

# Ooltewah Adventist School

Official School Handbook 2018-2019



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**Dear Parents and Students,**

**We hope you will take the time to read our handbook from cover to cover! It has a lot of information and will answer a multitude of questions you may have both now and during the coming year.**

**Keep it in an easily accessible place for continued reference purposes.**

**We are looking forward to a wonderful year of growing and learning together with God!**

**With all of us working together and praying for one another, we can make this a year that each of us grows closer to one another and to our Heavenly Father.**

**In His Service,  
The OAKS Staff**



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\*Handbook policy is subject to change at any time.

# About OAKS

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## Statement of Authority, Mission, Philosophy, and Vision

### Authority

Ooltewah Adventist School (OAKS) is operated by the Ooltewah Seventh-day Adventist Church and the Georgia-Cumberland Conference of Seventh-day Adventists. We are accredited by the Adventist Accrediting Agency (AAA), the National Council for Private School Accreditation (NCPA), and State Approved by the Tennessee Department of Education.

All policies and materials in this handbook are in harmony with the policies of the Southern Union and North American Division of Seventh-day Adventists, the State of Tennessee, and have been approved by the faculty and school board of Ooltewah Adventist School. Any exceptions, alterations, or interpretations must be approved by, or be subject to approval of, the faculty and school board. The administration and board reserve the right to formulate and implement policies, rules, and regulations throughout the course of the year in order to ensure the safe and appropriate operation of the school. Those policies will be equal in force.

### Mission

OAKS is a Christian organization that seeks to inspire its students to think deeply, live fully, serve unselfishly, and love God completely.

### Philosophy

OAKS recognizes that God is the Creator and Sustainer and the Source of knowledge and wisdom. Knowledge of this personal God is derived from divine revelation as found in the Bible, nature, and human reason.

The ultimate aim of the student is to be restored in the image of God. The student will, through an experiential relationship with Christ, accept service as a principle of life and will serve home, church, and community. Seventh-day Adventist schools encourage the development of the whole person for this life and the life to come.

*“The fear of the Lord is the beginning of wisdom—a good understanding have all they that do His commandments—His praise endures forever.” (Psalm 111:10)*

## Vision

Our vision is to:

- Lead learners to know God and His Word
- Foster servant leadership
- Provide a caring atmosphere
- Enhance the learning environment
- Develop an interactive teaching style
- Infuse technology into curriculum where appropriate
- Create partnerships in education

Together, these seven vision statements can lead to a better educational future. Each is related to, and in varying degrees dependent upon, the implementation of the others.

## School Policies

In the event that a policy is seen as questionable when measured to the stated OAKS mission and vision statements, a concerned individual should:

1. Put their concern in writing, citing the specific school policy, their concern with the policy, and the proposed amendment or change.
2. Submit this request to school administration for review.

An individual may bring any issue to the School Board which they feel has not been resolved by Administration. Such communication should be in writing and may be presented to any Board member to be acted upon as outlined below. Under the provisions of these guidelines, every effort should be made to reach a solution to any problem at the level closest to its origin.

When any communication is presented in writing, a written response will be provided.

## Communication

In any Christian setting, it should be possible to resolve any misunderstanding or concern by appropriate communication between all parties involved. To this end, OAKS offers methods for communication as stated below.

## Grievance Policy

Whenever people interact, conflicts and misunderstandings may develop. As Christians, we expect that all students, parents, teachers, board members, and other persons interested in the school will follow biblical standards when resolving these problems. It is always best to discuss any issue with the person with whom the issue exists. Parents, always talk to the teacher about a classroom issue first. It should be understood that face-to-face discussion should result in resolving most concerns. However, if all parties are not satisfied with the outcome, then the following policy is to be applied:

1. Present a written summary of the issue to the person(s) concerned.
2. If the problem is not resolved with Step 1, the principal will meet with the parties involved in the dispute to ascertain the basic issues and come to a fair and amicable resolution.
3. If no resolution is achieved in Step 2, the Executive Committee will be asked to arbitrate the issue. A summary of the issue may be presented in any format. In any event, a response regarding the resolution will be provided, in writing, to the person making the complaint.

## School Board Meetings

Anyone is welcome to attend regular meetings held the first Tuesday after the 10<sup>th</sup> of each month. Dates are subject to change. Call the OAKS Office for specific dates. On rare occasions, the Board may deal with an issue that will require going into an Executive Session. When this happens, non-school Board members will be asked to leave the meeting.

Bringing a specific item before the Board requires submitting this topic in writing to a Board member no later than 10 days before the scheduled meeting. This will give the Board time to research the topic and, if necessary, add it to the agenda.

When preparing the written statement to submit to the Board, it is important to state how this affects the school as a whole. Please include ideas for how to address or correct the issue.



# Academics

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## Curriculum

We believe that Kindergarten is an integral part of the Elementary school, and that it has an important contribution to make to the entire educational process of the child. OAKS Kindergarten provides a relaxed atmosphere in which each child has an opportunity to succeed, to be creative, and to develop as an individual at his/her own development rate spiritually, socially, emotionally, intellectually, and physically. Personality and character needs are fulfilled through individual guidance and through the shared experiences of the group.

OAKS intentionally offers a small classroom setting in order to meet the unique gifts and needs of its students. The school provides a well-rounded program to encourage social, emotional, spiritual, physical, and intellectual growth in its students. Excellence is the goal to be attained by all.

The OAKS curriculum is based on the requirements of the General Conference of Seventh-day Adventists Office of Education. For further information refer to the Adventist Edge website at [www.adventistedge.org](http://www.adventistedge.org).

## Computer

OAKS offers a complete networked computer lab for the K-8th grade students. Students in grades 3-8 will receive instruction in computer literacy, keyboarding, and the use of the computer as a tool to enhance and reinforce their studies. Students will need access to the Internet for research purposes and must have a signed Authorized Usage Policy before internet usage will be permitted. Grades 1-4 incorporate the use of the computer lab with class research and projects. They must also complete an Authorized Usage Policy form. Misuse of the computer may result in temporary or permanent loss of use.

## Music

The Georgia-Cumberland Conference of Seventh-day Adventists requires that all students in grades 1-8 be involved in some area of music instruction. The following music programs are offered: Grades K-4 informal classroom instruction; Grades 5-8 group and individual instruction. All 5<sup>th</sup> graders will be involved in Beginning Band with no additional cost to the parents. There is also a Concert Band for which auditions will be held at the beginning of the school year. Additional fees may apply.

## Physical Education

Physical Education is an integral part of the OAKS curriculum. Directed work and play experiences in the Physical Education program enable students to develop physical, spiritual, mental, and social qualities. Daily, each grade level is given a structured PE class and a free-play time period. Sport shoes with non-marking soles should be worn at all times, especially during these activities.

## Grading Scale

The Ooltewah Adventist School operating board has adopted the following grading scale for grades 3-8:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Below 60

# Admission Policies

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All students who express an earnest desire for a Christian education are welcome, regardless of race, color, or creed. All students are expected to demonstrate respect for the Word of God and observe all the regulations of the school.

## Age Requirements

To enter the Kindergarten program, a child is to be six years of age by December 31st of the current school year. OAKS believes that an older kindergartner is better prepared socially and emotionally to be more successful throughout their school career. This policy is based on experience and the counsel we have been given.

OAKS also requires every student to know their parents' cell phone numbers by memory in case of an emergency.

Tennessee State Law requires that all students entering the first grade must have completed one year of a state-approved Kindergarten program.

## Grade Placement

All prospective students new to OAKS are tested to determine grade placement.

## New Student Application Process

Application materials are available on the OAKS school website at [www.oaksonline.net](http://www.oaksonline.net). The admission process is as follows:

1. Provide OAKS with a completed application (one per child).
2. Pay a \$25-\$100 non-refundable deposit per child, with a \$100 maximum per family with two or more children.
3. Return three completed and confidential Recommendation forms to OAKS from the child's previous school.
4. Provide transcripts from previous school.
5. Once all items have been received, parents will need to schedule a time for placement testing.
6. When steps 1-4 are complete, applications will go before the

Admissions Committee for review. The Admissions Committee is comprised of the Principal, the School Board Chairman, Registrar, a lower grade teacher, and an upper grade teacher.

7. A letter of response will be sent to parents in a timely manner.

## Enrollment Requirements

Once a new student has applied and been accepted, the following items must be submitted before registration is complete:

1. A signed Financial Agreement and payment of the entrance fee and 1st month of tuition.
2. A physical exam (Kindergarteners, all new students, and students for whom there is no health record on file).
3. Original Permanent Tennessee Certificate of Immunization to be obtained from your health care provider.
4. Original State-issued birth certificate.
5. Consent to Treat, Dismissal, and Media Release forms are all submitted as part of the application.

## Enrollment Forms

At the time of registration, parents may also need to fill out and submit the following form:

1. Tennessee Child Restraint Law - read and signed by any parent with a child age four (4) through eight (8) or measuring less than five feet in height (for field trips).
2. NAD (North American Division) Volunteer Ministry Form - must be filled out by any person who intends to volunteer in any capacity that would bring them in contact with the students.
3. Volunteer Driver Form - must be filled out and submitted to the school office, when volunteering to chaperone or to drive for field trips. It must be accompanied by a photocopy of the driver's license and a copy of the Declarations Page of the car insurance policy (page stating liability amounts).

# Finances

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## Current Tuition Charges

### Ooltewah SDA Church Member

Entrance Fee – Grades K-8: \$375

	Monthly Payment	Total (10 months)
Grades K-4	\$430	\$4,300
Grades 5-7	\$450	\$4,500
Grade 8	\$455	\$4,550

### Non-Ooltewah SDA Church Member

Entrance Fee – Grades K-8: \$375

	Monthly Payment	Total (10 months)
Grades K-4	\$555	\$5,550
Grades 5-7	\$575	\$5,750
Grade 8	\$580	\$5,800

## Discounts

### Payment-in-Full Discount

Families who choose to pay the full school year's tuition in advance will receive a 5% discount. Please contact the school treasurer for information.

### On-time Payment Discount

1. A \$10 per student on-time discount will be credited on the student's monthly statement if full payment is received by the 10th of the month. This discount is in addition to the other listed discounts.
2. Discounts do not apply to entrance fees.
3. Payment must be received by the 10th of each month no later than 3:30 p.m. If the 10th is not a school day (weekend, holiday, etc.), then payment is due by 3:30 p.m. on the next school day.
4. Payments that are received after school hours will be credited the next day.

- If payments are mailed, they must be received by the 10th. Postmarks will not be considered.

## Family Discounts

For families with more than one child attending OAKS, there is a monthly discount. The total discounts are per family:

Number of Children	Monthly Discount Per Family
1	\$0
2	\$40
3	\$100
4	\$200
5	Cost of 5 <sup>th</sup> Child is Free

## Statement Related Dates

1 <sup>st</sup> of Month	Tuition is Due
10 <sup>th</sup> of Month	Last Day for On-Time Discount
20 <sup>th</sup> of Month	Statement Period Ends
25 <sup>th</sup> of Month	Statements Mailed

## Financial Policies

### Checks Payable

Make checks payable to OAKS or Ooltewah Adventist School. Please note in the memo area of the check what the check is for (i.e. tuition, band, etc.).

### Application/Reenrollment Fee

An application is required for both new and established students. At the time of application, a deposit is necessary to reserve classroom space (see pages 11-13 for new applicant requirements and application fee amount). The deposit amount varies by month for current students due to early application incentives.

## Online Payments

Families enrolled at OAKS will use ParentsWeb online pay service to pay for tuition, hot lunches, and other expenses (such as field trips) as they are posted to their accounts. The ParentsWeb account will be provided to all families who have received an acceptance notice for the school year.

## Entrance Fee

The entrance fee and August tuition are due at registration. Monthly tuition thereafter is due the first of each month, September through May. All current student account balances must be at \$0 in order to register for the following year.

Entrance fees will **not** be refunded after the 10th of September. Students entering school at or during second semester will be charged one half of the entrance fee.

## Graduation Fee

Students in 8<sup>th</sup> grade pay a \$50 graduation fee. This fee is included in the monthly tuition rate for 8<sup>th</sup> grade.

## Outdoor Education Fee

Students in grades 5-8 will attend three days of Outdoor Education every year. This fee is included in the Grades 5-8 monthly tuition rate.

## Gum Fee

Discarded chewing gum creates safety and maintenance problems. Students will refrain from chewing gum on campus. A \$25 fine for chewing gum will be enforced to pay for gum removal from carpets and furniture.

## Overnight Trips

Students with past-due accounts (balance older than 30 days) will be prohibited from going on any overnight field trip such as class trips, band trips, etc.

## Returned Payments

There will be a \$25 charge per payment refused for insufficient funds. After two payments have been returned, only cash, money order, or other form of guaranteed funds will be accepted as payment for tuition or any other payments during the remainder of the school year.

## Student Aid

Ooltewah Seventh-day Adventist Church members seeking financial assistance are to apply through the church secretary for available church financial assistance. Non-Ooltewah church members are to contact their church pastor for financial assistance. Many area churches also offer to pay the non-constituent difference in tuition. Check with your local church concerning how much of that difference they award to their members.

## Unpaid Accounts

Students with accounts past due 60 days or longer will not be permitted to attend classes until:

- A. Account is paid to bring the account within 60 days, or
- B. Satisfactory financial arrangements acceptable to the OAKS Finance Committee have been made.



# Student Handbook

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## Absences and Make-up Work Policy

Students who have excused absences will have five (5) calendar days from their return to complete any missed work. Completed work returned to the teacher on the designated date will receive full credit. Students with unexcused absences may request missed work from the teacher. It is at the discretion of the teacher to grant this request and work may be accepted with reduced credit.

### Pre-Arranged Absences

In January 2017 the State of Tennessee passed a law that requires OAKS to submit the names of students with five (5) or more unexcused school absences to the Hamilton County Department of Education Director of Schools. Once the report is made, the Director of schools may choose to take several actions which may include, but are not limited to, a court appearance or a fine. (OAKS must submit reports for each additional 5 absences as well.) Absences due to illness, medical appointments, and family emergencies (such as a death in the family) are excused with records submitted to the OAKS office. All other absences are unexcused unless an excused absence is granted by the OAKS School Board.

If your family is anticipating a prolonged absence that will not occur during the approved calendar leave time, you will need to submit a letter to the School Board 60 days before your anticipated absence with a request to excuse the absence. Such occasions are expected to be minimal. Students will be allowed to make up schoolwork according to the individual classroom policy.

## Accidental Injury

Each student is required to have a current Consent to Treat form on file in the school office each year. In the event of a medical emergency, the school will make every attempt to contact the student's parent(s) or guardian(s) as specified on the form. If contact cannot be made, the school will exercise the authority given to seek care for the student.

The school's insurance is secondary accident insurance coverage to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, the student insurance will pay the reasonable and customary

expenses incurred for necessary medical, dental, or hospital care, within one year from the date of the injury, up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. The policy is in effect when the student is:

1. On the school grounds during the days and hours when school is in session.
2. While participating in an activity solely sponsored and supervised by school authorities.
3. Traveling directly to and from home for regular school sessions (injuries sustained while off-campus for personal reasons during regular school session or injuries sustained as a result of operating, riding in or upon, or alighting from a 2 or 3 wheeled motor vehicle are excluded).

Should a student be injured under these conditions, parents are to:

1. File a report on school insurance form with the school secretary within 24 hours after the accident.
2. File a claim and collect payment from the family or employer group insurance.

The school office has the claim forms. Since parents have the choice of medical care, it is their responsibility to have forms filled out and returned to the school. Claims are to be filled out by the hospital or doctor and must be returned to the school office as the insurance company dictates.

## After-School Child Care Program

OAKS offers an After-School Child Care program for the convenience of our parents. This program is designed to service both regular care users and occasional users. Those children not picked up on time will be sent to the after-school program and parents will pay for services rendered.

The program runs from 3:30 p.m. to 6:00 p.m. each Monday through Thursday, and from 2:30 p.m. to 5:00 p.m. each Friday. The program does not operate on half-days or non-school days.

Cost varies according to frequency, length of stay, and how many children per family are using the program. Information is available from the After-School Care provider.

## Arrival and Dismissal

School hours are from 8:00 a.m. to 3:00 p.m., Monday through Thursday, and 8:00 a.m. to 2:30 p.m. on Friday.

In order to provide a first-quality education program, the staff at OAKS must have adequate time before and after school, without students present, for planning and preparation. Therefore, the school building will be open from 7:15 a.m. to 3:30 p.m. When students spend too much time on a school campus before and after school, it can become difficult to maintain a proper learning atmosphere and overall respect for school property. Children must wait in cars until doors are unlocked every morning. Children not picked up by 3:30 p.m. will be sent to after-school care.

## Attendance

Since there tends to be a direct relationship between the quality of education and the strength of its attendance policy, parents are encouraged to help the child take school life seriously and to attend regularly. All tardies require a note of explanation to be considered by the school administration as excused or not. The note must contain the student's name, date, the reason for the tardy or absence, and the parent's/guardian's signature. Any illness of three (3) or more days requires a doctor's note. Tardy after 10:30 a.m. is considered a half day absence.

## Bullying and Harassment Policy

Staff members or students may not participate in, or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical, verbal, or cyber attack directed at a person's race, religion, national origin, age, gender, or physical features.

Sexual harassment includes sexual advances, request for sexual favors, and other verbal or physical contact that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment are to be reported to the administration and will be treated with confidentiality.

Incidents of bullying, shunning, and sexual harassment occurring during on-campus or off-campus school sponsored events are to be reported to the

supervising teacher and administrator. Every effort will be made to protect student identity and confidentiality. Confirmed incidents of harassment or bullying will result in disciplinary action.

OAKS defines bullying as the following: “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person or group who has a hard time getting the behavior to stop.”

“Bullying involves aggressive behavior, a pattern of behavior repeated over time, and an imbalance of power or strength.”

## Calendar

The calendar is subject to change. Reminders for major days off will be sent home in the weekly newsletter. If there are questions regarding the calendar, please call the school office.

## Child Abuse/Neglect

OAKS staff is bound by Tennessee State Law to report any suspected or reported cases of child abuse and/or neglect. In the event that a teacher or administrator has reason to suspect or receives a report of child abuse/neglect, the OAKS staff is required to notify Child Protective Services. School employees are not to investigate and determine whether there has been an incident of abuse or neglect. OAKS supports all efforts to end child abuse.

## Dress Standards/Dress Code

Keeping in mind that our school is a Christ-centered educational facility, and wanting to reflect favorably on our Lord, it should be the desire of every student to dress and act accordingly. The OAKS School Board has established a school uniform as a part of its standards.

### PLEASE NOTE:

All items must be approved before being logoed. Logoing may be done at Educational Outfitters, or uniforms may be left at the school to be monogrammed for \$3.50 per item.

1. Uniform dress pants/shorts are to be navy blue or khaki/beige. Shorts must be *uniform shorts* of modest length. Girls must always wear shorts underneath a skirt or jumper. Cargo pants, carpenter pants, and any

pants with outside pockets are not acceptable. No external patches, rips, tears, or stains are allowed on clothing.

2. Uniform skirts/skorts/jumpers/shorts hem must be worn within two inches of the knee while standing up and must be navy blue, khaki, or OAKS plaid (#49 at Educational Outfitters only).
3. Acceptable shirt colors are navy blue, hunter green, white, and fire-engine red (all with the OAKS logo). Shirts may be polo style or turtlenecks. Polo style shirts may be long or short-sleeved (no gathers in sleeves or ribbons in collars). All undershirts or turtlenecks worn under the uniform shirt must be solid uniform colors and tucked in at all times.
4. On Wednesdays, blue jeans (appropriately sized & well-fitting) may be worn. Jeans must be straight cut or boot cut only. No denim leggings, skinny jeans or jeans with embroidery or glitter embellishments are permitted. There should be no ornamentation, carpenter style pockets, or flaps with buttons on jeans due to safety issues. Students may choose to wear regular school uniforms OR regular uniform shirts with blue jeans. Other school T-shirts called “Wednesday Shirts” may also be worn on Wednesdays.
5. Only uniform jackets/hoodies/cardigans (black, navy, or grey) may be worn inside the classroom. Non-uniform winter coats must be worn outside only and placed on hooks when inside the classroom. Non-uniform jackets/hoodies/cardigans are not allowed to be worn in the classroom. OAKS hoodies purchased through the school may also be worn regardless of color.
6. 8<sup>th</sup> graders only may purchase and wear CA/GCA approved uniforms from Educational Outfitters.
7. Shoes must be sport shoes with non-marking soles. (Shoes that light up are not permitted.) Sport shoes are required for all activities physical in nature. Students participate in daily physical activities requiring these shoes for safety issues. For health regulations, shoes are to be worn at all times.
8. Socks must be worn. They must be of the same variety of solid colors as used for shirts and must match the uniform (skorts/skirts/shorts) that the student is wearing. Approved colors are black, white, hunter green, navy blue, fire-engine red or khaki. Leggings or tights, in the above colors, may be worn under skirts. They must be at or below the knee. Any color of socks may be worn with pants.
9. God created each of us beautiful just as we are, and we want each student to focus on their inner beauty. Therefore, jewelry of any type is not



appropriate (including rubber and hair bands worn on wrists). Make-up and fingernail polish should be kept natural and to a minimum. Students are not to apply tattoos or draw on the skin or nails with pen or markers.

10. Hair must be clean, neat, a natural color, and present a well-groomed appearance. For boys: Hair must not extend past the bottom of the ears, the bottom of the shirt collar in the back, or the top of the eyebrows. For all students, hair must stay out of the face during regular school activities; his/her hair should not cover the eyes or prohibit eye contact. Bizarre or extreme styles are not acceptable.
11. **Required** dress for day field trips: Hunter green school polo (from Educational Outfitters or ordered at school from the Thread Baron – shirts ordered after September 1<sup>st</sup> will need to be purchased directly through Educational Outfitters) and khaki pants/shorts or approved blue jeans. The child's teacher will designate the appropriate uniform prior to the field trip.
12. For extended field trips, dress must be modest, appropriate, and within the spirit of the OAKS dress code. Sponsors will issue, in writing, any special dress code designed specifically for a particular event.

**NOTE:** The above listed dress code applies to all school functions, class programs, field trips, and any other time the student is representing OAKS. OAKS and the Dress Code Committee reserve the right to make changes to the dress code as circumstances may require. Just as in life: "If in Doubt... Don't."

## Early Departure

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the principal's office. Parents must check in at the school office when picking up their child for an early dismissal. The following guidelines apply:

- No child will be released to a person other than a parent, guardian, or designee during school hours without the written permission of the parent or guardian.
- The designee will be required to sign a log-out form in the school office indicating the time and purpose of the release. Identification will be required if the person is not known to the office personnel.
- All parents, or any designees arriving during class time to pick up students for medical/dental appointments, or for excused absences, must check in at the office and sign the child out.

- Teachers may release a child to an adult only after receiving notification from the principal or secretary.
- No child will be permitted to walk home during school hours. A parent, guardian, or authorized adult must pick up children at school.

## Electronic Devices

All classrooms have telephones, removing the need for students to possess a mobile phone at OAKS either during or after school hours. They are a distraction to our desired learning environment. Furthermore, no electronics from home are permitted on campus. Electronics confiscated from students result in a \$25 charge (per incident) to the parents' monthly financial statement; devices will be returned only to the parents or other adult picking up students. Potential exceptions to this policy—students transferring between homes after school, for example—must first be discussed with the principal, the only one able to grant such permission.

## Emergency Drills

Fire, safety, nuclear, intruder, and tornado drills are held periodically throughout the year so that our students will understand what is expected of them in the event of an emergency. Every precaution is taken to ensure the safety of our children.

## Illness Policy

If the child is absent because of an illness, please call the school office at (423) 238-4449, no later than 9:00 a.m. on the day of the absence and leave a message with the secretary or on the answering machine. Please let us know if the child is absent with a communicable disease.

If the child is sick—has a fever, a headache, is coughing, is nauseated, etc.—please do not send him/her to school. We want to work together to ensure that our students and their health are protected.

It is important to fill out the enrollment form very carefully, with home and work telephone numbers, and that the school is notified of any changes during the year. Also, please be sure that the people listed as emergency contacts are aware and willing to accept responsibility for the child, if necessary. If he or she becomes ill or is injured during school hours, we will make every effort to contact the parent.

In the interest of each child's health and for the protection of other students, we will expect that each parent comes for the ill child if he or she has a fever, cough, rash, head lice, or other possibly contagious symptoms. OAKS is prohibited from administering any medications (prescription or over-the-counter) to any student and will not agree to begin medication while parents are en route to pick him or her up from the school. If a child is ill, we request that he or she be **symptom free for 24 hours** (without medication) before returning to school. Absences of more than three days require a doctor's note.

Hamilton County Health Department Information			
Disease	Incubation	Stay Home	Return to School
Acute Cold	12-72 Hours	Variable	Upon Recovery
Chicken Pox	2-3 Weeks	10 Days Minimum	When Skin is Clear
Regular Measles	10-15 Days	7 Days Minimum	Upon Recovery
German Measles	13-21 Days	4 Days Minimum	Upon Recovery
Impetigo	2-5 Days	Until Recovery	Upon Recovery
Mumps	2-3 Days	Variable	Upon Recovery
Pink Eye	2-5 Days	Variable	Upon Recovery
Scarlet Fever	2-7 Days	7 Days Minimum	Doctor's Permission
Whooping Cough	7-12 Days	21 Days Minimum	When Under Control



## Immunizations

All immunizations must be up-to-date and recorded on an original official Tennessee School Immunization Certificate. A current original certificate must be kept on file in the OAKS office for the duration of the child's attendance at OAKS. According to State Law, students will be excluded from school if this policy is not followed. This required immunization form is due within ten (10) days of the start of school. A re-enrollment fee of \$50 will be assessed if a child is disenrolled. For any questions regarding the type of immunizations needed for children to attend school, parents are to contact the local health department or their child's pediatrician. 7<sup>th</sup> grade students are to have a T-DAP before entering 7<sup>th</sup> grade.

## Inclement Weather

Weather conditions requiring school cancellations or delays will be provided no later than 6:00 a.m. on TV channels 3. A parent alert will also be sent out from the office in the form of an e-mail, text, and phone call. A post will be made on the OAKS Facebook page with updated, by-the-minute information.

If school is in session when a tornado watch or thunderstorm warning is issued, students will remain in school until regular dismissal time. If a tornado warning is issued, students and staff will remain in school until an all-clear is given. Students and staff will take shelter in designated areas. All staff will be available to assist students.

Only parents, guardians, or pre-designated adults may pick up students at school during any severe weather. All students must be signed out at the office.

## Late Pick-Up Policy

Children must be picked up within 30 minutes of dismissal. After that time, they will be sent to After-School Child Care and parents will be charged accordingly.

## Lost and Found

Label all of the children's personal items, such as hats, gloves, coats, lunch containers, book bags, etc. Should something belonging to a child be missing, please check the Lost and Found hamper just inside the foyer. Please be sure to check for lost items on a regular basis. Items not claimed after thirty days are donated to charity.

## Lunch Program

School lunches are offered every week and must be ordered ahead of time on the ParentsWeb service. Lunch prices range from \$3.50 - \$4.00 per day.

We recognize the benefit of a plant-based, low-sugar diet and encourage students to bring lunches designed to promote physical and mental development. Absolutely no pork products or shellfish (pepperoni or shrimp) or caffeinated drinks are allowed.

OAKS will provide a lunch for those students who forget to bring one. This lunch will consist of a microwaveable cup of macaroni & cheese or PB & J, a fruit cup, and chips, at the cost of \$3.50. The parent will be called regarding the emergency lunch.

## Medications

All prescription medications brought to school are to be given to the office for safe keeping. They must be in the original container with the student's name, name of medicine, dosage, and time for each dose. A completed Medication Administration Form (available at the front office) is to accompany all prescribed medications and over the counter medications. A physician's signature is required.

OAKS staff are not to be held responsible for administering dosage or dosage frequencies of any medications. Medications will be self-administered by the child in the presence of an adult.

## Personal Property

OAKS is not responsible for personal property left on the premises. All personal property is to be labeled with the owner's name.

## School Premises Rules of Safety

Insurance through the Georgia-Cumberland Conference prohibits the use of skateboards, Heelies, roller skates, roller blades, bicycles, motorcycles, and all-terrain vehicles on school property. Baseballs on school property are prohibited during school hours. The playground is reserved for OAKS use from 6:00 a.m. – 6:00 p.m. During/after hours, all minors are to be supervised always by an adult.

## School Visitation

- New Family Tours – We encourage families to schedule a facility tour in advance to ensure the availability of a tour guide. It is understood that this is not always possible and we will work with parent schedules.
- Parents – Parents are welcome to talk with teachers between 7:30 a.m. and 7:45 a.m. However, at 7:50 a.m., students enter their classrooms and the teachers then direct their focus to the students. Parent/teacher conferences are not held during this time. Parents wishing to meet with the teacher are asked to make an appointment outside of school hours. If there is a need to bring something to school, or to speak with a child, please go to the school office and a staff member will offer assistance. During school hours, siblings younger than school age will be the responsibility of the parent.
- Prospective Student Classroom Visitation – Any prospective student with a desire to spend time in a classroom may do so by making prior arrangements through the OAKS office.

## Standards of Conduct

OAKS strives to instill in each student the desire to follow Christian principles on their journey through life. At OAKS, self-control, self-government, and acceptance of responsibility for one's own behavior are emphasized. Conduct that is deemed inappropriate or disruptive will be dealt with in measures appropriate to the behavior and circumstances.

Student conduct will be documented and parents notified on Student Referral forms. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, home suspension, detention, or expulsion. As an aid for the student and certain actions, students may be required to attend professional counseling. NOTE: There is not sufficient staffing to cover supervision of a student on in-school suspension.

The following actions can easily disrupt the teaching environment and will be a reason for parent notification:

1. Undermining the Christian ideals of our school.
2. Possessing literature or entertainment devices which detract from the principles which the school seeks to instill in students.
3. Use of profane language or gestures, indulgence in lewd conduct or suggestion, or possession of obscene literature or pictures.
4. Dishonesty, including theft, cheating, or willful deception regarding violation or disregard of school regulations.
5. Using (or the pretense of using) illegal drugs, tobacco, or alcoholic

beverages; possessing them or furnishing them to others at school or at any school activity.

6. Improper sexual conduct, including public display of affection.
7. Willful disrespect, disobedience, and/or critical or negative attitude toward any member of the school community (teacher, volunteer, student, pastor, visitor, etc.).
8. Attendance issues: excessive absences, early dismissals, or tardies.
9. Failure to accomplish or make satisfactory progress in school work.

Christ is our example at OAKS; therefore, we encourage students to treat one another the way they themselves want to be treated. School personnel will take seriously and act on any incident of student-to-student misconduct, such as bullying, sexual harassment, violence, threats, undue teasing, and derogatory remarks (regarding ethnicity, sex, disability, etc.) regardless of the incident's location. Student-to-student misconduct (bullying) will not be tolerated. In serious situations the Discipline committee may meet to discuss the future enrollment of a student. The Discipline Committee is comprised of the Principal, the student's classroom teacher, the School Board Chairman, Vice Chairman, and the Associate Pastor.

## Statement of Asbestos

AHERA inspections, completed in 1998 by a certified inspector and analyzed by an accredited laboratory, ascertained the presence of a small amount of asbestos contained in the building materials of our school building. These materials are encapsulated, covered, and monitored so as not to pose any risk or hazard to our students.

## Tardy Policy

Students must be in their classroom when the 8 o'clock bell rings. Any student arriving after the 8 o'clock bell may only enter the building through the office. Students arriving after the front doors have been closed will be issued a tardy slip which he/she is responsible for giving to the classroom teacher. After 10:30 a.m. a child will be issued a half day absence. Each tardy slip will be recorded. Excessive tardies may impact re-enrollment and will be addressed by the administration on an individual basis.

## Telephone

Students and teachers are not to be called during the school hours except in cases of emergency (the office will get any emergency messages to the teacher.) All other calls will be transferred to the teacher's voicemail.

## Transcripts and Report Cards

In harmony with the policy established by the General Conference of Seventh-day Adventists Department of Education, end-of-year report cards, transcripts of credit to be forwarded, or diplomas earned will be issued only when the student's account is paid in full.

A records release form signed by the parent or guardian must be submitted to the OAKS registrar before transcripts, grades, and all other pertinent file information may be forwarded to another institution. A \$0 balance is required before transcripts can be sent. The only file items that may be given directly to the parent are items the parent provided to OAKS (school physical, immunization records, birth certificate copy, etc.). All other items must be forwarded through the mail to the school or institute to which the student is transferring.

## Visitors

Parents are welcome to visit the school. Visitors are required to sign in at the office window upon arrival. No student should bring relatives or friends without prior approval of the classroom teacher and administration. These guests are to follow all school regulations. Visits will be limited in classrooms that have student teachers. Parents are asked **not** to make appointments to meet teachers between 7:15 a.m. – 3:30 p.m. as these are very busy times with starting and ending the school day.

## Volunteering

The OAKS board, faculty, and staff encourage parents to volunteer at the school. Areas of need include: driving/chaperoning for field trips, mentoring, school building maintenance, school yard maintenance, event planning and execution, hot lunch helpers, etc.

An NAD Volunteer Form is required by any person volunteering who will be in contact with students. Each volunteer is to complete the Georgia-Cumberland

Conference screening program before volunteering and interacting with children. The certificate of completion is to be submitted to the OAKS office. A mandatory background check is required with the form. Completed forms are to be submitted to the school office one week prior to service.

## Withdrawing a Student from School

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Have a conference with the principal.
2. Notify the classroom teachers.
3. Return completed withdrawal form to the front office.

Tuition and other charges need to be paid in full before records can be sent to the new school. Tuition is charged for the actual number of days enrolled and will continue until all withdrawal procedures are completed.

Board approved May 2018