



OAKS
OOLTEWAH ADVENTIST SCHOOL

**SCHOOL
HANDBOOK**
2026-2027

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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

Contents

- About OAKS.....6
 - Statement of Authority, Mission, Philosophy, and Vision 6
 - Authority..... 6
 - Mission..... 6
 - Philosophy..... 6
 - Vision..... 7
 - School Administration Policies..... 7
 - Communication 7
 - Grievance Policy..... 8
 - School Board Meetings..... 8
- Academics.....9
 - Curriculum..... 9
 - Music & Art..... 9
 - Physical Education..... 9
 - Technology..... 9
 - Grading Scale..... 10
- Admission Policies 11
 - Age Requirements.....11
 - Grade Placement.....11
 - New Student Application Process.....11
 - Enrollment Requirements.....12
 - Additional Enrollment Forms.....12
- Finances..... 13
 - Current Tuition Charges 13
 - Non-Ooltewah SDA Church Member 13

Discounts.....	13
Payment-in-Full Discount	13
Family Discounts	13
Financial Policies.....	14
Checks Payable.....	14
Application/Reenrollment Fee.....	14
Online Payments	14
Entrance Fee.....	14
Additional Family Charges	14
Gum Fee	14
Returned Payments.....	15
Student Aid.....	15
Unpaid Accounts.....	15
Student Handbook	16
Absences and Make-up Work Policy.....	16
Accidental Injury.....	16
After-School Child Care Program.....	17
Arrival and Dismissal	17
Attendance & Tardy Policy.....	18
Student Standards of Conduct	19
Calendar	23
Child Abuse/Neglect	23
Electronic Devices.....	23
Dress Standards/Dress Code.....	24
Early Departure.....	26
Emergency Drills.....	26

Illness Policy.....	26
Immunizations.....	27
Inclement Weather.....	28
Late Pick-Up Policy.....	28
Lost and Found.....	28
Lunch Program.....	29
Medications.....	29
Personal Property.....	29
School Premises Rules of Safety.....	29
School Visitation.....	29
Statement of Asbestos.....	30
Telephone.....	30
Transcripts and Report Cards.....	30
Visitors.....	30
Volunteering.....	31
Withdrawing a Student from School.....	31

*Handbook policy is subject to change at any time.
Updated: April 21, 2026

About OAKS

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 (NCPSA), 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

Ooltewah Adventist School is a Christian school-family that fosters a creative approach to learning, models methods for walking with Jesus, and facilitates the discovery of who God created each child to be.

Philosophy

The aim of the student is to develop a Christ-like character and to seek Him for a lifetime. This leads to a heart full of unselfish service that desires salvation for all.

*"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:

- o Lead learners to know God and His Word
- o Foster servant leadership
- o Provide a caring atmosphere
- o Enhance the learning environment
- o Develop an interactive teaching style
- o Infuse technology into curriculum where appropriate
- o 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 Administration 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 which they feel has not been resolved by Administration to the School Board. 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 third Monday 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

Curriculum

OAKS provides a comprehensive program to encourage social, emotional, spiritual, physical, and intellectual growth in our students.

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.

Music & Art

OAKS is known in the area as a strong fine arts school, offering robust instruction across all grade levels in music and art. The Georgia-Cumberland Conference of Seventh-day Adventists requires that all students in grades 1-8 be involved in some area of music instruction. We go a step further by providing 80 minutes of music instruction weekly for grades 1-4 students and 150 minutes weekly for grades 5-8 students.

Students in grades K-2 learn using the Prodigy Bells program and grades 3-4 use the Karate Recorder program. All 5th graders are in Beginner Band and 6th graders are in Intermediate Band with no additional cost to the parents. Then, in the 7th and 8th grades, students choose at the beginning of the year between joining Handbells or auditioning for Concert Band. Students may only be in one music group during school time without approval from the classroom teacher, music teacher, parent, and principal. Additional fees may apply.

Each week, every student has a 40-minute art lesson. Disciplines vary based on the students' grade, but include drawing, painting, design, and color.

Physical Education

We highly value organized Physical Education classes and free-play at OAKS, providing more than the NAD recommended minimum amount of recess and PE time. Directed instruction and play experiences in the Physical Education program enable students to develop physical, spiritual, mental, and social skills. Sport shoes with non-marking soles should be worn at all times, especially during these activities.

Technology

OAKS has a 1:1 Chromebook program for grades 3-8 and 1:1 iPad program for grades 1-2, enabling teachers to teach with technology within their classroom, giving all students the opportunity to learn with technology simultaneously. Students learn skills in software programming, coding, typing, web design, and research. To ensure the online safety of our students, OAKS has a very secure Internet filter with at least three levels of filtering protection. Using the Impero Backdrop software, teachers can monitor the Chromebook screens of all students simultaneously, block websites, or even blackout the screen of some or all students as needed. All students in grades 1-8 must have signed an Authorized Usage Policy before they will be allowed to use the Internet. Misuse of the Chromebook or iPad may result in temporary or permanent loss of use.

Grading Scale

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

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79		

Admission Policies

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 be eligible for the kindergarten program, children must be five years old on or before August 15 and demonstrate readiness for our program. OAKS believes that older kindergarten students are often better prepared socially and emotionally, which can contribute to long-term success throughout their school career. However, we also believe that when a child demonstrates kindergarten readiness, families should have the opportunity to make the enrollment decision that is best for their child.

All prospective kindergarten students are required to complete the Brigance Early Childhood Screen III test as part of the admissions process. The Admissions Committee makes enrollment decisions based on testing results, references, and an interview between the family and the principal.

Grade Placement

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

New Student Application Process

Families who would like to tour OAKS are required to schedule the tour in advance to ensure the availability of a tour guide. Application materials are available on the OAKS school website at www.oaksonline.net. The admission process is as follows:

1. Provide OAKS with a completed application (one per child).
2. Pay a \$100 non-refundable deposit per child
3. Return two completed and confidential recommendation forms to OAKS from the child's previous school, church personnel, or non-family community contact. To submit a reference electronically, visit our website oaksonline.net/application-process/
4. Provide original Permanent Tennessee Certificate of Immunization to be obtained from your health care provider.

5. Provide original State-issued birth certificate to be copied by the office.
6. Provide transcripts from previous school.
7. When steps 1-5 are complete, applications will go before the Admissions Committee for review. The Admissions Committee is comprised of the Principal, Vice Principal, School Board Chairman, Registrar, a lower grade teacher, and an upper grade teacher.
8. 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. Schedule a time for placement testing.
2. A physical exam (Kindergarteners, all new students, and students for whom there is no health record on file).
3. A signed Financial Agreement and payment of the entrance fee and first month of tuition.
4. Consent to Treat and Media Release forms are to be signed by the August open house/registration.

Additional Enrollment Forms

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

1. NAD (North American Division) Volunteer Verification Screening – online training must be completed out by any person who intends to volunteer in any capacity that would bring them in contact with the students. Volunteers who have already completed this screening within the past four years do not have to redo the screening, but will need to add Ooltewah Adventist School as a volunteer site in their account at ncsrisk.org.
2. 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

Current Tuition Charges

Ooltewah SDA Church Member
Entrance Fee – Grades K-8: \$350

	Monthly Payment	Total (10 months)
Grades K-8	\$600	\$6,000

Non-Ooltewah SDA Church Member
Entrance Fee – Grades K-8: \$350

	Monthly Payment	Total (10 months)
Grades K-8	\$830	\$8,300

Discounts

Payment-in-Full Discount

Families who choose to pay the full school year's tuition in advance will receive a 5% discount. Families who arrange to have their monthly tuition paid through OAKS automatic payment processing will receive a 3% tuition discount. Please contact the school treasurer for information.

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 th Child is free

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).

Online Payments

Families enrolled at OAKS will use Zelle or Adventist School Pay online to pay for tuition, hot lunches, and other expenses (such as field trips) as they are posted to their accounts. All families who have received an acceptance notice for the school year should create an online payment account.

Entrance Fee

The non-refundable entrance fee of \$350 is due by July 1 and the first month's tuition is due in August before the first day of school. Students entering school at or during second semester will be charged one half of the entrance fee.

Monthly tuition thereafter is due each month, September through May. All current student account balances must be at \$0 in order to register for the following year.

Additional Family Charges

Additional charges may include but are not limited to curriculum fees, curriculum supply fees, after school care, lunch charges, etc. Families will be notified and will approve all fees before they are posted on family accounts. If the balance of additional family charges and lunch accounts exceeds \$200 at any given time, families will no longer be allowed to charge to their student account. Additional family charges are considered part of the family's balance and can affect possible disenrollment, the release of transcripts, consideration for reenrollment, etc.

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.

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 SDA 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

Tuition is due each month. Families with tuition payments past due 90 days are required to meet with the school treasurer, finance chairperson, or principal to set up a satisfactory financial arrangement acceptable to the OAKS Finance Committee.

Student Handbook

Absences and Make-up Work Policy

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.

We understand that at times, families choose to travel during a time that is not part of a regular break from school. Please understand that your child can be out of school without excuse for five school days per year.

If your family is anticipating a prolonged absence and your child has already used their five unexcused absences for the year, you will need to submit a letter to the School Board before your anticipated absence with a request to approve additional unexcused absences. Such occasions are expected to be minimal and are not automatically approved by the School Board, especially if a child has already missed many days of school.

Students who are absent are required to communicate with their classroom teacher 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.

For all excused absences, students have one day per day absent to complete the missing assignments without penalty.

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 5:30 p.m. each Monday through Thursday. The program does not operate on Fridays, half-days or non-school days.

If a parent/guardian is late to pick up their child, a \$1/minute rate will apply. This applies to late pick up from aftercare or on Fridays.

Cost varies according to frequency, length of stay, and how many children per family are using the program. Information is available in the school office.

Students and parents are required to sign a behavior agreement to participate in aftercare. Students who repeatedly violate this agreement will be removed from aftercare and not allowed to continue to participate.

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. As a service to our families, the school building will be accessible from 7:15 a.m. to 3:30 p.m. Children may not be dropped off or left at the door before 7:15 a.m. and 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 & Tardy Policy

There is a direct relationship between the quality of education we provide and consistent, on-time attendance by students. Parents are expected to help the child take school life seriously and to attend regularly. All tardies and absences require a note or email of explanation. The note must contain the student's name, date, the reason for the tardy or absence, and the parent's/guardian's signature.

Students must enter the building through the lobby and be in their classrooms when the 8 o'clock bell rings. Students arriving to school after 8:00 am must be walked in by an adult and signed in. Arriving after 10:00 a.m. is considered a half day absence.

When a student reaches 5 tardies in a quarter grading period, families will receive a warning letter from administration. If a child reaches 10 tardies, the family will be required to meet with administration to discuss chronic tardiness and ways to remedy (ways the school could support families) the situation. Chronic tardiness may affect enrollment for the following year.

Weapons Policy GCC 1894

Students shall not possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, nor at any school-related or school-sponsored activities away from school facilities. Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," lasers, and/or any other device capable of chemically propelling a projectile.
2. Cutting and puncturing devices: dirks, daggers, knives with blades longer than three inches, folding knives with a blade that locks into place, disk with points or blade, or razor with an unguarded blade.
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers or inflammable fluids, and/or other hazardous devices. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. Any school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offence. Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's

parent(s) or guardian(s). In case of firearms, explosive or incendiary devices, and knives with blades longer than three inches the appropriate law enforcement officials shall be notified.

Student Standards of Conduct

The school environment requires a higher level of courtesy than many people exercise in ordinary public space. At OAKS, self-control, self-government, and acceptance of responsibility for one's own behavior are emphasized. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

Student-to-student misconduct will not be tolerated. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior and circumstances. Student conduct will be documented and parents may be notified through FACTS/ Family portal. Unwanted behavior that persists will be dealt with in a number of ways that may include home suspension, or expulsion. (As an aid for healing, students may be required to attend professional counseling.) In serious situations the Discipline Committee may meet to discuss the future enrollment of a student.

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

1. Disrespect

Each student is expected to maintain respect for teachers and staff, his/her classmates, and property, treating each person as a valued and worthy member of our community and caring for property in a way that does not degrade it. Substitutes, pastors, parent volunteers, visitors, or guests of OAKS shall be afforded the same respect.

2. Inappropriate Language

The use of profane, obscene, racist, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

3. Fighting/Physical Aggression/Physical Contact

Fighting or striking anyone is unacceptable. Physical or aggressive confrontation or verbal threats towards anyone is unacceptable and will result in disciplinary action from administration.

4. Bullying and/or Harassment

OAKS administrators, staff, and students strive to make our school a safe place for all. A student or group of students must not participate in, or allow any act of direct or indirect bullying and/or harassment which may cause

injury, degrade, threaten, or disgrace a student, staff member, and/or visitor to the campus. Bullying and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, or any physical, verbal, or cyber-attack, social media posting directed at a person's race, religion, national origin, age, gender, possessions, or physical features. Incidents of bullying, shunning, and 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."

5. Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or 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.

6. Public Displays of Affection

There is to be no public display of affection on school property or at any OAKS sponsored events. This includes but is not limited to: holding hands, hugging, and kissing.

7. Inappropriate Internet Use

A Computer Use Agreement must be signed by both parent and student before a student account is set up. This agreement defines acceptable student usage for internet and email accounts. Students accessing or downloading inappropriate or offensive information results in disrupting the class and will not be tolerated. Account activity is monitored and violations are subject to loss of this privilege, and possibly other disciplinary actions.

8. Possession of Unauthorized Items

Possession of literature, electronics, toys, or other items that undermine the Christian ideals of our school are not allowed. Pokémon and poker cards are not allowed. 3D-printed items may be limited and students cannot sell items at OAKS. Items may be confiscated and returned to parents at the end of the school day.

9. Books from Home

Students are not allowed to bring books from home to OAKS. This policy exists to safeguard the learning environment and prevent the staff from having to police content that is not school-appropriate, even if a parent allows it at home. If there is a school-appropriate book that a student would like to have added to our library, we would be happy to purchase it after our vetting process has been completed.

10. Possession of Controlled Substances

Possession, use, or the pretense of using alcohol, illegal or unauthorized drugs and medications on campus or at school functions is a violation of school policy and will be dealt with immediately by administration.

11. Defacing & Theft of Property

Any student who does not respect school property and the property of others by defacing or stealing will be held financially responsible for all damages.

12. Weapons

The use, handling, or possession of firearms, knives, lighters, matches, firecrackers, explosives, or any other item that is being used as a weapon will be dealt with immediately by the administration. See pg. 19 for complete weapons policy

13. Dishonesty

Dishonesty, including theft or willful deception will be dealt with immediately by the school administration.

14. Cheating/Plagiarism

Students are encouraged to live by a simple honor code that states, "I will not cheat, steal, or lie about academic work nor tolerate those who do." Students who are found to be dishonest on academic work will receive a "zero" for the work. This includes students who give or share the work. A second offense will result in significant disciplinary consequences.

15. Attendance Issues

Attendance issues: excessive absences, early dismissals, or tardies.

16. Failure to Progress

Failure to accomplish or make satisfactory progress in school work. Students must turn in work on time and display an effort to prepare for assessments and finish projects by set deadlines. Students who show no motivation to complete work put their enrollment at risk.

All infractions listed above will be communicated to parents through FACTS and at times, through email, on the phone or in person. Consequences will be administered by the teachers or school administration.

Disciplinary Procedures

School administration and staff will take seriously and act on any incident of student-to-student misconduct including but not limited to those described in this document. In serious situations, the Discipline Committee may meet to discuss the disciplinary plan and/or future enrollment of a student.

The Discipline Committee is comprised of the Principal, Vice Principal, the student's classroom teacher, the School Board Chairman, Vice Chairman, and Ooltewah Adventist Church's Associate Pastor. Possible consequences are listed below:

Parent Conference - parents and student meet with the classroom teacher to discuss issues with behavior in the classroom. Plans created are documented and shared with all parties.

Meet with Principal or Vice Principal – parents and students meet with the Principal and classroom teacher to review the need for more progress in the management of behavior. Plans and consequences are agreed on and a review is sent to all parties.

Behavior Contract and Probation – An administrator can meet with the student and parents to form a behavioral contract. The progress of each student on a behavioral contract will be monitored by the principal. The student's ability to participate in off-campus activities (including academic trips) will be evaluated on an individual basis during this time. (Students not following the behavioral contract may be asked to withdraw.)

Home Suspension – Major infractions or the breaking of a behavior contract can result in a 1 or 2 day at home suspension. This time is marked as an unexcused absence.

Expulsion – When continued behavior shows no improvement, the student may face a compulsory unenrollment from OAKS. The Discipline committee will meet to decide the future enrollment of a student. This committee is comprised of the Principal, the Vice-Principal, the student's classroom teacher, the School Board Chairman, Vice Chairman, and Ooltewah SDA Church Pastor.

The Disciplinary Procedure serves only as a guideline for behavior consequences. Administration reserves the right to adjust consequences they feel fit the infraction and in accordance with law enforcement.

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.

Electronic Devices

All classrooms have telephones, removing the need for students to possess a mobile phone or smart phone at OAKS during school hours or aftercare, including field trips. They are a distraction to our desired learning environment. Furthermore, no electronics from home are permitted on campus. Students may also not have a smart watch that is connected to Internet service while at OAKS. 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.

Dress Standards/Dress Code

The uniform policy at OAKS is not a commentary on modesty or the latest fashions. It is a simplified language use to describe the image we want our students to project. Studies have proven that uniforms are equalizers in the classroom and help focus students on work habits and academic growth. All schools have their own standards. If you choose to attend OAKS, you are choosing this dress, just like you agree to a code of conduct. The Faculty reserves the right to address ill-fitting and frayed uniforms.

1. Approved shirt colors from French Toast are navy blue, hunter green, white, gray, and fire-engine red. Shirts must be polo style and may be long or short-sleeved. All undershirts or turtlenecks worn under the uniform shirt must be solid uniform colors and tucked in at all times. All uniform shirts must have the OAKS logo.
2. Uniform dress pants/shorts are to be French Toast navy blue or khaki. Shorts must be French Toast *uniform shorts* and worn within two inches of the knee while standing. Girls must always wear shorts underneath a skirt or jumper. No external patches, rips, tears, or stains are appropriate on clothing.
3. Uniform skirt hems must be worn at the knee while standing up and must be navy blue, khaki, or OAKS plaid.
4. All underwear must be concealed under and inside of a student's uniform. The uniform should be of appropriate size to avoid revealing the lines and edges of a student's underclothing.
5. On Wednesdays, blue jeans (appropriately sized & well-fitting and in good repair with no rips/holes) may be worn. No denim leggings, skinny jeans or jeans with embroidery or glitter embellishments are permitted. 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.
6. Non-uniform sweatshirts/hoodies may not be worn on campus during the school day and on field trips. Students may wear a variety of sweatshirts/hoodies sold by OAKS including OAKS logo, spiritual-theme, or Mustangs hoodies and/or French Toast cardigans. Non-uniform winter coats must be worn outside only and placed on hooks when inside the classroom.
7. 8th graders ONLY may purchase and wear CA/GCA approved uniforms. Short and skirt length must meet OAKS standards. No skorts.
8. Each January, formal wear standards will be shared with the 7th and 8th grade class in preparation for graduation and graduate photos.

9. Shoes must be closed toed shoes with non-marking soles. Sport shoes are required for all activities physical in nature. Boots and crocs are not allowed. Students participate in daily physical activities requiring these shoes for safety issues. Shoes are required to be worn at all times.
10. 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. Leggings or tights, in the above colors, may be worn under skirts. Any color of socks may be worn with pants.
11. Jewelry of any type is not appropriate at school or OAKS events. Make-up 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. Fingernail polish is permitted for girls as part of the OAKS uniform under the following conditions.
 - a. Colors are bright and manicure is neat and tidy. No black or dark colors or partially missing color.
 - b. Patterns printed on nail stickers such as Color Street etc. are allowable. Please no nail art or raised/3d nail art.
 - c. Color should be applied to the natural nail bed and nails should be kept at a length to enable play in PE and comfort when typing. No press on nails or tips and extensions.
12. Hair must be clean, neat, a natural color, and present a well-groomed appearance (to the discretion of the staff and administration). Hair must stay out of the face during regular school activities; his/her hair should not cover the eyes or prohibit eye contact. Extreme hairstyles are not acceptable.
13. Required dress for day field trips: The classroom teacher will designate the appropriate uniform prior to the field trip.
14. 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.
15. Students who enter school out of uniform may be kept out of class until the correct uniform is provided by parents. On the third event of a student attending class out of uniform, a fine of \$25 is to be paid in cash before the student can return to class with the appropriate uniform. Additional infractions may require additional fines to be paid.

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 Uniform Committee reserve the right to make changes to the dress code as circumstances may require.

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:

- o Student signed out before 1:30 pm will be marked "Absent afternoon"
- o 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.
- o 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.
- o 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.
- o Teachers may release a child to an adult only after receiving notification from the principal or secretary.
- o No child will be permitted to walk home during school hours. A parent, guardian, or authorized adult must pick up children at school.

Emergency Drills

Fire, 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 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 a student becomes ill or is injured during school hours, we will make every effort to contact a 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 in 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 five days require a doctor's note.

Immunizations

All immunizations must be up-to-date and recorded on an original official

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
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

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 unenrolled for not filing the required form. 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. Seventh grade students are to have a T-DAP before entering seventh grade.

Inclement Weather

Weather conditions requiring school cancellations or delays will be provided no later than 6:00 a.m. A parent alert will be sent out from the office in the form text. 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.

Late pickups will result in a \$1/minute late pick up fee. This applies to late pickups from aftercare or on Fridays.

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 FACTS/Family Portal service. Most lunches cost \$4.50 per meal with small charges for additional items. Pizza lunches on Friday start at \$5.00 per meal. Lunches that are ordered at lunch time due to a student/family forgetting to order will be charged an additional \$1.

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, including on field trips.

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, heeled shoes, roller skates, roller blades, bicycles, motorcycles, and all-terrain vehicles on school property. Baseballs are prohibited on school property 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 by an adult.

Tennessee requires that all age four (4) through eight (8) or measuring less than five feet in height use a booster and may not ride in the front seat. This applies to all field trips at OAKS whether a family is currently using a booster at home or not.

School Visitation

Parents – Parents are welcome to talk with teachers after making 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.

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.

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.)

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.

Parents or other guests who would like to join their child for lunch may only do so by pre-arranging the visit with the homeroom teacher.

Volunteering

The OAKS board, faculty, and staff encourage parents to volunteer at the school. Areas of need include: driving/chaperoning for field trips, volunteering for school events, and helping prepare the facility during the summer for the coming school year.

All volunteers must complete the OAKS Volunteer Packet and complete the one-hour online training through Sterling Volunteers (ncsrisk.org). Volunteers must also be able to pass a background check. This training should be completed one week prior to service.

For field trips, all chaperones must agree to follow the published chaperone guidelines or they will not be able to chaperone at OAKS. These guidelines require that all chaperones must look out for the needs of all students in their care and must be willing to chaperone other students besides their own child. For more information, visit oaksonline.net/volunteer.

Withdrawing a Student from School

Parents finding it necessary to withdraw their child from school will need to have a conference with the principal. 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.