of other students — any conduct which is disruptive to the educational process.
2. Violations of rules concerning the use of candy or other food items, including bringing food onto campus for other students.
3. Non-conformity to dress code.
4. Inappropriate public display of affection at school or school-sponsored events.
5. Off limits (being in any unauthorized location on campus).
6. Possession of matches, lighters, or similar devices.
7. Any other violation which the principal or his designee may reasonably deem to fall within this category.

### Class II Offenses

*These offenses may warrant suspension from school from one (1) to ten (10) days.*

1. Defiance of authority — any verbal or non-verbal refusal to comply with a lawful directive of a School Board employee.
2. Intentionally providing false information to a School Board employee, including but not limited to student information data and the concealment of information directly leading to school business.
3. Harassment by making malicious, demeaning, provocative, or inflammatory remarks.
4. Fighting.
5. Unjustified activation of a fire extinguisher or fire alarm system.
6. Disruption on a school bus, van, or another vehicle.
7. Use of obscene manifestations (verbal, written, or gesture) toward another person.
8. Inciting student disorder.
9. Malicious mischief.
10. Unauthorized absence from school or class (truancy).
11. Cheating/Plagiarism — All work is to be done individually unless the teacher directs otherwise.
12. Gambling — any participation in games of chance for money and/or things of value. Student visits to casinos are strictly prohibited.

13. Possession of a weapon such as a pocket knife or similar device.
14. Students may be disciplined for accompanying those who are committing infractions.
15. Any other offense which the principal or his designee may reasonably deem to fall within this category.

### **Class III Offenses**

*These offenses will typically result in immediate suspension and may warrant dismissal from Oakwood Academy without warning.*

1. Drugs — unauthorized possession, transfer, use, or sale of tobacco or tobacco products (prohibited products include, but are not limited to, any type of electronic cigarettes or vaping devices), drugs, or alcoholic beverages anywhere or at any time. This includes counterfeits of any of the above-mentioned items. Each of these items is subject to immediate and permanent confiscation.
2. Arson — intentional setting of a fire on or to school property (includes setting fire in a trashcan).
3. Directing obscene or profane language or gestures toward a School Board employee.
4. Assault and/or battery upon a student or School Board employee.
5. Bullying — as comprised of these three components:
  - Aggressive behavior that involves unwanted, negative actions.
  - Involves a pattern of behavior repeated over time.
  - Involves an imbalance of power or strength.
6. Possession of any lethal weapon on or near school grounds, or at or near any school functions. This includes an object that could be used as a weapon (e.g., air guns, paint guns, ammo, and laser devices). This also includes any look-alike weapons. These are subject to immediate and permanent confiscation.
7. Possessing and/or igniting fireworks or explosives of any type.
8. Theft of property.
9. Possession of stolen property with the knowledge that it is stolen.
10. Sexual misconduct, anywhere at any time. (Also see Student Pregnancy Guidelines.)
11. Refractory conduct (habitual misconduct).
12. Vandalism.
13. Any serious violation of city, state, or federal ordinances.
14. Mocking and/or scoffing the spiritual or academic mission of OA.
15. Threatening any student or school personnel in written or verbal form.
16. Any other offense which the principal or Head of School may reasonably deem to fall within this category.

### **Bullying and Harassment**

Bullying and harassment are prohibited at Oakwood Academy.

**Definition of Bullying:** “Bullying” means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities by placing the student (or students) in reasonable fear of harm. This includes but is not limited to conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, religion, or any other distinguishing characteristics.

**Definition of Harassment:** “Harassment” means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent, or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, religion, or any other distinguishing characteristics.

**Scope:** This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and outside school hours. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, on school computers, networks, forums, and mailing lists, and on personal devices after school hours. This policy applies to the entire school community, including educators, school staff, students, parents, and volunteers.

**Reporting Bullying and Harassment:** All allegations of bullying or harassment shall be reported to the principal or Head of School. Prior to notification of any parent or guardian regarding any incident of bullying or harassment, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. The appropriate principal or Head of School will also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The principal or Head of School will be held accountable for doing everything possible, within reason, to resolve the situation.

**False Reports:** Students who file false reports of bullying or harassment will be subject to disciplinary action.

**Parental Reports:** Reports alleging bullying or harassment may be filed with the principal or the Head of School by parents and school volunteers.

**Responsibility of Students:** Any student who observes an act of bullying or harassment should report the bullying or harassment to a teacher, principal, or the Head of School.

**Responsibility of Staff:** All staff members will take reasonable measures to prevent bullying and harassment and shall report any such acts that come to their attention.

**Retaliation:** Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

**Investigation of Bullying and Harassment:** Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or Head of School. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

**Discipline:** Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events, or graduation exercises; in-school suspension; short-term suspension; or expulsion. The specific consequences should be consistent, reasonable, fair, age-appropriate, and match the severity of the incident.

**Training and Prevention:** Students and staff will be given instructions on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

## Student Pregnancy Guidelines

The following policy will guide the school administration when a female student who is enrolled at Oakwood Academy becomes pregnant.

1. Although the school is saddened if and when one of our students becomes pregnant, it is the wish of the school, the staff, and the School Board that any actions taken by the school will not discourage the student from allowing the pregnancy to reach its natural and full term. It is the desire of the school that the student inform school leadership as early as possible so that the school may offer the appropriate support throughout the pregnancy.
2. The pregnant student will be allowed to continue attending Oakwood until the time the pregnancy becomes a significant distraction to the learning and spiritual environment for her fellow students. The school administration, with the input of staff, the student, and her parents/guardians, will make the determination when this has occurred.
3. Once that determination has been made, the pregnant student will be placed on homebound status. She will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit.
4. Throughout the pregnancy the student will not be allowed to participate in any extracurricular activity or represent the school at any function.
5. The student may return to regular school life upon the medical approval of her physician. She will be allowed to return to classes full-time and participate in extracurricular activities.
6. Having an infant or small child at school will likely be disruptive to the normal school environment. Therefore, the child's attendance at school will not be allowed other than at feeding times, if nursing is the selected feeding option. Feeding will occur in a room that is agreeable to both the mother and the school. Following the feeding, the child will return to its day-care provider and leave the building or activity.
7. Because of potential distractions and unwanted attention, attendance at after-school events of a child of an Oakwood student is discouraged and will be allowed only with the consent of the school administration. Any such request must be made directly to the administration at least one day in advance of the event.
8. The student would be dismissed from school if a second pregnancy occurs during her time at Oakwood.

The following policy will guide the school administration when a male student who is enrolled at Oakwood Academy fathers a child. The young lady may or may not be a student at Oakwood.

1. It is the position of the school that the young man be held to the same level of accountability as the pregnant student. It is understood that the control and any discipline or restrictions placed on the student is dependent upon both students being enrolled at Oakwood Academy.
2. The male student will be allowed to continue attending Oakwood. However, he will be placed on homebound status at the time when the pregnant student is placed on homebound status. If the pregnant girl is not a student at Oakwood, the school administration will make the decision when such status is warranted.
3. He will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit while on homebound status.
4. Throughout the pregnancy the student will not be allowed to participate in any extracurricular activities or represent the school at any function.



5. The young man may return to regular school life upon the return to school of the pregnant student. He will be allowed to return to classes full-time and participate in extracurricular activities. If the pregnant student is not enrolled at Oakwood, then the school administration will determine the date in which the young man may return to regular school life.
6. Failure to notify the school that he is the male partner in a pregnancy will lead to more severe disciplinary action. The degree and severity of the discipline will be at the discretion of the school administration.
7. The student will be dismissed from school if he fathers a second child during his time at Oakwood.

Seniors, both male and female, who finish the year under the pregnancy policy will be allowed to walk with their classmates as long as all credits are complete.

## Disciplinary Options

- 1. Teacher Detention:** Teachers may assign detentions for up to 30 minutes to be served in their classroom.
- 2. Work Detention:** Supervised activities related to the upkeep and maintenance of school facilities.
- 3. Lunch Detention:** A student must eat lunch from home in the office away from other students.
- 4. After-School Detention:** Detention under supervision of the principal or his designee taking place for a length of 45 minutes immediately after school hours. Parents will be notified prior to a student serving detention. Times and days will be set by the principal or his designee.
- 5. Friday/Saturday Detention:** Detention under supervision of the principal or his designee taking place from one to three hours. Parents will be notified prior to the student's serving of detention. Each hour of Saturday detention will cost \$5.
- 6. In-School Suspension (ISS):** ISS is defined as separation from all school activities where interaction with other students occurs, including: classes, extracurricular activities, lunch, class breaks, before and after school, and restroom breaks. ISS will take place on the school campus during school hours and fifteen (15) minutes prior to, and fifteen (15) minutes after school. Students serving ISS will be placed in the Detention Center and will be responsible for all assignments due at the time of the suspension plus any additional assignments made by teachers for the duration of the suspension. Students will receive full credit for work assigned for ISS. Absences from In-School Suspension count toward the absence limit. Parents will be informed of ISS before the student serves.
- 7. Out-of-School Suspension (OSS):** Out-of-School Suspension may take place for Class II or Class III offenses as described earlier in this section. The principal or his designee has the authority to invoke suspension after examining and evaluating all pertinent facts. The principal or his designee may suspend the student for not more than ten days. Suspended students may not attend classes or any other school activity, including home or away athletic events. Students will always have an opportunity to express their side of the issue prior to suspension. Absences from Out-of-School Suspension count toward the absence limit. Assignments made during OSS cannot be made up for credit.
- 8. Academic Probation:** Every three weeks, the secondary faculty and administration will review the academic performance of students during the semester.

- a. Upon the recommendation of 70% of the faculty who find a student deficient, the administration may put a student on academic probation for the following three weeks.
- b. During a student's first probation, no extracurricular activities are denied to the student. At the end of the probationary period, the teachers will meet with administration to decide upon the following options:
  - i. Removal from probation. Student is placed back in good standing.
  - ii. Continued probation. Another three weeks is given for change and all leadership positions and representation of the school in extracurricular activities are denied.
  - iii. Recommendation not to allow re-enrollment or for dismissal.
  - iv. This does not supersede administrative discipline.

**9. Behavioral Probation:** Near the end of each quarter, the secondary faculty and administration will review the behavioral performance of students during the quarter.

- a. Upon the recommendation of 70% of the faculty who find a student deficient, the administration may put a student on behavioral probation for the following quarter.
- b. During a student's first probation, no extracurricular activities are denied to the student. However, students who are on behavioral probation are ineligible to participate in any school trip that would require an overnight stay. This limitation may only be removed with a consensus of the activity sponsors and administration.
- c. At the end of the probationary period, the teachers will meet with the administration to decide upon the following options:
  - i. Removal from probation. Student is placed back in good standing.
  - ii. Continued probation. Another quarter is given for change and all leadership positions and representation of the school in extracurricular activities are denied.
  - iii. Recommendation not to allow re-enrollment or for dismissal.
  - iv. This does not supersede administrative discipline.

**10. Dismissal:** Dismissal from school occurs at the discretion of the Head of School.

**11.** The school reserves the right to communicate student disciplinary offenses to the School Board and faculty.



## Dress Code

We employ a dress code to ensure modesty, respect, and safety. We desire that students honor others above themselves (respect) and not become a stumbling block for others (modesty). Ultimately, we want to bring glory to Jesus Christ. We expect the attitudes, actions, and appearance of our students to reflect these goals; accordingly, appropriate dress is required at all school activities. Proper student dress, in compliance with the guidelines below, is the responsibility of the parent and student. Compliance should not be dependent upon enforcement by school personnel.

These guidelines summarize our expectations; they are not exhaustive because it is impossible to address every possible clothing choice. Definitions of “modest” or “respectful” vary; the final decision regarding specific clothing will rest with the administration.

### PreK–2nd Grade Dress Code

Students in PreK through 2nd grade should wear clean, modest clothing appropriate for an active learning environment.

- Closed-toe and closed-heel shoes are required.
- Oakwood-branded apparel is encouraged but not required.
- Clothing must be free of holes and fit properly.
- Hats and head coverings may not be worn in the classroom.
- Blankets are not permitted, with the exception of kindergarten at naptime.

### Enforcement (PreK–2nd Grade)

Families will be contacted if a student repeatedly does not meet dress code expectations. The administration will work with families to resolve dress code concerns.

### Grades 3–12 Dress Code

#### Shirts/Tops:

- Polo, button-down shirt, blouse, or sweater
- Oakwood-branded t-shirt or hoodie

#### Pants/Shorts:

- Slacks, capri or crop pants, or jeans
- Walking style, carpenter, cargo, or jean shorts
- Pants and shorts must be free of holes
- No athletic or sport shorts
- Shorts must be no shorter than just above the knee

#### Shoes:

- Closed-toe and closed-heel
- All types that are clean, neat, and in good condition are permitted

### **General Guidelines:**

- Dresses and skirts (including the slit) must be no shorter than the top of the knee while standing upright. No cleavage, midsection, or undergarment may show at any time (e.g., with arms lifted overhead, when leaning forward or bending over, when seated, etc.).
- Hats and head coverings may not be worn in the classroom.
- Appropriate coats and jackets may be worn.
- Blankets are not permitted.
- Earrings (no more than three per ear) are acceptable for girls only.
- No visible body piercings or tattoos.
- Hair will be a natural color and style, clean and cared for.
- Facial hair is only permitted for senior boys, and must be kept neat.
- Clothing must fit properly; not too tight or form-fitting, but also not too baggy.

### **Penalties for Dress Code Non-Compliance (Grades 3–12)**

*Number of incidents per student per year:*

- 2–3 — School detention (45 minutes). On a third modesty issue, students will be limited to polo shirts as well as a detention.
- 4–5 — Friday/Saturday detention 1 hour (\$5 per hour per student).
- 6–7 — Friday/Saturday detention 3 hours (\$5 per hour per student).
- 8 or more — Suspension for each offense.

## Extracurricular Activities and Athletics

Extracurricular activities are viewed as a privilege and a tool to be used in addition to the rest of our program to develop the complete student. We must be careful that we do not allow any extracurricular activity to assume a role or a position that compromises our priorities and puts an over-emphasis in any given area. We feel that the teaching of striving to compete and win is a proper and necessary goal of all of our extracurricular activities, but we feel that individual ability, alone, is not the main criteria in participation. Along with ability, we are directing our staff to consider leadership, scholarship, attitude, and citizenship in deciding who will or will not participate. It is important that all of us not lose sight of the fact that participation in any extracurricular activity is a reward and not a right. When our young men and women participate in competitions or any extracurricular activity, we want them to represent our Lord and our school in a manner that sets the right example for the world to follow.

### Organizations

The organization of clubs, groups, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor.

### Eligibility

Positions of leadership such as student council, class officers, cheerleading, and athletics warrant demonstrated responsibility and ability. Students may be declared ineligible to participate in extracurricular activities because of social behavior even though they are meeting academic requirements.

Oakwood Academy (grades 6–12) recognizes character development and academic achievement as the top priorities for all students. The following requirements and guidelines are established only as a minimum standard and do not preclude an individual sponsor (with principal approval) from setting higher academic criteria for participation in a selected group.

### Standards

As an affiliate member of the Missouri State High School Activities Association (MSHSAA), OA must follow its academic standards for eligibility.

- MSHSAA standards — must have earned 3.5 credits the preceding semester. If a student is ineligible, he/she is ineligible to participate for the entire semester.

### Procedures of Accountability

- Sponsors of each extracurricular activity will check each student's academic progress at the end of each semester.
- Students who become ineligible for extracurricular activities may, at the discretion of the sponsor and principal, be required to fulfill additional requirements to remain in the organization on an ineligible basis.
- Students who have been declared ineligible at the end of the second semester may regain their eligibility for the first semester of the following year by meeting all requirements of MSHSAA during the summer through accredited courses as described in the MSHSAA and OA handbooks.

## Academic Teams

The opportunity to participate in an academic team is available to middle and high school students. It is possible for high school students to “letter” in academics. The criteria for academic lettering are as follows:

- Minimum of three competitions during the academic year.
- Practice regularly with the team.
- A member of the team who starts and completes the year.
- Coach’s selection as significant contribution to the team’s achievement.

## Athletic Lettering

Middle school athletes receive a certificate of participation and senior high athletes are recognized for their contribution to the team. Varsity letters will be given to athletes selected by their coaches who have made a significant contribution to their team’s achievements. Information on athletic policies may be found in the Athletic Handbook.

## Fundraising

Student activities to raise money must be approved by the administration. It must be done through an organized school group and be led by an adult sponsor. The rule of thumb for fundraising is that it must be done in a non-solicitation manner.

## Student Council

A student council will exist for grades 6–12. It will consist of students who have gone through an election process and possess a Christ-like character, maturity, academic, and leadership qualities. The following are the qualifications for holding office in the Student Council: The President and Vice-President must be a Junior or Senior. The Chaplain must be a Sophomore, Junior, or Senior. Students must maintain a grade point average of 2.8 (students must maintain this average with no “D’s” or “F’s”). Candidates must have written recommendations from two teachers. A middle school student council exists to promote and develop leadership in grades 6–8.

## Student Life

### General Policies

**Assemblies:** Assemblies for grades K–12 are scheduled each Monday throughout the school year to promote the educational development of the students. Careful attention and respect should be given to those who are leading in the assembly. No food, drink, or candy shall be taken to assembly. Students who are disruptive or distracting may be asked to leave assembly.

**Conferences:** Parent/Teacher Conferences are scheduled each quarter. Conferences may also be requested by parents or staff when needed.

**Debt & Fines:** Students may be fined for damage to, or loss of, school property (e.g., textbooks, athletic uniforms).

**Field Trips:** Teachers will notify parents of field trips in advance. All school conduct and dress standards are in effect on field trips except where a specific exception has been made by the instructor. Field trips are part of required course participation and are not optional.

**Homework:** Homework assignments must be completed on time in order to receive full credit, unless the teacher has announced a specific exception. Late assignments will be penalized 10% per school day late; assignments not submitted within four (4) school days of the due date will receive a grade of 0%. At the discretion of the teacher, the completion of an overdue assignment without credit may still be required. In the case of extended leave, students will need to communicate the assignments they will need at least four (4) school days before the event. Homework will be due upon return from the extended leave or as arranged by the teacher. Homework is to be done independently unless otherwise specified by the teacher.

OA high school students should plan for an average of one to two hours of homework each day, although students taking more difficult classes may incur more. Middle school students should plan on one to two hours of homework each day.

**Lockers:** Students in grades 5–12 are assigned lockers. Each student is to maintain his/her locker in a neat, clean, and orderly fashion. Regular locker inspections will be conducted to assist students in this responsibility. *(Not currently applicable)*

**Lost and Found:** The school's lost and found is in the hallway outside the cafeteria. All unclaimed articles will be displayed at various times throughout the school year for the students and their parents to check. Any articles not claimed will be discarded or donated to charity on a regular basis.

**Lunches:** Students must bring lunch from home. Lunches that need to be heated will be prepared by OA staff. Drinks and snack items are also available for purchase. Lunch account payments should be made through the office.

**Medicine:** All medication is to be turned in to the office. No medication, including Tylenol, is to be kept in a student's locker, personal belongings, or on their person. We will be glad to assist your child with the taking of his or her medicine in accordance with your or a doctor's written instructions; however, school personnel cannot be responsible for locating students to administer medication. Tylenol will be dispensed to students when parents send Tylenol with daily written or phone authorization.

**Music Policy:** The administration or teaching staff has the right to determine what music may be played at school functions or on school trips.

**Parent/Teacher Fellowship:** PTF is a parent organization dedicated to supporting and assisting administration, staff, and teachers at OA. Regular meetings are held monthly.

**Transportation:** Travel to and from school must be furnished by parents or guardians. The school will try to assist parents who are interested in setting up carpool arrangements in their immediate area. For all official school events, in the interest of child safety, school buses or the school shuttle will be the primary form of transportation.

**Telephone:** If an emergency arises where a student must reach his parent, the school office phone may be used. No student will be taken out of class to respond to a phone call unless the request is made by the child's parent and is urgent in nature.

**Textbook Care:** Students are responsible for the care of their textbooks with clear contact paper. A fine may be assessed if textbooks are damaged or soiled.

**Public Display of Affection:** Students are not to participate in hand holding or close physical contact with the opposite sex during the school day or while attending a school-sponsored activity. We expect all boy-girl related conduct to be in accordance with the highest Christian ideals and principles.

**School Visitation:** OA alumni are welcome on the OA campus at public events. OA alumni may visit campus at other times with 24 hours prior permission from the administration as long as they are within dress code and classes are not interrupted. Parents are welcome anytime. All visitors must register in the high school office. A one-day visit is permissible at certain times in the school year for a prospective student. Visiting just for the sake of visiting, however, is not permitted because of interruptions to learning and space considerations.

## Student Driving Regulations

We have an obligation to ourselves and others around us to drive carefully, cautiously, and safely at all times. We have therefore instituted the following driving regulations pertaining to any student who may be driving a car to school:

1. All students are to park in designated parking areas in the south parking lot.
2. All students are to drive slowly at all times while entering and leaving the school parking lot. The parking lot speed limit is 5 miles per hour.
3. Spinning of wheels, speeding, squealing of tires, or reckless driving will not be tolerated.
4. Horns are not to be used in a careless manner.
5. Students are not to leave school grounds with their car at any time other than regular dismissal times unless they have special permission from the office.
6. Those students who drive cars to school should not transport other students to or from school unless the parents of all parties involved are aware and have given permission. However, parents, and not the school, are responsible for any emergencies involving transporting students to and from school.
7. Students are not to go to their cars during the school day without a teacher or administrator's permission.
8. All student cars driven to school on a regular basis need to be registered in the office with a car description, a copy of the driver's license, and parent permit to drive form.
9. Failure to follow these regulations may result in forfeiture of driving privileges as well as other disciplinary action.

## Health and Safety

### Mandated Reporting

Oakwood Academy is committed to the safety and well-being of every child entrusted to our care. All Oakwood Academy employees are mandated reporters under Missouri law (Section 210.115, RSMo). School personnel who have reasonable cause to suspect that a child has been subjected to abuse or neglect — whether by a parent, family member, or any other individual — are required to immediately report such concerns to the Missouri Children's Division (CD) at 1-800-392-3738 or to local law enforcement. A report does not presume wrongdoing by any particular person; it reflects the school's legal obligation and commitment to ensuring that every child is safe and supported. Staff are not required to investigate allegations or notify parents prior to making a report. Oakwood Academy fully supports compliance with this legal obligation and will not retaliate against any employee who makes a good-faith report.

## **Sick Child Guidelines**

It is the responsibility of Oakwood parents and guardians not to bring a sick child to school if the child shows any signs of illness (see symptoms below) or is unable to participate in the normal routine of the school day. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

### **Symptoms requiring removal of child from school:**

- **Fever:** Fever is defined as having a temperature of 100°F or higher. Your child needs to be fever-free without the aid of any fever-reducing substance for a minimum of 24 hours before returning to school.
- **Diarrhea:** runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- **Vomiting.** Note: please do not bring your child if they have vomited in the night.

### **Symptoms that may cause removal of child from school:**

- Rash, vomiting, diarrhea, earache, irritability, or confusion.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence.

A physician's note is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

## **Technology Policies**

### **Acceptable Use Policy**

#### **Introduction**

We at Oakwood Academy are pleased to be able to offer our students, staff, and registered guests access to computer technology, including access to the Internet, certain online services, and the Oakwood Academy information technology network. We are dedicated to access and support of



appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, we support and respect each family's right to decide.

The school's information technology resources are provided solely for educational purposes. If there is any doubt about whether a contemplated activity is acceptable, students should consult with their immediate teacher, supervisor, or the technology director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**1. Users must respect and protect the privacy of others by:**

- a. Using only assigned accounts.
- b. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- c. Refraining from distributing private information about others or themselves, including passwords.

**2. Users must respect and protect the integrity, availability, and security of all electronic resources by:**

- a. Observing all Internet filters and posted network security practices.
- b. Reporting security risks or violations to a teacher or network administrator.
- c. Not destroying or damaging data, networks, or other resources that do not belong to them.
- d. Conserving, protecting, and sharing these resources with other users.
- e. Notifying a staff member or administrator of computer or network malfunctions.

**3. Users must respect and protect the intellectual property of others by:**

- a. Knowing and adhering to all published copyright law pertaining to electronic and print media.
- b. Citing sources when using others' work (not plagiarizing).

**4. Users must respect and practice the principles of community by:**

- a. Communicating only in ways that are kind and respectful.
- b. Reporting threatening or discomfoting materials to a teacher or administrator.
- c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct as defined in the Student Handbook.
- d. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- e. Not using the resources to further other acts that are criminal or violate the school's code of conduct.

- f. Avoiding spam, chain letters, or other mass unsolicited mailings.
- g. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school system's information technology resources. Violation of any part of the expectations outlined in this policy may also result in the students receiving Class II or Class III consequences as described in the Student Handbook.

**Supervision:** The use of any Oakwood Academy owned information technology resource is not private. School and network administrators and their authorized employees supervise the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## G Suite for Education

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google: Gmail (including Inbox by Gmail), Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, Slides, Talk/Hangouts, and Vault.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice.

With parental or guardian consent, Google will share personal information with companies, organizations, or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

**With Oakwood Academy:** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

**For external processing:** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

**For legal reasons:** Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:

1. Meet any applicable law, regulation, legal process, or enforceable governmental request.
2. Enforce applicable Terms of Service, including investigation of potential violations.
3. Detect, prevent, or otherwise address fraud, security, or technical issues.
4. Protect against harm to the rights, property, or safety of Google, Google users, or the public as required or permitted by law.

Google also shares non-personal information — such as trends about the use of its services — publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting school administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact school administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice, and the Google Privacy Policy.

## **Chromebook Policy**

### **Device Purpose**

Oakwood will provide students in grades 9–12 with a Chromebook device for use in the classroom. This device is the sole property of Oakwood. The Chromebook allows students access to Google Apps for Education, online video sources, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at OA by students, faculty, staff, or guests including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classrooms.

**Student Owned Devices:** Students will need only the OA-provided Chromebook while at school. Please do not bring any other device to class. Student-owned Chromebooks will not be allowed. Exception: Students enrolled in dual credit/dual enrollment coursework must bring their own laptop to complete college-level assignments, as these courses often require software or platforms not supported on the OA-provided Chromebook.

**Training:** Students will be taught what is expected and how to access information on their Chromebook by OA technical staff and teachers. Each student will have, as their default homepage, our OA student portal which contains links for direct access to Google Apps, FACTS, and other educational material.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook while it is in their possession. Chromebooks that are broken or fail to work properly must be taken to the OA office.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry a Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should be returned to storage while not in use.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Always bring your Chromebook to room temperature prior to turning it on.

**Carrying the Chromebook:** The protective cover of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided it is handled with care.

### **Screen Care:**

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

### **Using Your Chromebook**

**At School:** The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students are responsible for requesting access to a Chromebook from their classroom teacher, unless specifically advised by their teacher.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headsets or earbuds for any audio projects they work on.

**Managing Your Files and Saving Your Work:** Since Google Apps for Education provides virtually unlimited storage for every user, students may save documents to their Google Drive. Please refrain from using external memory devices such as miniSD cards or USB flash drives. Saving to Google Drive will make the file accessible from any computer with Internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

**Personalizing the Chromebook:** Chromebooks must remain free of any writing, drawing, or stickers. Spot checks for compliance may be done by the administration or the faculty and staff at any time. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the OA Code of Conduct policy.

## Software

**Originally Installed Software:** Chromebook software is delivered via the Chrome Web Store. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS). The Chrome OS will automatically install updates when the computer is shut down and restarted.

**Virus Protection:** Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:** Students are unable to install additional software on their Chromebook other than what has been approved.

**Inspection:** Students may be selected at random to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Procedure for Restoring the Chrome OS:** If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. All student-created files stored on Google Drive will be intact after the operating system is restored. However, all other data stored on internal memory that has NOT been synced will not be restored.

## Protecting and Storing Your Chromebook

### Chromebook Identification:

- Record of the serial number and Oakwood asset tag.
- Individual’s Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.

**Storing Chromebooks at Extracurricular Events:** Students are responsible for securely storing their Chromebook during extracurricular events.

**Chromebooks Left in Unsupervised/Unsecured Areas:** Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised Chromebooks will be confiscated by staff and taken to the principal’s office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## Repairing or Replacing Your Chromebook

### Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students upon parental request.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received.
- Students and parents will be charged for Chromebook damage. Parents will be billed for replacement parts.

**Accidental Damage or Loss Protection:** As part of the 1:1 Chromebook program at OA, the school is not requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child; however, it is strongly recommended.

**Lost, Stolen, or Damaged Device:** A Chromebook or any of its accessories that are lost or damaged are the responsibility of the student and parent involved. The repair or replacement cost must be paid within 30 days or the device must be returned to the secondary office.

**OA Insurance Option:**

OA recommends that parents consider purchasing school-provided insurance for their student's Chromebook devices. Cost: \$20 per year (must be purchased within the first two weeks of school or within the first two weeks after enrollment). The deductible is 25% of the replacement price. Covered items: total replacement, battery replacement, screen replacement, keyboard replacement. The AC Adapter & Power Cord are not covered by insurance. Parents/Students will be charged for the full replacement cost of a device damaged due to intentional misuse or abuse.

**Chromebook Technical Support:** Technical support will be provided by the classroom instructor or the OA office.

## Artificial Intelligence and Generative Tools

Oakwood Academy recognizes that artificial intelligence tools, including generative AI platforms, are an emerging part of the technological landscape. The school's approach to AI is guided by the same principles that govern all technology use at Oakwood: these tools should support learning, not replace it.

Students may not use AI tools to complete assignments, assessments, or projects unless explicitly authorized by the teacher for a specific activity. Unauthorized use of AI to generate, substantially revise, or complete academic work will be treated as a violation of the school's academic integrity standards and may result in consequences consistent with the cheating/plagiarism policy outlined in the Discipline section of this handbook.

Teachers may incorporate AI tools into instruction at their discretion and with administrative approval, using them as teaching aids to enhance critical thinking and learning outcomes. When AI tools are permitted for classroom use, teachers will provide clear guidelines on acceptable use.

As this is a rapidly evolving area, the administration reserves the right to update this policy as needed throughout the school year. Questions about the appropriate use of AI tools should be directed to the student's teacher or the school office.



## Grievance Policy

Though all constituents of OA — parents, students, teachers, staff, school board, administration — are expected to be firmly committed to the mission of the school, from time to time disagreements or disputes may arise. This policy is intended to help manage such conflict promptly, fairly, and in keeping with the biblical principles contained in Matthew 18 and Romans 12:

*“If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you’ve made a friend. If he won’t listen, take one or two others along so that the presence of witnesses will keep things honest, and try again.” Matthew 18:15-16 (The Message)*

*“Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody. If it is possible, as far as it depends on you, live at peace with everyone.” Romans 12:17-18 (NIV)*

A grievance may exist when anyone affiliated with the school (e.g., student, parent, employee, etc.) feels he or she has been wronged, or has been subjected to any unjust act, policy, or procedure. Employees and school board members, if their children attend OA, are subject to this policy in their capacity as parents.

## Responsibilities

The relationship between OA, its employees, and parents of OA students is one of partnership. All parties must work together toward the goal of equipping students’ hearts and minds, preparing them to be godly leaders in our world. Given this spirit of partnership, we are all expected to:

- Resolve conflicts promptly and directly.
- Work through disagreements while maintaining an attitude of respect, courtesy, and humility.
- Maintain confidences and limit discussion to only the parties directly involved.
- Do nothing that might bring dishonor to the name of Jesus or OA.

OA employees acknowledge the trust parents have extended to them by choosing OA for their child’s education. Given that trust, teachers have both authority and responsibility:

- Authority to make decisions in their classrooms, including issues regarding grades and discipline, under the oversight of, and within the parameters set by, administration and the School Board.
- Responsibility to hear promptly and courteously all concerns registered in good faith by a student or parent, to try to clarify misunderstandings, and to make reasonable adjustments if appropriate.

Parents, by choosing OA as the school for their children, also have both rights and responsibilities:

- The right to be informed about actions affecting their child/children, and to have explained to them the rationale behind those actions.
- The responsibility to humbly accept decisions of the school, and to willingly support the authority of the school and its employees.



## Procedures

It is the responsibility of the party filing the grievance to initiate these procedures. Level 1 and Level 2 grievances may be presented by the student, if mature enough to do so. Parent/guardian involvement is required for Levels 3 and 4. Whenever possible, meetings outlined below should be arranged in advance and conducted face-to-face.

**Level 1 — Private:** The grievance should be discussed privately among only the parties directly involved (e.g., the individual teacher and the parent), to give opportunity for constructive dialogue and an amicable solution.

**Level 2 — Principal:** If resolution is not reached, the person with the grievance should submit a fully completed Level 2 Grievance Form to the next level of authority at OA (typically the principal). The authority will fully research the grievance and document their decision in writing to all parties directly involved.

**Level 3 — Head of School:** If resolution is still not reached, the person with the grievance should approach the Head of School, explain the grievance, and provide a copy of all written documentation (including the Level 2 and Level 3 Grievance Forms, and the principal's decision). The Head of School will fully research the grievance and document their decision in writing to all parties directly involved.

**Level 4 — Appeal to School Board:** Finally, an appeal may be made to the School Board, by submitting all written documentation (including Levels 2, 3, and 4 Grievance Forms; and the principal's and Head of School's decisions) to the School Board Chairman. Decisions of the School Board are final. Details of the School Board's deliberations and actions are confidential and will not be disclosed, except to the parties directly involved, when allowed. The Board will first decide if they will hear the appeal. Depending on the nature of the grievance, the Board may simply refuse to hear the appeal, and refer the issue back to the Head of School. Generally, the Board will not become involved in issues regarding day-to-day operations of the school, e.g., which student is assigned to which teacher, lunch menu, daily bell schedule, annual calendar, coaches' decisions regarding sports teams, grades, enforcement of dress code, etc.

## Code of Conduct and Acknowledgment

### Biblical Teachings

Because we live in a pluralistic society, enrolled families or prospective families may hold a wide range of beliefs on moral issues. For this reason, we believe it is necessary to declare Oakwood Academy's positions on key topics. Oakwood Academy expects and requires that both students and parents will support the school in its distinct mission and in its biblical beliefs. OA holds to the traditional and historical biblical teachings which are found in the Oakwood Confession.

### OA Code of Conduct — Students

Students enrolled at Oakwood are representatives of the school and its purpose as well as the Lord Jesus Christ. As such, all students are expected to exemplify their respect for and support of the principles and objectives of OA at all times. In addition, it is assumed that each student will do his/her utmost to exert a positive influence on the attitudes and behavior of his fellow students. Students found to be out of harmony with the OA principles and objectives may be removed whenever the general welfare of the student body demands it.

### OA Code of Conduct — Parental Agreement

Students and parents with students enrolled at OA agree to:

Support the development of a Christ-centered worldview and academic excellence at Oakwood Academy by being actively involved.

Support the school's policies and procedures as written in the student handbook. That as parent(s), we agree to abide by and discuss the Code of Conduct with my child/children, which states: Parents with students enrolled at OA are representatives of the school and its purpose as well as the Lord Jesus Christ. As such, all parents and students are expected to exemplify their respect for and support of the principles and objectives of OA at all times. In addition, it is assumed that each family will do their utmost to exert a positive influence on the attitudes and behavior of fellow peers. Students found to be out of harmony with the OA principles and objectives may be removed whenever the general welfare of the student body demands it. We understand that attending school is a privilege that may be withdrawn upon sufficient cause as determined by the administration.

Become actively involved in school affairs, functions, and reasonable service due to Oakwood Academy's reliance on parents to take active roles in its support and governance. We will also actively support the fundraising activities of the school with the realization that tuition alone does not cover the cost of educating my child.

Be proactive in dealing with issues of academic, moral, spiritual, and social growth of our child/children at the school. If a problem or concern should arise, we will take our concern directly to the person involved, in keeping with the Matthew 18 principle.

### Acknowledgment

#### Parents/Students:

We have received a copy of the OA Parent/Student Handbook, Biblical Teachings, Acceptable Use Policy, G Suite Consent, Chromebook Policy, and Code of Conduct expectations.

By signing electronically, we are stating that we have received and understand the policies and guidelines contained within the Student Handbook and we agree to follow all policies and guidelines contained within. In addition, we agree with the Acceptable Use Policy, Chromebook Policy, and the G Suite.