

# Oak Mountain Academy Parent Student Handbook



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### **THE MISSION OF OAK MOUNTAIN ACADEMY**

*Oak Mountain Academy provides a challenging college-preparatory education in a safe family environment. The school nurtures the ethical, spiritual and physical development of students as they become confident leaders inspired to serve.*

### **THE VISION OF OAK MOUNTAIN ACADEMY**

*Oak Mountain Academy is an innovative school of academic excellence where students receive a personalized, faith-based, college-preparatory education on a vibrant campus that offers dynamic opportunities, empowering them to become leaders committed to living lives of service and integrity.*

### **Non-Discrimination Policy**

*Oak Mountain Academy admits students of any race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the school and strives to make its programs and facilities accessible to all without regard to physical or medical condition or disability. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admission procedures, scholarship or aid programs, athletic, and other administrative programs.*



# Section 1: Introduction

## STATEMENT OF FAITH, SPIRITUAL GROWTH AND DEVELOPMENT

**VALUES AND BELIEFS:** Oak Mountain Academy is a faith-based, non-denominational, college-preparatory school. As such, we offer enrichments and classes in *Bible* as well as daily prayer. While we are a school based on Christian teachings, tenets, and traditions, we respect other religions and welcome students of varying faiths. We are committed to the following:

***Spiritual Growth:*** Honoring Reverend Flinn's intent to provide a nonsectarian yet Christian environment based upon the traditional Christian values of the following: Love, Honesty, Compassion, Faith, Respect, Integrity, Loyalty, Humility, and Sincerity. Cultivating a nurturing community where people of all faiths are welcomed and respected is essential to our spiritual growth. Elevating the spiritual growth and development of all students is the mission. Oak Mountain Academy is a faith based, non-denominational, college-preparatory school. As such, we offer enrichments and classes in Bible, as well as daily prayer. As a community made up of various faith traditions within Christianity, as well as non-Christian traditions, we continually seek to provide an atmosphere that promotes individual spiritual development while simultaneously respecting that of others.

***Academic Excellence:*** Maintaining low student-faculty ratios, enhancing respectful and caring student-faculty relationships, and stimulating a lifelong love of learning is key to our academic excellence. Nurturing intellectual curiosity and creativity, teaching essential skills of scholarship as a basis for future academic endeavors, and melding classroom learning with co-curricular activities/experiences is key to our academic excellence. Encouraging each child's creativity by providing opportunities for self-discovery through the arts is also key.

***Promoting a Family Environment:*** Establishing an environment where all families feel they belong, creating parent partnerships in the educational process, and fostering positive interactions among children of varying ages is key to our family environment. Ensuring a secure learning environment with clear and consistent behavioral expectations, honoring tradition and fostering loyalty to the Oak Mountain Academy family, and providing interactions between students and faculty which extend beyond the classroom is key to our family environment.

***Strong Ethics:*** Counseling our students on the absolute necessity of being honorable in all matters, respecting the dignity of human individuality, and instilling a sense of responsibility for one's actions is key to our family environment. Upholding the Honor Code and the core values of honesty, respect, and responsibility is also key to our family environment.

***Physical Development:*** Motivating students to commit to a lifelong pursuit of good health through physical activity, providing opportunities to participate in team sports, and promoting the ideal that physical fitness enhances mental acuity is key to physical development. Championing a spirit of teamwork and good sportsmanship is also key.

***Responsible Citizenship and Leadership:*** Emulating service to others in both the school and the community at large for the common good, providing varied opportunities for leadership and cooperation with others and mentoring respect for one another while instilling a sense of community. \*Respecting and protecting God's Earth, leaving the environment a better place for future generations is key to leadership.



## **HISTORY OF OAK MOUNTAIN ACADEMY**

In the early 1960's, a Carrollton minister, the Reverend Mr. Richard Flinn, envisioned a school that would offer its students a challenging curriculum while adhering to strong moral values in a family-style setting. In articulating his vision, the Rev. Mr. Flinn wrote: "Sound learning must be joined with high morality and spiritual commitment to produce an excellent person, the useful and responsible citizen, a noble human being."

Joining forces with Roy Richards, Sr. and Lynn W. Holmes, two prominent businessmen who shared his vision, the Rev. Mr. Flinn took action to make his dream a reality. Thus, in 1962, Oak Mountain Academy opened its doors with fifty students in kindergarten through eighth grade who attended classes in a renovated house and cottage. In 1968, the school had its first class of graduating seniors. In 1997, the school moved to a new location, and now students in pre-kindergarten-3 through twelfth grade attend school on an 88-acre campus.

Oak Mountain Academy received full SAIS/SACS accreditation during the 2006-2007 school year. As a result, Oak Mountain graduates young people who are well-equipped with the skills necessary to successfully compete with students from all over the country in college and beyond.

Oak Mountain Academy is governed by a Board of Trustees and administered by a Headmaster. All classes are taught by teachers who meet the criteria of the Southern Association of Independent Schools and Southern Association of Colleges and Schools (SAIS and SACS).

The School is located east of Carrollton, Georgia. The Cross Plains Road campus is a beautiful 88-acre site. There are three main buildings: The Alice and Roy Richards Administration and Commons Building (Upper School), The Gymnasium/Middle School/Walker Lobby/Cofer Science Laboratory, and The Lower School Building. The Oak Mountain campus also has a Pavilion, dedicated in honor of former Head of School, Paula Gillispie, which compliments the exceptional athletic fields, tennis courts and wooded cross country trail.

### **Accreditation and Membership**

Oak Mountain Academy is accredited jointly by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS), a division of AdvancED. Oak Mountain Academy is a member of the Georgia Independent School Association (GISA), and the Southern Association of Independent Schools (SAIS), Atlanta Area Independent Schools (AAIS), Carroll County Chamber of Commerce, Douglas County Chamber of Commerce, Carroll County Education Collaborative, Carrollton Kiwanis Club, and the Rotary Club of Carrollton.

## Section 2: General Information

### **Absence Notifications**

When a student will be absent, parents or guardians should notify the school office by note or phone before classes start. Homework assignments may be picked up, sent home to the student with a sibling or other designated person, sent through email, or found on RenWeb.

***Excused Absence*** – Absences due to illness, death of a relative, religious holiday, participation in an approved field trip, or a family trip approved in advance are excused. All other absences are unexcused unless prior approval has been granted by the appropriate Division Dean or Headmaster at least one week prior to the absence. The student must make arrangements with his or her teacher(s) in advance for missed assignments. The form for arranging anticipated absences may be found on the website or from any faculty member.

***Unexcused Absence/Tardiness*** – Good attendance, including punctuality, is an important component of a strong work ethic. Unexcused absences and tardiness will impact on the student's Work Ethic grade in middle and upper school. All upper school students who are unexcused tardy to school will be required to turn in her/his cell phone for the remainder of the student's time at school that day. The student will retrieve her/his cell phone upon leaving school for the day. After a student's third unexcused tardy during a grading period, the student may be assigned supervised detention in increments of thirty (30) minutes per unexcused tardy. These detentions may be served as part of a work detail around the school after dismissal. The student may lose additional cell phone privileges for any unexcused tardy beyond three. After three unexcused tardies the student will lose cellphone privileges for five consecutive days. Consequences for an unexcused tardy beyond the third are at the discretion of the Division Dean of the Upper School. Parents will be given notice by email when detention has been assigned. Tests, quizzes, homework, etc., missed during an unexcused absence carry an automatic grade reduction of 10%. Arrangements to make up the missed work should be made with the teacher as soon as the student returns to school.

### **Additional Expenses**

Additional expenses may include but are not limited to: after-school care, private piano, voice, guitar, bus transportation, uniforms, school portraits, yearbook, athletic wear, athletic fees, Advanced Placement testing, \$250 maintenance fee, special school trips and graduation fee.

### **Advertising**

No outside literature, posters, announcements or flyers are to be posted without the permission of the Division Deans. Sponsors must gain approval from the Division Dean prior to posting announcements in the hallway or on campus.

### **Attendance**

All students are expected to attend school each academic day. Participants in a co-curricular activity, such as athletics, drama, etc., must be present in class a minimum of four periods on the day of the event in order to participate. In unusual circumstances, exceptions to this policy may be granted by the Headmaster. Oak Mountain Academy does not have an open-campus policy. Students may not leave to run personal errands, to pick up lunch, etc., except for seniors excused for senior lunch. *Students need written parental permission before leaving school for any reason.*

## **Campus School Store**

In collaboration with the Booster Club, Athletic Department, and Director of Admissions and Marketing, OMA operates a Campus School Store off the Parmer Hall in the Richards' Administration Building. School supplies and "spirit" items are available for purchase. Additionally, items will be available online.

## **Closing Due To Inclement Weather**

In the event that inclement weather affects the opening or closing of school, Oak Mountain Academy families are notified by a RenWeb Parent Alert System through phone, text, and email, as well as a public service announcement on local radio and Atlanta television stations. Information will also be made available on the school website, whenever possible. Every attempt will be made to keep school open. The decision is based on weather conditions in various sections of the school's service area. In some situations, school will open late, and buses will run a delayed schedule to allow for road conditions to improve. In the event of a late opening, in most cases, school will open at 10:00 AM and dismiss at the regular times. If there is any question about the opening of school, please rely on the RenWeb Parent Alert System and/or information provided to local and Atlanta media sources.

## **Communications – General**

As part of the OMA mission, the Administration and Faculty at Oak Mountain Academy encourage and welcome close communication among administrators, faculty, parents, and students. School officials encourage parents and students to make known their recommendations and concerns to the school. If there is a problem, the parent or student should first go to the person directly involved or to the person who can provide the information needed. If further assistance is needed, parents should contact the Division Dean. If further assistance is still needed, parents should contact the Headmaster. The school communicates with parents through regular reports of achievement, newsletters, notices, the Oak Mountain Academy website, OMA App, email, and phone calls. The Academy uses email, Facebook, Twitter, and the website as key communication tools.

Parents are encouraged to first contact the classroom teacher regarding a concern about their child. Each teacher has an e-mail account. All staff email is set up in the following manner: first name, last name followed by @oakmountain.us. Please feel comfortable contacting the faculty and staff; however, we request that you not interrupt instruction with impromptu conferences. If you wish to talk with a teacher regarding your child, an upcoming event, a homework assignment etc., please make an appointment or visit the teacher after all students are dismissed. Teachers will check emails at the end of the academic day to avoid interruption of instruction. If you have an emergency, please contact the school via phone. Please refrain from interrupting a teacher in the hallway or at carpool while they are supervising students as they are responsible for the safety and supervision of students at all times and must avoid distractions.

## **Communications – School Publications**

A yearly calendar with major activities and student/parent information is available on the school's website: [www.oakmountain.us](http://www.oakmountain.us) and in the Back-to-School packet. Please refer to it often as unexpected changes may occur. Additionally, the OMA free downloadable "App" is available. During the first few weeks of the school year, a directory of families and students is completed. Contact information included is based on data confirmed on Renweb. Other essential information for our school database is requested on Renweb such as emergency contact and grandparent information. ***Please update your Renweb information each school year*** to ensure that the most current information is available. If you need assistance, please contact Cindy Jennings, OMA Registrar. Faculty Newsletters and Updates from the Division Deans and Headmaster are designed to highlight OMA activities and events. The updates contain information on school-wide events, athletic and

literary events, and special announcements. The Administrative updates can be found on the Oak Mountain Academy website as updates by each Division Dean and the Headmaster. Please check them often for school-wide items of interest. Additionally, this year we are incorporating *Shutterfly* for volunteer opportunities in each division, as well as communicating school activities. Please contact your Division Dean if you have questions. The Tartan is the school yearbook. It is a photo-journal of the people, organizations, and events throughout the year. To submit ideas, photographs, and advertisements, please contact the yearbook faculty advisor (see Directory).

### **Crisis Management**

Oak Mountain Academy follows a comprehensive Crisis Management Plan directed by the Crisis Management Team. As part of the Plan, entrances are monitored as students enter and exit before and after school. During the school day, all exterior doors remain locked to ensure the safety of all. The main entrances to all buildings are secured with a magnetic locking system, monitored by the receptionists. Persons visiting the campus must sign in and sign out with the receptionist in the building where they enter. Instructions for Fire, Tornado, and Lockdown Drills are posted in each building of the school concerning evacuation routes. Fire drills, lock-down drills, and tornado drills are conducted throughout the year. Students will be instructed in the proper behavior during these drills.

### **Early Pick-up**

In order to pick up students early, parents/guardians should send a note to the child's teacher or contact as soon as possible the receptionist in the appropriate Division. Please avoid checking out students early whenever possible.

### **Health and Immunizations**

All students must have on file a health record identifying any special health problems and/or any medication they are to take while at school. We remain in compliance with all state and federal guidelines and are regularly audited by the State of Georgia Department of Health to ensure compliance.

### **Illness at School**

Parents should not send a child to school with a temperature of 100 degrees or greater, or with nausea, vomiting, diarrhea, a productive cough, or excessive nasal secretions. If a child develops any of these symptoms while at school, parents, guardians, or emergency contacts will be notified to pick up the child. Students should not return to school until they are free of fever and/or vomiting and diarrhea for no less than twenty-four (24) hours. If a student becomes ill while at school, he or she should notify the teacher of the illness. When leaving, the students, parents, and guardians should follow the sign in/sign out procedure. Every student is expected to participate in physical education. A physician's or parent's note is required for nonparticipation.

### **Medications**

All prescribed medications must be accompanied by a written order from a physician, and/or they must be in the original container labeled by a pharmacist with the amount of medication to be given clearly noted. All medications must be accompanied by a completed and signed medication form(s). All medications—prescription and over-the-counter medications—will be turned into and administered by designated OMA personnel and kept in a securely locked location. Parents are encouraged to limit the amount of medication to be given during the school day. Students are not permitted to carry or administer their own medications—prescribed or over-the-counter—during the school day.

## **Nut-Aware Policy**

It is not uncommon for staff and/or students to have varying degrees of allergies related to a variety of nut products. Therefore, OMA is a designated “Nut-Aware Community” and follows the following practices:

- Staff are trained on standard nut-aware policies and epinephrine usage on a regular basis
- A nut-free zone is designated in each of the three divisions: (US – Room #117, MS – Room #207, & LS – Room #304).
- Students will be oriented at the start of each academic year on the nut-aware policy in all divisions.
- If a student identifies with a nut allergy, that student will have the option to eat in the designated nut-free zone, but not required to do so.
- Immediately following snack/lunch times, students will wash their hands and wipe down the eating areas as a standard practice with KP duty.
- The After School Program will have students with peanut butter snacks eat in a designated area. The student will immediately wash his/her hands and the teacher will wipe the table with a Clorox Wipe.
- Allergic reaction procedures include the following:
  - If allergy reaction occurs, inject student with epinephrine
  - Call 911 and inform dispatcher of the situation and location
  - Ask a student to find Receptionist and/or Administrator
  - Receptionist and/or Administrator to call parents and address students
  - Assign a staff member to greet ambulance and direct them to where student is located
  - Student and Administrator are to ride in the ambulance
  - Student is to remain in hospital for observation.
  - Administrator will remain with student until parents arrive

## **Market Branding – Name, Crest, & Warrior Logos Usage**

The Oak Mountain Academy school name (word mark), crest (logo), and Warrior are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a rapidly changing market.

Administration, faculty, staff, coaches, and school and parent organizations must observe the following “acceptable use regulations” when designing uniforms, issuing publications, and sending mailings.

- The official school name is “Oak Mountain Academy.” This is preferred over “Oak Mountain;” “Oak Mountain High School” should **never** be used. You may also refer to the school as “OMA” or “The Academy.”
- When “Oak Mountain Academy” is used in formal publications, on uniforms, or on signage “Oak Mountain Academy” or “OMA” should be included at all times. “OM” without the “A” is not acceptable.
- Any “Oak Mountain Academy” documents sent from the school, or any stationary, checks, reports cards, etc. that include a return address, should have the website address listed with the return address as follows: Oak Mountain Academy, 222 Cross Plains Road Carrollton, GA 30116, [www.oakmountain.us](http://www.oakmountain.us)
- When possible, all printed material should contain the Mission Statement of the Academy.
- The crest and word mark should be used in all formal publications (e.g. magazines, stationary, checks, invitations), and may be used on spirit-wear and uniforms. The Warrior logo and word mark is the preferable version for use for the athletic teams’ game and practice uniforms. “Oak Mountain Academy” or “OMA” must be included in some way. All items featuring the Oak Mountain Academy word mark, logo, or Warrior must

be approved by the Director of Marketing **before** items may be sold or distributed. Electronic or hard copies of these items may be obtained from the Director of Admissions and Marketing.

- The crest or word mark should be displayed on virtually every print document or piece of clothing we disseminate. Exceptions should be approved by the Director of Admissions and Marketing.
- The crest, word mark, and Warrior should not be altered in any way either by adding, eliminating, or moving words and details. Although the size of the crest, word mark, and Warrior may be adjusted, the original shape of the items may not be changed or distorted in any way.
- If you plan to use the crest, word mark, or Warrior in one color they may only be white, black, or navy blue.
- **Please forward all artwork to the appropriate division-level Dean for approval. The Dean will then forward the artwork to the Director of Admissions and Marketing for final approval. Allow two weeks for this final approval.**

### **Parent/Teacher Conferences**

Each year designated days are set aside for parent/teacher conferences. However, parent/teacher conferences may be scheduled at the request of the parent, teacher, or administrator at any time during the school year.

### **Quarterly Progress Reports**

Progress reports will be issued at the mid-point of each quarter to assist students, parents, and teachers with the communication and successful completion of the academic requirements of each student.

### **Reports Cards & Transcripts**

At the end of each quarter, a report card and optional comments will be emailed home to parents. Copies of a student's academic record may be sent to officials or school systems in which the student seeks to enroll. Three days are required for the processing and mailing of the completed a transcript request. The Registrar is responsible for transcripts. **No transcript will be released until the related school account is paid in full including the total amount of the current academic year's tuition, regardless of the payment structure.**

### **Student Academic Support**

Oak Mountain Academy makes every reasonable effort to ensure the success of its students. In our effort to promote our students' successes, OMA understands that all students learn differently and that our approach to the education of our students must at times be flexible. We also expect our classroom teachers to make those reasonable efforts including additional assistance when necessary to ensure that success. Occasionally, more specific/specialized assistance may be arranged through fee for service programs. OMA reserves the right to request the results of a clinical diagnosis by a licensed psychologist/psychiatrist/physician before providing any modifications. The goal of all support services is to assist students in becoming successful in OMA's college preparatory curriculum; however, our curricular expectations will be in place for all students. In the event that the school is unable to provide the services needed for the student to be successful, or in the event of consistent, persistent academic failure, the school will make recommendations to the family regarding appropriate alternative placement.

## **Transportation**

Please see below for a listing of bus services, pick-up information, parking/driving instructions, and student requirements, rules, and regulations.

### **Bus Service**

Oak Mountain Academy maintains buses to transport students to and from school and on educational field trips when needed. The top priority in transportation of students is safety first. Students riding the school bus are expected to follow Oak Mountain Academy's Transportations Policies and Procedures. Students may ride the bus to and from school for a daily fee. Please contact the Business Office for details. Pick-up and drop-off times may vary depending on traffic. The bus runs the following regular schedule Monday through Friday.

- Douglasville/Arbor Place Mall 7:00 AM & 4:15 PM – Pick up /drop off near Sears and behind Rooms-to-Go
- Villa Rica 7:25 AM & 3:55 PM – Pick up/drop off in Wal-Mart parking lot, by the Mexican restaurant

### **Parking and Driving on Campus**

Students who wish to drive to school must abide by the laws of the State of Georgia and park in designated areas. Seniors will use the area in front of the Richards Administration Building and may park on the front row. Other students must use the rest of the paved lot in front of the Richards Administration Building. Students should not park in the traffic circles in front of the Richards Building or any other building, along the driveway, or in any other area which would interfere with traffic flow. Student parking is limited to the lot in front of the Richards Building.

Students are not permitted to go to their cars during school hours without explicit permission from an administrator, staff member, or teacher. Students are not allowed to drive on campus during the day except with permission of the Division Dean. Students should obey traffic flow patterns and drive slowly and carefully. Additionally, students are not to ride in the back of trucks and should abide by all applicable driving laws and guidelines for the State of Georgia. Students must exit cars immediately upon arrival on campus and enter the appropriate area of the building. Students must exit the parking lot immediately upon going to cars when leaving school. Failure to abide by these regulations could result in the loss of driving privileges.

The parking lot in front of the Middle School is designated for middle school faculty. The parking lot to the right of the Richards Building is for upper and lower school faculty. Parents may park in any available spaces. Middle school students riding with siblings in Upper School will be permitted to meet their siblings in the upper school Parmer Hall after school. If not, Upper school students should safely enter the carpool pick-up line to pick up siblings. Upper school student athletes should not drive their vehicles to the gymnasium pick-up area or parking area until 3:30 or later.

### **Middle School Pick-up**

Enter campus from Cross Plains Road, turn left in front of the Richards Administration Building, and proceed to the Middle School. Please leave the area directly in front of the doors to the gym clear for bus loading. Cars may line up on the right-hand side of the drive. Classes

are dismissed at 3:20, and the buses depart before car riders. ***FOR THE SAFETY OF YOUR CHILD AND OTHER CHILDREN, DO NOT PASS THE BUS.*** Exit by proceeding around the drive and return to Cross Plains Road. Please use the available parking areas if you wish to come into the building.

### **Tuition Payments – Late Policy**

If a parent or guardian owes one thousand dollars (\$1000.00) or more with no payment within sixty (60) days of the due date, the enrolled child(ren) will not be permitted to attend Oak Mountain Academy after the next official school break which includes Fall Break, Thanksgiving Break, Christmas Break, Winter Break, and Spring Break. Progress Reports and/or Report Cards may be held if tuition accounts are not in good standing.

### **Volunteer Opportunities – Community Engagement**

There are many ways for everyone to get involved in the mission and vision of Oak Mountain Academy. Below are a few of the ways to support the school. Note: The Headmaster has the responsibility for the expenditure of all funds raised in the name of the school by booster clubs and other related organizations of students, parents, alumni, or supporters.

***Parent Volunteer Association (PVA)*** – The Oak Mountain Academy PVA (Parent Volunteer Association) promotes closer cooperation among parents, faculty, and students; encourages better understanding among parents about our school’s achievements; and enables parents to be of service to the school. The PVA serves as a support group to enhance the educational experience of each OMA family. PVA meetings are routinely held each month at the school. All parents are encouraged to attend these meetings as the PVA works together to make plans that will involve all students of the Academy. All Oak Mountain Academy parents are encouraged to become active in the Oak Mountain Academy Parent Volunteer Association.

***Academic Boosters*** – All members of the OMA community are encouraged to join the Academic Boosters. This group works to support the academic teams of the Academy, as well as to increase participation.

***Athletic Boosters*** – All members of the OMA community are encouraged to join the Oak Mountain Academy Athletic Boosters. The group meets regularly to raise funds to help improve Oak Mountain athletics and to help increase athletic participation at all levels.

***Friends of the Arts*** – All members of the OMA community are encouraged to join the Friends of the Arts. This group works to support the performing and visual arts at the Academy, as well as to increase participation.

***OMA Alumni Association*** – The Alumni Association is a group dedicated to preserving the history of Oak Mountain Academy and to supporting the current students “on the Mountain.”

***Volunteer Me!*** – This is a schoolwide network designed for those Warrior parents and supporters who wish to volunteer in the variety of opportunities available at OMA. The Academy is successful because of the support of its families and appreciates the participation of all. Check in the Office of Development for details.



## **Vandalism, Indemnification, and Security**

Oak Mountain Academy makes no guarantees of any kind, whether expressed or implied, for the service it is providing. Oak Mountain Academy will not be responsible for any damages students suffer, including loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions caused by negligence or student errors or omissions. Use of any information obtained via the school computers and/or the Internet is at the student's own risk. Security on any computer system is a high priority, especially when the system involves many users. If students can identify a security problem on the network, they must notify a member of the technology staff. Students are not permitted to use another individual's account, and they should never allow anyone else to access their account. If, at any time, students feel that their password may have been compromised, they should see the system administrator immediately to have their password changed. Students are responsible for all activity that occurs with their account. Attempts to login to the network as a system administrator or gain unauthorized access will be considered a major disciplinary violation. Vandalism will result in the cancellation of computer privileges.

Vandalism is defined as any intentional attempt to alter, harm, or destroy data of another user, computers, the Internet, or any of the above listed agencies or other networks that are connected to the Internet, including, but is not limited to, the uploading or creation of computer viruses. Students may be suspended or subject to other disciplinary actions for violation of the Acceptable Use Agreement found at the end of this Handbook as determined by the Oak Mountain Academy's Administration. A student who brings a weapon, as defined above, onto school property, including school buses, or to school related activities, whether on or off school property, may be permanently expelled from the school and may be referred to the criminal justice or juvenile justice system. The Headmaster may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action or suspension is appropriate.

## **Weapons Policy**

A student will not possess, handle, transport, or use on school property, including school buses, or at school related activities, whether on or off school property, any weapon, dangerous object, an object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. This policy does not apply to appropriate school supplies unless used as a weapon. In addition, an exception to this policy may be made for students participating in an authorized part of the curriculum or co-curricular activity. Violations of the Weapons Policy shall be reported to the Headmaster and may be punishable by suspension or expulsion. Weapons shall include, but are not limited to:

1. Bomb or any device that contains combustible materials.
2. Explosive or any device containing combustible material and a fuse.
3. Knife of any size or shape, including blades or other sharp devices, including a toy knife.
4. Razor blade, box cutter, or any similar device for cutting.
5. Ammunition, bullets, shells, or any object that could be considered to be ammunition or resembles ammunition.
6. Fireworks or small explosives, including caps and snapper pops.
7. Matches and lighters.
8. Anti-personnel spray such as mace or pepper spray.
9. Gun of any kind, including starter pistol, BB gun, stun gun, cap pistol, water pistol, toy gun, or any instrument or device which resembles or looks like a gun.
10. Laser pointer.
11. Any object or substance which could cause injury, including, but not limited to slingshots, ice picks, multi-fingered rings, metal knuckles, Nunchakus, discs designed to be thrown such as a throwing star, oriental darts, or clubs.

## **Section 3: After - School Care Program**

### **Description of Services**

All regulations and guidelines stated in the Student-Parent Handbook apply to After-School staff, students and parents. Additional guidelines are required by the Bright from the Start: Georgia Department of Early Care and Learning Services, [www.decal.ga.gov](http://www.decal.ga.gov) as expected for exempt programs that are not licensed. A snack will be provided by Oak Mountain Academy. Dinner will not be served. Staff shall sit with the children during snack time. No child shall be allowed to drink or eat while walking around. If asked by parents, staff shall provide feedback about daily activities and physical well-being.

### **Registration**

Students in grades Pre-K through 8<sup>th</sup> grade may attend the After-School Care program either on a regular basis or as a drop in. However, any student attending the After-School Care program must complete the application and return it to the school office before a child will be allowed to attend. The three-part form includes contact information, parental agreement, and medical authorization. This is a licensing requirement and must be completed for ALL students whether a child will use the After-School Care program regularly or in the event of an unexpected emergency.

### **Student Arrival and Departure**

The After-School Program operates during the school year from August 9, 2019 to May 21, 2020; however, it is not open on early dismissal days, teacher workdays, holidays, and periodic breaks. For the lower school students, the Program begins at 3:25 p.m. and ends at 6:00 p.m., Monday through Friday in the Lower School building on the campus of Oak Mountain Academy. The After-School Program for the middle school students begins at 3:35 p.m. and ends at 6:00 p.m., Monday through Friday in the Middle School building on the campus of Oak Mountain Academy. Each student's application must include the names of persons authorized to pick up the child from the program. Identification may be required until the staff becomes familiar with authorized persons. You will need to sign your child out from the program each afternoon. If your child has an OMA sibling in the Upper School, they may be signed out by the siblings.

### **Schedule**

The After-School Program is closed on all early dismissal days, teacher workdays, holidays, and breaks.

3:25 - 3:45	Homework time, reading time, quiet indoor play
3:45 - 4:00	Nutritious snack and drink
4:00 - 5:30	Supervised free time (outside and/or inside)
5:30 - 6:00	Clean-up time, students may finish homework or continue reading.
6:00 p.m.	After-School Care program closes.

### **Fees**

The rate is \$9.50 per hour with a minimum of one hour.

### **Behavior Guidance and Discipline Policy**

Staff shall promptly inform parents when persistent behavioral problems are identified; such notification shall include any disciplinary steps taken in response. Honesty, Respect and Responsibility form the core values that Oak Mountain Academy strives to incorporate into the character development of each student. Please refer to the Student-Parent Handbook for further details on expected student conduct guidelines. Oak Mountain Academy uses a positive discipline approach. All children are expected to follow rules set by our facility. OMA has a no bullying policy. If a rule is broken the following procedures will be followed:

- Verbal warning and positive example shown by teacher.
- Removal from activity, based on age, one minute of time-out for each year of the child's age. This will be documented and reported to the Lower and Middle School Deans.
- Individual counseling of child
- If the child continues to break the school's rules, the parent will be notified immediately.
- Parent/Staff conference.
- If all the above measures fail to solve the discipline problem, you will be asked to remove your child from the program.

### **Termination**

Termination of student attendance may occur for the following reasons: lack of payment, excessive late pick-up, exhibiting continual behaviors in opposition to the goals and philosophy of the After-School Care program and Oak Mountain Academy, and/or causing physical or emotional harm to self, staff, or other students.

### **Contact Information**

Oak Mountain Academy Main Office Line	770-834-6651
FAX Number	770-834-6785

## Section 4: The Honor Code Policy

### **The Honor Code: The Warrior Way**

In support of the Mission of Oak Mountain Academy, the integrity, trust, and nurturing conscience of each individual at the Academy are outlined and ensured by the Honor Code. It is the foundation of discipline for all to follow. The Honor Code clearly defines high standards of **Honesty, Respect, and Responsibility**; instills in each student a strong sense of individual integrity; and provides each student the opportunity to demonstrate his or her growth and responsibility in making personal decisions. It is also understood that an Oak Mountain Academy student will not lie, steal, cheat, or commit a dishonest act. This **is** the **WARRIOR WAY** - on campus or off campus as a representative of Oak Mountain Academy.

**HONESTY:** to speak and act truthfully, understanding that a person's words and actions measure a citizen. *On my honor, I will refrain from deceit in word and deed. Specifically, I will neither give nor receive unacknowledged help in my academic work, nor will I permit such action by another.*

**RESPECT:** to admit and accept the worth and excellence of each individual, withholding differences and the promotion of self-worth in and others. *On my honor, I will respect the persons and property of the community, and I will not accept disrespectful or disheartening treatment of persons or property by my peers.*

**RESPONSIBILITY:** to be responsible for one's actions, upholding the morals of society while accepting moral, legal, and social accountability. *On my honor, I will be responsible and accountable for my actions. At all times, I will maintain these standards of HONESTY, RESPECT, and RESPONSIBILITY, and I commit the moral strength to hold my peers to the same code of honor as outlined in the Honor Code.*

### **The Honor Pledge**

Every student in Grades 3-12 will write the entire Honor Pledge on all tests, examinations, and pledged work. Students in Pre-Kindergarten through 2<sup>nd</sup> grade may write the word "Honor" to indicate pledged work. The Honor Pledge is as follows: "***I pledge on my honor that I have neither given nor received help on this work.***" A student's signature is his or her indication that the work is entirely his or her own. However, the absence of the pledge does not relieve the student of the responsibility to be honest.

### **The Statement of Honorable Intent**

Students and parents are required to sign a statement that they have read and understand the sections in the Handbook including those defining the Honor Code.

### **Honor Code Violations**

The Honor Council conducts Honor Code cases. The Honor Council is made up of the Division Dean, a teacher advisor, and the teacher of the alleged student offence. The primary focus is to instill in students the importance of personal integrity and the seriousness of an Honor Code violation. Any violation is reviewed by the Division Dean who consults with the teacher, teacher advisor, and student prior to disciplinary action. All Honor Code cases are confidential and reported to and

reviewed by the Headmaster. The Honor Council upholds the OMA Honor Code and hears Honor Code Violations to determine consequences.

***Cheating*** is defined as giving or receiving unauthorized help on a test or assignment, including the following: communicating in any way with another student during a test; sharing or receiving information about a test or quiz with another student who has yet to take the test or quiz; having in one's possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help; and copying of another person's homework. Working problems with other students with the goal of learning and completing an assignment is permissible, but copying another's work and/or answers is considered cheating.

***Stealing*** is defined as the taking of property or possessions of others without proper authorization or permission.

***Dishonesty*** is defined as not being honest in word or deed, including the following: Deceiving or giving false information for the purpose of circumventing a school rule, of escaping guilt, or of misleading school personnel and lying or being untruthful.

***Plagiarism*** is defined as the use of another's words, style, or ideas as if they were one's own or without giving proper credit to the original source. Cutting and pasting directly from the Internet without proper citation is considered plagiarism.

### **Consequences of Honor Code Violations**

A violation of the Honor Code is considered a major offense and is not tolerated at Oak Mountain Academy. The Academy reserves the right to impose such penalties as it deems appropriate, to include student dismissal, to call attention to the seriousness of the offense and to deter other such offenses. Consequences may vary in light of a student's age or previous behavior. A pattern of dishonorable behavior is reported to the Headmaster and could result in a student's dismissal from the Academy.

### **Basic Conduct Guidelines**

Oak Mountain Academy has the responsibility to encourage an atmosphere of learning, social responsibility, and respect for human dignity. Each enrolling student and his or her parent/guardian have the right to expect OMA to fulfill its educational responsibilities. The Academy must exercise the right to establish and maintain standards of conduct which will be conducive to an atmosphere of learning and student development. Students, parents, guardians, faculty, staff, and visitors are responsible for conducting themselves in a manner that maintains the academic atmosphere of OMA and respects the rights, dignity, and worth of every individual in the community. The relationship among the faculty, staff, administration, parents, and students is to be professional, responsible and respectful in nature, *to include responsible and respectful use of social media*. Any individual who conducts himself or herself in such a way as to disrupt the normal operation of the Academy may be subject to possible disciplinary actions that may include suspension or dismissal. Such disruptive or offensive behaviors include, but are not limited to, lewd or indecent conduct; verbal abuse including threats, intimidation or coercion of any person on the premises of OMA and at school-sponsored or supervised events; inappropriate, disrespectful or offensive messages via social media; or other conduct which threatens or endangers the health or safety of another member of the school community. Theft of or damage to property of Oak Mountain Academy or property of a member of the school community or other personal or public property while on school premises or at school-sponsored events is subject to disciplinary action, including suspension and dismissal. Furthermore, the following basic guidelines apply school-wide:

- Honor and abide by the Oak Mountain Academy Honor Code.
- Demonstrate **honesty** in all actions.
- **Respect** school property and the property of others.
- Demonstrate **respect** of self, peers, and adults.
- Take **responsibility** for completing *all* work and assignments and returning signed papers, notes, etc. in a timely manner.
- Be on time, prepared, and seated in class with all materials ready to begin working.
- Listen carefully, respond **respectfully**, and do not interrupt when others are speaking.
- Maintain quiet and orderly behavior in hallways and when passing throughout the building.
- Walk while inside the campus buildings.
- Use appropriate language; profanity is not permitted.
- **Refer to Division guidelines for cell phone use at school.** (Personal laptops, I-pads, and notebooks may be used during school hours for academic purposes only in accordance with the Bring Your Own Device and Acceptable Use guidelines.)
- Chewing gum is not permitted.
- Fighting is not acceptable and considered a serious violation of school rules and may result in suspension or dismissal
- It is recommended that textbooks be covered to protect the life and appearance of the book.

### **Tobacco/Nicotine Products, Drugs, Alcohol, and Inhalants**

Georgia law prohibits the consumption of alcoholic beverages by persons under the age of 21 and prohibits the consumption of illegal drugs and inhalants by all persons, regardless of age. OMA agrees with the public policies embodied in these laws and believes the school has a duty to commit itself publicly and unequivocally to supporting them. To meet this agenda, we have developed the following rules relating to tobacco/nicotine products, alcohol, and drugs, and hazardous items. The possession, use, or distribution of alcohol, drugs (including illegal steroids), tobacco/nicotine products, E-cigarettes, lighters of any kind, inhalants, and other hazardous items on campus or at or at any school-sponsored event is a very serious offense. Therefore, students are prohibited from having in their possession any of these items or other paraphernalia on school property or at any off-campus, school-sponsored events. This includes being at school-sponsored events while under the influence of alcohol or drugs. Violations of this rule will result in serious consequences, from the loss of participation in any extra-curricular activities or athletics, driving to and from school, and parking on school property up to and including suspension or expulsion from school. The primary responsibility for a student's off-campus activities rests with the student and the parents. It is not the school's intent to intervene in that relationship. However, student drug or alcohol involvement which occurs off-campus and is brought to the school's attention will be addressed with a variety of possible consequences.

### **Discipline and Disciplinary Responses**

Discipline is learning and is dependent upon a sense of concern and cooperation by everyone. All members of the school community must demonstrate by their actions a willingness to live within the rules and expectations at Oak Mountain Academy, an environment based on honesty, respect, and responsibility. In the course of operating the school, the administration may choose to address student behavior and actions through a variety of disciplinary responses, from a relatively minor detention to expulsion from the school. Disciplinary measures always have the education of the student as the primary goal. Discipline will follow school policy and consistency and will be imposed in a manner that fosters the sense that the student and parent are treated fairly.

**Detention** – Any faculty or professional staff member may assign a detention to students who do not follow various school policies such as being tardy to school or class; being out of

dress code; eating and drinking outside of the designated areas; calling or texting on a cell phone without permission; misuse of any other electronic device, or any other issue at the discretion of the faculty. While detentions are minor in nature, and no permanent record is kept, an accumulation (3) of detentions is considered a serious matter showing lack of respect and deserving of a disciplinary review, likely resulting with an In-School Suspension (ISS).

**In-School Suspension (ISS)** – Students should expect to be separated from school for some disciplinary offenses. ISS serves to remove a student from school activities without the more severe consequences of Out-of-School Suspension (OSS). An ISS will be served from 8:00 am to 3:20 pm. Students will complete all assignments missed that day and may also include work on the school grounds. All classroom work missed during the suspension (homework, assignments, quizzes, exams, etc.) must be made up during the ISS and returned to the teacher by the end of the day. The student is responsible for requesting any and all missed classroom work. Any work not requested or completed may receive a score of zero. Students assigned to ISS are not allowed to participate in or attend any school-sponsored function, event, or activity during the day of separation. They must leave campus at 3:20 and not return until 8:00 the next morning. No electronic use is permitted except that provided during the ISS. All other devices should be left in the student's locker, car, or at home. Students placed in ISS are expected to turn in their assignments on the scheduled date. ISS is not reported to colleges and universities.

**Out-of-School Suspension (OSS)** – Students should expect to be suspended from school for serious disciplinary offenses. All classroom work missed during the suspension (homework, assignments, quizzes, exams, etc.) must be made up. The student is responsible for requesting any and all missed class room work. The time for completion of the missed work will not exceed the number of days of suspension. Any work not requested or completed within the prescribed time frame will receive a score of 0%. Students who are suspended are not allowed on school grounds or to participate in or attend any school-sponsored function, event, or activity during the time of suspension.

**Expulsion** – At any time, for any offense or accumulation of offenses, the Headmaster has the right to remove a student from Oak Mountain Academy. This is an extreme measure, designed solely to protect the family atmosphere, as well as the social and academic life of the Academy. If a student is dismissed from Oak Mountain Academy, the parents will still be responsible for the full financial obligation of their contract. The student has the right to appeal the decision of the Headmaster to the Board of Trustees. Once the appeal decision is rendered by the Board of Trustees, the decision in these regards shall be final.

### **Minor Offenses**

A teacher, staff member, or administrator uses after-school detention, with discretion, as a disciplinary tool for minor campus offenses. The student serves the detention, administered by the issuing faculty, staff, or administrator, within 48 hours of the offense. However, due to scheduling conflicts, the time frame may be extended, and the student may be monitored by an adult other than the issuer. These exceptions are at the request of the issuing teacher, a parent/guardian, or an administrator and each must be approved by the issuing teacher or the appropriate administrator. As a result of a minor offense, a student may also be restricted from participating in any school activities or events, may lose privileges, and/or serve a detention. Students may also be kept after school to make up tests and assignments due to absence. Some examples of behavior that may earn after school detentions are:

- Excessive tardiness

- Unexcused out of class
- Dress Code violations
- Inappropriate language, including verbal abuse and profanity
- Unapproved food/drink/gum in the classroom.
- Electronics misuse: school or personal
- Hat, cap, bandana, or hood on in the buildings
- Incomplete assignment
- Insubordination/ disrespect to another student, elder, or authority figure
- Misuse of school/personal property, including vandalism

### **Suspension/Major Offenses**

A suspension, and the type of suspension, is set solely by the Headmaster or another designated administrator. Suspensions vary in length and may be in school (ISS) or out of school (OSS)—to be determined at the sole discretion of the appropriate administrator. These offenses may also lead to removal from Oak Mountain Academy at the discretion of the Headmaster. The action of suspending a student is reserved for more serious offenses, such as:

- Honor Code violations
- Physical intimidation/bullying, hazing
- Libel or slander
- Fighting
- Sexual Harassment
- Misconduct on school trips
- Drugs, tobacco, inhalants, or alcohol at school or at a school related activity
- Theft or Vandalism
- Insubordination/disrespect to an elder or authority figure

### **Safety, Search and Seizure**

The safety of our school community receives the highest priority. OMA administrators and staff regularly review and update existing safety procedures and ensure the coordination of school efforts with other public safety agencies. The Crisis Management Team keeps crisis plans current, meets regularly to assess school preparedness, and plans monthly drills for different scenarios to assure that students and staff are prepared to respond appropriately in an emergency situation. Additionally, we maintain close contact with the Police, Fire, and Public Safety Departments. Further, in order to enhance our ability to keep our campus secure, the school has installed security cameras at various points throughout the school buildings. While taped footage from these cameras is not regularly monitored, it can and will be whenever a security breach is suspected. School authorities may conduct a search at any time, without notice. This includes lockers, desks, automobiles and personal items. Searches will be conducted balancing the students' expectation of privacy with the overall safety of the school.

### **Reporting Disciplinary Actions to Colleges**

Consistent with the National Association for College and Admission Counselors (NACAC) Statement of Principles of Good Practice, OMA will respond to any specific questions by a college or university regarding a major change-of-status disciplinary action (out-of-school suspension, expulsion, withdrawal, or leave of absence) at any time during the student's high school career. It is also the policy of OMA to voluntarily report to colleges and universities actions occurring during the course of the senior year through graduation. In most instances, a letter from the Director of College Counseling will be sent within one week of the action. Prior to that mailing, the senior will be encouraged to contact all colleges and/or universities to which he/she has applied for the self-disclosure of the status change.



## Section 5: Anti-Bullying Policy

### Definition of Bullying

The United States Department of Health and Human services defines bullying as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Dan Olweus notes, "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." This definition includes three important components: (a) Bullying is aggressive behavior that involves unwanted, negative actions. (b) Bullying involves a pattern of behavior repeated over time. (c) Bullying involves an imbalance of power or strength. Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization. Specific types of bullying may include, but are not limited to:

**Emotional:** Being deliberately unkind, shunning, excluding, or tormenting. Examples: Forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures.

**Physical:** Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim Examples: Shoving a victim into lockers while changing classes in the hallway, throwing objects at a victim.

**Racist/Intolerant:** Taunts, slurs and/or physical threats directed around a victim’s race, religion or ethnicity Examples: Spreading graffiti with racial slurs.

**Sexual:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments Examples: Grabbing a victim’s body, using derogatory labels.

**Verbal:** Name-calling, ridiculing, using words to attack, threaten or insult Examples: Spreading rumors, making fun of a student’s appearance, mannerisms or intelligence.

**Cyberbullying** – has been defined as "an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly and over time against a victim who cannot easily defend him or herself" (Smith, 2008). Cyberbullying may involve the following: Mean, vulgar, or threatening messages or images; posting sensitive, private information and/or lies about another person; pretending to be someone else in order to make that person look bad; intentionally excluding someone from an online group (Willard, 2005).

### Proper Bullying Report/Response Procedures

All bullying incidents should be reported immediately to a faculty or staff member or administrator. Staff member will record all reported bullying incidents and share them with the Division Dean who will in turn inform the Headmaster. Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem. In severe instances, local police may be contacted. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately. The bullying perpetrator will meet with a designated administrator and learn appropriate means of changing behavior. The bully may be asked to genuinely apologize to the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim. There may be a range of punitive responses up to suspension for the perpetrator.

# **Section 6: Bring Your Own Device Policy (BYOD)**

## **Purpose**

As part of our mission, we incorporate access to the school's network and institute a Bring Your Own Device Policy. Students will be permitted to use the internet on their personal technology devices (laptops, smart phones, tablets, and VR headsets) during the school day. With teacher approval, students may use their personal devices to take notes, accomplish activities, and, in general, create the modern technological environment that allows for the productivity such devices create.

## **Plan**

Students are permitted to connect to the OMA network. OMA provides wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the OMA wireless network is entirely at the risk of the user, and OMA is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the OMA network are bound by the school's Acceptable Use Guidelines for technology and the limits of the firewall. By entering, parents and students agree to all of the above cautions and policies as they pertain to personal, non-OMA devices. Students and staff who do not accept the terms of service or attempt to circumvent the firewall will not be able to access the OMA network and be susceptible to disciplinary action.

## **Acceptable Use Policy (AUP)**

By filtering the internet, OMA will make every effort to block students and teachers from misuses or abuses, intentional or not, as a result of this access. This places OMA in compliance with the CIPA (Children's Internet Protection Act). As a user of this service, your child will be expected to abide by the following rules of network etiquette.

## **Network and Office 365 Guidelines**

- The student will not post personal contact information about themselves or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- The student will agree not to meet with someone they met online without my parent's approval.
- The student will promptly disclose to his/her teacher or other school employee any message they receive that is inappropriate while accessing the internet for a school assignment.
- The student will not attempt to gain unauthorized access to OMA network resources or to any other computer system to go beyond his/her authorized access. This includes attempting to log in through another person's account or access another person's files or granting access to non-students or faculty. These actions are illegal under the AUP and CIPA, even if only for the purposes of "browsing."
- The student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. They will not circumvent the network by setting up his/her own wireless access points. These actions are illegal under the AUP and CIPA.

- The student will not use OMA's network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or threatening the safety of a person.
- The student will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
- The student will not install software on any OMA computers or on the OMA network without direct supervision of the OMA staff.
- The student will not alter hardware or software setups on any OMA computer resources.
- The student will not use the OMA network to pirate music, movies, games, software, or other media. These actions are illegal under the AUP, CIPA, and Millennium Copyright Act.
- The student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use his/her account.
- The student will not attach non-OMA computer equipment or peripherals to the OMA network or its infra-structure. This is not to include data storage devices such as USB drives, flash drives, DVDs or CDs. However, all other devices such as DVD, Streaming Media, and Video Game Consoles must be approved before connection.
- The student will take all precautions to avoid the spread of computer viruses.
- The student acknowledges that there are restrictions against inappropriate language that apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- The student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- The student will not engage in personal attacks, including prejudicial or discriminatory attacks.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If they are told by a person to stop sending him or her messages, they will stop.
- The student will not post false or defamatory information about a person or organization.
- The student will not repost a message that was sent privately without permission of the person who sent the message.
- The student will not post private information about anyone.
- The student will use the technology at the school only for educational, college, and career development activities.

- The student will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- The student will not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, executables, or anything else unless the student have direct authorization from a teacher. The student understands that OMA personnel may monitor and access any equipment connected to OMA network resources and computer activity. OMA personnel may confiscate or ban use of devices from students who are using materials inappropriately.
- The student will not plagiarize works that they find on the Internet or on the computers at the school. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student’s own.
- The student will respect the rights of copyright owners. Copyright infringement occurs when work is inappropriately reproduce that is protected by a copyright. If a work contains language that specifies appropriate use of that work, they will follow the expressed requirements.
- If the student is unsure they can use a work, they will request permission from the copyright owner or ask a teacher to answer clarifying questions. Copyright violations are criminal.
- The student will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. If the student mistakenly accesses inappropriate information, they will immediately tell the teacher or an administrator and will not attempt to access the inappropriate information again.

# Section 7: Middle & Upper School Information

## Grades 6-8 & 9-12

***Part 1: “We strive to provide a challenging college-preparatory education.”***

### **Curriculum**

Oak Mountain Academy utilizes a four-quarter grading system. The year is divided into two semesters, each containing two quarters. Students may take a maximum of eight classes per semester.

### **Grading System**

During each marking period, grades will be entered for each student in FACTS, the electronic grading system used by OMA. FACTS automatically converts the numerical average to a letter grade. Non-weighted and weighted courses are assigned the following numeric values:

<b>Letter Grade</b>	<b>Numerical Equivalent</b>	<b>4 Point Grade Point Scale (non-weighted)</b>	<b>5 Point AP/College Credit Scale (*weighted)</b>
A+	98.50 – 100	4.2	5.2
A	91.50 – 98.49	4.0	5.0
A-	89.50 – 91.49	3.8	4.8
B+	87.50 – 89.49	3.6	4.6
B	81.50 – 87.49	3.0	4.0
B-	79.50 – 81.49	2.8	3.8
C+	77.50 – 79.49	2.6	3.6
C	71.50 – 77.49	2.0	3.0
C-	69.50 – 71.49	1.8	2.8
D+	67.50 – 69.49	1.6	2.6
D	64.50 – 67.49	1.0	2.0
F	0	0	0

Weighted courses\* include all AP (Advanced Placement as defined by the College Board) courses, and all college-level courses taken as Dual Enrollment. The Georgia Student Finance Commission (HOPE) converts all individual school grade point averages (GPA's) to a standard system to ensure equality and uniformity among all schools.

### **Daily Schedule**

The schedules listed below promote a climate for personal growth as well as intellectual and physical development where the students feel consistency and fairness are applied. Throughout the year, special schedules may occur to accommodate mission-driven activities.

Monday	Tuesday	Wednesday	Thursday	Friday
1 8:00 – 9:00	1 8:00 – 8:55	1 8:00 – 9:00	4 8:00 – 8:55	1 8:00 – 9:00
2 9:05 – 10:05	2 9:00 – 9:55	2 9:05 – 10:05	5 9:00 – 9:55	2 9:05 – 10:05
Convocation 10:10 – 10:20	Advisory 10:00 – 10:30	Convocation 10:10 – 10:20	Advisory 10:00 – 10:30	Convocation 10:10 – 10:20
3 10:25 – 11:25	3 10:35 – 11:30	3 10:25 – 11:25	6 10:35 – 11:30	3 10:25 – 11:25
Lunch 11:30 – 12:05	Lunch 11:35 – 12:05	Lunch 11:30 – 12:05	Lunch 11:35 – 12:05	Lunch 11:30 – 12:05
4 12:10 – 1:10	Block A 12:10 – 1:25	4 12:10 – 1:10	Block A 12:10 – 1:25	4 12:10 – 1:10
5 1:15 – 2:15	Block B 1:30 – 2:45	5 1:15 – 2:15	Block B 1:30 – 2:45	5 1:15 – 2:15
6 2:20 – 3:20	Club/House Meetings 2:50 – 3:20	6 2:20 – 3:20	Club/House Meetings 2:50 – 3:20	6 2:20 – 3:20

### **Middle School Courses Offered for Grades 6-8**

The 8th grade brings about new academic rigor and options that will ultimately coincide with classes taken in upper school necessary to prepare students for college and beyond. Math placement is one such example. All 8th grade students have been placed in either Pre-Algebra or Algebra I to best meet their skill level. Moreover, criteria have been set to ensure that students are placed in the appropriate class in which they will be most successful. The **pre-algebra criteria** include the following: student made less than a 90% on the ERB math sections, earned a B+ or lower in 7th grade math, and a teacher recommendation. The **algebra I criteria** include the following: student made a 90% or higher on the ERB math sections, student earned an A in 7th grade math, and a teacher recommendation. Algebra I and Geometry taken in the eighth grade will not count as an upper school area requirement. However, it will count towards the overall GPA. The offerings listed below may vary from year to year. A complete current listing is available in the Registrar’s Office. The 8<sup>th</sup> grade Foreign Language will count towards the overall GPA and upper school graduation requirement.

<b><u>English:</u></b>	<b><u>Mathematics:</u></b>	<b><u>Science:</u></b>	<b><u>Social Science:</u></b>	<b><u>Foreign Language:</u></b>
English 6	Math 6	Science 6	Social Science 6	Spanish
English 7	Math 7	Science 7	Social Science 7	French
English 8	Math 8	Science 8	Social Science 8	Cultural Studies

**Enrichments:** Bible, Fine Arts, Music, Physical Education, and Technology.

**Electives:** Band, Choir, Creative Writing, Drama, History of Musical Theatre, Home Economics, Outdoor Ed, Visual Arts.

### **Upper School Course Offerings**

The offerings listed below may vary from year to year. A complete current listing is available in the Registrar’s Office. With Administrative approval, an AP course may replace a course requirement.

<b><u>English:</u></b>	<b><u>Mathematics:</u></b>	<b><u>Science:</u></b>	<b><u>Social Science:</u></b>	<b><u>Foreign Language:</u></b>
English 9	Algebra I	Biology	US History	Spanish I, II, III, IV
American Lit	Geometry	Chemistry	World History	French I, II, III, IV
World Lit	Algebra II	Anatomy	Government	Cultural Studies
AP Language	Algebra III	AP Biology	Economics	AP Spanish
AP Literature	Statistics	AP Chemistry	AP Government	AP French
	Pre-Calculus	AP Physics	AP US History	
	AP Calculus	Astronomy		
	Financial Algebra	Env. Science		

**Electives:** Astronomy, Bible, Creative Writing, Drama, Fine Arts, Health, History of Musical Theatre, Home Economics, Music, Outdoor Education, Physical Education, Psychology, Public Speaking, Senior Seminar, Technology, Woodworking, and Yearbook.

### **Upper School Graduation Requirements**

The following requirements provide for a more rigorous, college-preparatory academic transcript for our students—a necessity for quality college admissions. Students will complete three years of one foreign language at the upper school level or two years of one language with an additional two years of another language. Algebra I and Geometry taken in the eighth grade will not count as an upper school area requirement. However, it will count towards the overall GPA.

<b><u>Subject Area</u></b>	<b><u>Units</u></b>
English	4
Mathematics	4
Science	4
Social Science	4
Foreign Language	3
Physical Education	1 (The P.E. requirement may be met by participating in 3 seasons of varsity sports.)
Health	.5
Public Speaking	1
Electives	3
Bible	1
Senior Seminar	1 (Includes the required year-long senior project.)
Community Service	60 Hours (A total required in upper school. 15 hours per year is recommended.)
<b>Total Units Required</b>	<b>26.5</b>

### **AP (Advanced Placement) Exams**

Students who take AP courses must take the appropriate AP exam in order to have the credit designated as an AP course on their transcripts and earn the weighted credit for the course (1.0 extra) on their GPA. If students do not take the exam, their transcripts will reflect only the regular course in that subject and the regular credit.

### **Dual Enrollment**

OMA students wishing to take courses at the college or university level must meet requirements of the pre-approved institution and Oak Mountain Academy. Only courses that are not available at

OMA may be taken as dual enrollment courses. Students wishing to take dual enrollment courses that are offered at OMA will need to get prior approval from the Headmaster. Semester courses taken at the University of West Georgia or West Georgia Technical College are equivalent to semester courses at OMA. Likewise, full-year courses at the University of West Georgia and West Georgia Technical College are equivalent to full year courses at OMA. Final course equivalences are determined at the discretion of the Administration. In accordance with the Georgia Independent School Association (GISA), to be eligible to represent your school in any GISA sanctioned competition, students taking “virtual classes” must be fully enrolled at Oak Mountain Academy. Virtual classes must be accredited by a regional accreditation organization (ex., SACS; SAIS). Virtual classes cannot replace courses offered by OMA unless pre-approved by the Headmaster for special circumstances. Students must be enrolled in core classes on the OMA campus at least 50% of the school day.

### **On-Line/Distance Learning Grade Conversions**

Grades earned for high school credit at approved institutions are converted using the OMA grading system. If numerical grades are given, that grade will be entered into the OMA system as a numeric value. If only letter grades are given by the online institution, the letter grade will be entered into the OMA system and will be converted to a numeric value within the 4 Point Grading System.

### **Testing Program**

Students are administered the ERB test battery of the CTP-4 in grades 3<sup>rd</sup> – 7<sup>th</sup>, the ASPIRE in grades 8<sup>th</sup> & 9<sup>th</sup>, the Preliminary Scholastic Aptitude Test (PSAT) in grades 10<sup>th</sup> & 11<sup>th</sup>, and the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT) in grades 10<sup>th</sup> – 12<sup>th</sup>. Dates for area test sites and exam times are available through the Registrar and College Counseling Offices.

### **Semester Exams and End of Quarter Assessments**

Cumulative assessments are given at the end of each semester. A separate exam schedule will be in place during this time and will be provided to faculty, students and parents in advance. Seniors who have an "A" average for the year may be exempted from the cumulative semester exam for the spring semester of that particular class. Students in an AP Course are exempt from the cumulative semester exam for the spring semester for that particular course.

### **Late Assignments**

To ensure that students are learning to be responsible citizens, the following guidelines for late work will be utilized in the middle and upper schools. **One day late = minus 10%. Two days late = minus 20%. Three days late = a grade of 0.** It is understandable that extenuating circumstances sometimes occur, and adjustments may be made at the teacher’s discretion.

### **Major Assignments**

A major assignment is considered a formal assessment that takes a full period to complete. A schedule of all major student assignments will be kept assuring that a student has no more than two (2) major assignments due on a given school day.

### **Make-up Work Policy/Major Assignments**

One (1) school day will be given for each class day missed to make up homework and quizzes missed. If a student is in attendance during any part of the school day, they are responsible for completing all work due or assigned on that day. Understandably, emergencies do occur and will be considered on an individual basis. Additional time may be granted at the discretion of the teacher for extended



absences. Failure to make up a test, quiz, etc. during the specified time will result in a grade of zero (0). **If a test or long-term assignment is scheduled for the day the student returns, the test must be taken and/or the long-term assignment handed in unless prior permission for additional time has been granted by the teacher.** It is the student's responsibility to make arrangements with each teacher to make up tests or quizzes missed during their excused absence. If the absence is unexcused, a grade of zero (0) will be given on any work involved. A schedule of all major student assignments and grades will be kept to assure that a given student has no more than two (2) of such assignments due on a given school day. Assignments with rolling dates, such as presentations or speeches, will be considered due on the initial date and exceptions will be made for "pop" assignments, such as quizzes or in class assignments, and regular assignments for which no preparation is possible, such as AP writings.

### **Extra Credit and Dropping Grades**

All students are expected to complete assignments, tests, quizzes, and project preparations as assigned. **No extra credit grades will be given.** Additionally, all grades will be recorded as earned, and no grades will be dropped to determine a quarter, semester, or final year average. Teachers should ensure that ample assignments, tests, quizzes, projects, etc. are given during each marking period to avoid grade inflation or deflation.

### **Incomplete Grades**

A grade of Incomplete (I) recorded on a report card must be removed by satisfying the necessary requirements by three weeks following the issue date of the report card. Failure to complete these requirements in the time allotted may result in a failing grade.

### **Work Ethic**

All OMA middle and upper school classes have a grade component for "Work Ethic." The grade is composed of, but not limited to, a student being on time, being prepared, being on task, and being respectful. This pertains to all aspects of the academic day, both in and out of the classroom, and includes use of all technology such as computers and cell phones. The Work Ethic grade counts as a daily grade and is recorded each week in Renweb as "Work Ethic." Every student begins each school week with a Work Ethic grade of 100%. The grade remains 100% unless there are deductions for unacceptable actions. The Work Ethic average for the quarter counts as 10% of the total grade. Each infraction reduces a student's weekly Work Ethic grade by 10 points.

### **Tutoring**

A teacher may require a student to attend tutorial sessions as necessary. A teacher or administrator may also require a student to attend learning sessions where further tutoring, organizational skills, study skills, and counseling will be provided. If scheduled tutoring conflicts with co-curricular activities the tutoring receives priority. In extraordinary circumstances, however, the teacher may consult the athletic director, the coach of the sport being affected, or the teacher in charge of the performance to obtain an exception.

### **Add/Drop**

Students may drop and add courses during the first two weeks by completing a conference with the Division Dean and Registrar. By obtaining their schedules during this time will obtain an Add/Drop Form that must then be completed by the student, signed by the parent, appropriate teachers, and approved by the Division Dean and Registrar.

## **Zero Period**

Students have the opportunity to attend early morning rehearsals/classes called "Zero Period" from 7:00 - 7:50 am. Zero Period is used at the teacher's discretion and in consultation with the student and his or her schedule in order to accommodate students' after school activities and additional academic responsibilities while they prepare for presentations and competitions during the year.

## **Class Rank**

Class ranking relies solely on grade point average. Oak Mountain Academy ranks students for graduation and end-of-the-year awards. Due to the small class sizes and academically competitive environment of Oak Mountain Academy, reporting class rank to colleges and universities on applications is optional. Further questions regarding the computation of GPA or class rank should be directed to the Registrar.

## **Honor Roll and Headmaster's List**

To be considered for Honor Roll, a student must be enrolled at Oak Mountain Academy in a minimum of five courses. Grades for students enrolled in Dual Enrollment and Online courses only impact the end of the year Honor Roll status because of the delay in receiving grades from the institution only after a course is completed. The Honor Roll is comprised of students in grades **six through twelve** who have an overall minimum GPA of 3.3 on all basic academic course work with no grade below a C and no more than one C. Grades in non-academic courses such as physical education, yearbook, and fine arts may not be below a B. Honor Roll status for the year is given to students who hold an overall GPA of 3.3 for the entire year. To be considered for the Headmaster list, a student must first meet the requirements of the Honor Roll. The Headmaster list is comprised of those students in grades six through twelve who have an overall minimum GPA of 3.7 with no grade below a B. Headmaster's List status for the year is given to students who hold an overall GPA of 3.7 for the entire year.

## **Valedictorian, Salutatorian, and Honors at Graduation**

Cumulative four-year grade point averages are used in selecting the valedictorian and salutatorian. To be eligible for these distinguished recognitions, a student must complete his/her junior and senior years at Oak Mountain Academy. Upon graduation, diplomas with honors are awarded to students with the following minimum GPA's in academic subjects. Cum Laude (3.3), Magna Cum Laude (3.6), & Summa Cum Laude (3.9)

## **University of West Georgia Library Privileges**

Upper school students are permitted to take advantage of the UWG's Library. Students wishing to check out books will need to complete an application for a library card from UWG.

## **Cell Phones/Smart Devices**

Smart devices and headphones use during the academic day are permitted only with faculty or administrative permission. Upper school student smart devices may not be used during assemblies and instructional times without approval. Any misuse of a smart devices will result in the device being turned into the Upper School Dean. Any subsequent incidents of device misuse will result in extended loss of privileges and potential additional consequences to be determined by the Upper School Dean. Because of the risks involved with smart devices in some crisis situations, no student should use his or her smart devices during emergency drills or actual emergency situations unless instructed to do so. Middle school students will "check in" their Smart devices with the receptionist upon arrival and retrieve their devices as needed for classes and at the end of the school day.

## ***Part 2: “We strive to provide a safe family environment.”***

### **Lockers**

Students are assigned lockers at the beginning of each school year. Students are expected to maintain lockers in a neat and orderly condition. Misuse of a locker may result in suspension of this privilege. Lockers are subject to inspection by school officials at any time.

### **Lunch**

Students may either bring their own lunches or order selected foods through the campus catering service – Campus Cuisine. No orders will be accepted for any other vendor. Drinks and snack items may be purchased during lunch in the Upper and Middle Schools. Students may only eat lunch in approved areas – the Perkins Solarium and back patio in the upper school and the Walker Lobby and the picnic benches outside at the Middle School. They are expected to clean up after themselves. Each Division is equipped with a refrigerator and microwave ovens. In addition, every student serves K.P. duty during the year, and at that time, they have the responsibility to clean up a general area that has been designated for cleaning by the Division Dean. The website for Campus Cuisine is [www.campuscuisine.net](http://www.campuscuisine.net). Families wishing further information should email [kathyrn@campuscuisine.net](mailto:kathyrn@campuscuisine.net). Seniors are allowed to go off campus for lunch as designated by the Division Dean if they have signed permission from a parent or legal guardian. Students must leave and return at the designated times or risk the temporary and/or permanent loss of this privilege. Seniors not in good standing with their senior project, as determined by the project advisor, will lose the senior lunch privilege until they regain good standing.

### **Lost and Found**

Lost and Found items are presented/returned during Convocation in each division. At the end of each term, any unclaimed items will be donated to charitable organizations. Please label all items.

### **Senior Lounge**

The Senior Lounge is a special place for seniors to gather. They may visit the lounge during lunch and Study Hall. Students are reminded that use of the Lounge is an earned privilege. It is the responsibility of the Senior Class to keep it clean/orderly. Loss of privileges in the Lounge may occur if poor choices are made related to conduct/cleanliness. At no time are the underclassmen permitted in the Senior Lounge. The following guidelines for use of the Senior Lounge include: avoiding excessive noise, music, and offensive language. Only mission-appropriate videos, DVD's, music, and television programs are permitted. The following rated materials are not permitted for viewing and listening in the lounge: Television programs: TV-MA, Video games and Mobile Apps: M, A, and RP, \*Music: Music content with a PAL notice, & Movies: R or NC-17

### **Field Trips**

Students may be required to pay transportation and admission costs. Permission slips for field trips are to be signed and returned at the beginning of the year with the re-enrollment packet.

## ***Part 3: “We nurture the ethical, spiritual, and physical development.”***

### **Athletic Department Governing Bodies**

Oak Mountain Academy offers middle school and varsity interscholastic teams in Volleyball, Soccer, Swimming, Cross-Country, Basketball, Tennis, Golf, Track & Field, and Cheerleading. Interscholastic competition conforms to requirements of membership in the Georgia Independent School Association (GISA), and Georgia High School Association (GHSA). Additionally, lower school and middle school students may participate in recreational league basketball.

### **Athletic Department Philosophy**

It is our belief is that a strong and competitive athletic program is paramount for a successful school. The Athletic Department will encourage and support broad participation from as many boys and girls as possible, whose teams will compete without sacrificing sportsmanship, scholarship, and the general welfare of the student. However, to have a successful athletic program, there must be a collaborative partnership among the administration, faculty, parents, and the athletic department which consists of a mutual respect for each other’s role in the total school experience for our students. Student athletes are students first. If an individual player does not focus on his/her scholastic responsibilities (acceptable grades, behavior, and attendance), the student will not have the privilege to showcase his or her athletic talent.

### **Department Goal**

Our athletic department goal is to offer all our athletes a safe, positive and rewarding experience while fostering strong character development. We will focus on maintaining a healthy balance among the following: academic excellence, building competitive teams, quality coaching, development of school pride, family involvement, and community support.

### **The Coach’s Role:**

- Embrace the mission of Oak Mountain Academy.
- Strive to develop and maintain a comprehensive athletic program, which seeks the highest development of all participants and respects the individual dignity of every student-athlete.
- Organize, direct and promote an interscholastic program that is in harmony with and contributes to the total school experience.
- Cooperate with administration/staff in establishing, implementing, and supporting policies.
- Uphold all GISA/GHSA policies and enforce region rules and regulations.
- Uphold the honor of the coaching profession in all relations with students, parents, administration, colleagues, coaches and officials.
- Avoid using position for personal gain or influence.
- Seek opportunity for professional development at local, state, and national levels.
- Display great sportsmanship to all stakeholders.

### **The Athlete’s Role:**

- Uphold the mission of Oak Mountain Academy.
- Grades and attendance can determine the athlete’s status on any team he or she represents.
- Respect all coaches, faculty/staff, parents, officials, and opponents.
- Acknowledge that athletics is a privilege, and they represent themselves and the community.
- Play hard and within the rules, along with exercising self-control on and off the playing venue.

- Model sportsmanship to teammates, coaches, faculty/staff, parents, administration, officials, spectators, and opponents.
- Understand that playing time is determined by their coaches and earned by the athlete.

### **The Spectators'/Parents' Roles:**

- Support the mission of Oak Mountain Academy.
- Serve as ambassadors of Oak Mountain Academy.
- Approach the coach first before reaching out to administration.
- Respect the judgement/strategy of the coach and do not criticize players, coaches, or officials.
- Show compassion for all injured players; applaud positive performances; and avoid the use of inappropriate language and behavior.
- Understand that the coach determines playing time and takes into consideration many factors and prioritizes what is best for the team and the individual.
- Respect the authority of those who administer and officiate the competition.
- Handle all conflicts or concerns professionally with the coach and/or administrator.

### **Expectations**

Student athletes should understand that by joining an athletic team they are committing to the athletic program. They will have the benefit of participating and representing the school, as well as the responsibility and commitment of team membership. Expectations may vary from coach to coach in different sports, but OMA has high expectations for all athletes on every level. Students who fail to display proper behavior or who show poor sportsmanship before, during, or after an athletic practice or contest may receive disciplinary action at the discretion of the coach, Athletic Director, or Administration. Improper behavior or poor sportsmanship may include suspension from further participation. Penalties such as probation or suspension from games may be imposed depending upon the severity of the offense. Spectators/Parents who display poor sportsmanship or improper behavior at any athletic contest may be asked to leave the field or gym. For severe displays of inappropriate behavior, the person(s) may be barred from attending any games for the remainder of the season.

As in all school matters, we encourage students to self-advocate. If a student athlete has a concern, he or she should approach his or her coach to communicate the concern, and parents should encourage their child to follow this procedure. If a situation develops where a parent finds it necessary to intervene on a child's behalf, the parent should contact the coach about the problem. If a parent is unsuccessful in working out the issue with the coach, he or she should notify the Athletic Director. When a parent feels compelled to address an issue with a coach, he/she should wait at least twenty-four hours after the contest or practice where the issue happened before contacting the coach. Coaches are discouraged from engaging in email/text dialogues with disgruntled parents, but are encouraged to communicate clearly their expectations and policies either in a personal face to face discussion or by phone.

### **Cut Policy**

In an effort to provide students with an opportunity to participate in any or all of our athletic programs, OMA has a no-cut policy. Any student who wishes to participate in a sport may as long as the student follows attendance, grades, and behavior guidelines for student athletes. The no-cut policy allows the student athlete to participate but does not guarantee playing time.

### **Multiple Sports**

Student athletes are allowed to play one team sport and one individual sport during a season. The Head of School and Athletic Director can remove a student athlete from any sport at any time if they feel the participation in the sport is affecting the student athlete's academic performance.

## **School Attendance/Athletic Participation**

All students are expected to attend school each academic day. Participants in an co-curricular activities must be present in class a minimum of four periods on the day of the event in order to participate. In unusual circumstances, exceptions to this policy may be granted by the Headmaster.

## **Physicals**

In order to participate in athletics at Oak Mountain Academy, students must have a pre-participation physical evaluation form and waiver/release form at the beginning of each school year or before they participate in a particular athletic season. Updated forms are located on the OMA web-site. Completed physical evaluation and waiver forms must be signed by a physician and parents, then turned into the Athletic Director. No student may begin any phase of the athletic program (workouts, practices, or other activities) without a physical evaluation and waiver form on file in the athletic office.

## **Athletic Schedules**

Athletic schedules are created but may change daily for a variety of unexpected reasons. For the most current updated changes, please visit Oak Mountain Academy's calendar website, by clicking on the calendar tab on the school website for updated changes: <http://www.oakmountain.us/>

## **Sportsmanship**

OMA has a tradition of excellence in its interscholastic athletic program and we strive to instill the concept of sportsmanship by modeling the Warrior Way. Good sportsmanship is expected during all athletic events. All stakeholders should keep in mind that they represent OMA and the highest standards of sportsmanship. Adults and students both bear the responsibility of upholding high standards and representing their school with pride as they demonstrate their spirit. OMA will abide by the standards outlined in the GISA/GHSA Rules and Guidelines, as well as the OMA standards of conduct. The GISA sportsmanship statement is: *"The GISA encourages and promotes sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, ethnic, or sexist comments, or other intimidating actions will not be tolerated and are grounds for removal from the event."*

## **Middle School and Varsity Eligibility in Sports**

Students in 6<sup>th</sup>-12<sup>th</sup> grades may participate in sports. Students below Grade 8<sup>th</sup> are NOT eligible to participate in any GISA sanctioned varsity sports or literary events. Fifth graders may be invited to participate in sports where there is a need. Students participating in athletics must meet all eligibility requirements prescribed by GISA, and standards set forth by OMA. Students must pass a minimum of five subjects, all of which must be grades of record, including dual enrollment courses, with no more than one D. The five subjects must include three courses in any combination of English, History/Social Science, Foreign Language, Mathematics, or Science. Students may be placed on academic probation at the discretion of the Dean in consultation with the Athletic Director and have subsequent limits placed on their ability to participate in athletics and other co-curricular activities. Students must have a certificate of an annual physical examination on file at the school prior to participation in any athletic try-outs. practices, voluntary workouts or games that indicate the students are physically approved for participation. Students jointly enrolled in both a GISA interscholastic school and a local college must meet the following criteria to establish eligibility:

- At least ½ of the students' schedule or course load must be scheduled and pursued on campus.
- Students must be enrolled in core classes on campus for at least 50% of the school day.

## **Other Athletic Resources:**

**Georgia Independent School Association:** <http://www.gisaschools.org>

**Georgia High School Association:** <http://www.ghsa.net>

## ***Part 4: “We strive to produce confident leaders inspired to serve.”***

### **Lower & Middle School Student Dress Attire Guidelines**

All students are expected to dress in a manner that exhibits good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the Academy. Uniforms are mandatory Monday through Thursday and optional on Fridays, for all Pre-K3 through 8<sup>th</sup> grade students. On Fridays, students may wear uniforms, Sunday best, or OMA spirit wear (see below for a description of acceptable Sunday best and spirit wear) and bottoms that are appropriate. No gym shorts, sweatpants, spandex, or sleeveless shirts. Students improperly dressed will be sent to the Dean’s office where an appropriate change of clothing may be offered, or parents will be called to provide appropriate clothing. The student will remain in the Dean’s office until the clothing arrives. The uniform bottoms will consist of khaki and classic navy pants; khaki and classic navy shorts; skirts (khaki, classic navy, or classic navy large plaid), and jumpers (khaki, classic navy, classic navy plaid, or classic navy large plaid). **Socks will consist of solid colors of red, white, or classic navy.** The uniform tops will have the school logo and consist of blouses, polos and oxford shirts (**approved colors are red, white, classic navy**). Boy’s and girl’s uniform polo shirts may be un-tucked and the uniform oxford shirts/blouses are required to be tucked in. Although the khaki and classic navy bottoms may be purchased from any vendor, **Lands’ End is the only authorized vendor for all school logo approved tops.** Their website is **[www.landsend.com/school](http://www.landsend.com/school)**. Sweaters and hoodies worn throughout the school day or in classrooms must have OMA, Oak Mountain Academy official logo, or no other commercial logo larger than one inch on them (**approved colors are red, white, classic navy**). For students in grades Pre-K-3 through 8<sup>th</sup> grade, slacks, jeans, skirts, dresses or shorts must be at least mid-thigh length and fit appropriately. Girls should wear playground appropriate garments under skirts/dresses when participating in physical activity. Gloves, socks, scarves, etc. should not be distracting to the uniform or to others. For safety reasons, it is required that shoes have closed backs or have straps (any type flip-flops are prohibited). Students must wear shoes appropriate for the activity in which they will participate (gym shoes for P.E., closed toe shoes for the playground, science lab, etc.).

### **Upper School Student Dress Attire Guidelines**

All students are expected to dress in such a manner as to exhibit professionalism, good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the Academy. Students will abide by the Student Attire Guidelines when attending all school-related functions both at home and away from campus. The Administration will assist faculty and be the final resource in determining the appropriateness of a student’s school attire. If a student is unsure of the appropriateness of clothing, it is suggested that he or she receives approval from the Dean before wearing it to school. Students are allowed to exercise a degree of personal freedom in their choice of clothing while maintaining an appearance consistent with that expected of a college-preparatory academy. Students are expected to arrive on campus properly dressed and remain so throughout the school day. Students should avoid drawing undue attention to themselves through their personal appearance, and they should not dress in a way that would detract from the educational process or the school’s Mission. Students improperly dressed will be sent to the Division Dean’s office where they will call their parents, request appropriate clothing, and remain in the office until the appropriate clothing arrives.

Collared shirts should be worn by all students on Monday through Thursday of each week except for special, announced occasions. Crew or V-neck sweaters may be worn over a collared shirt or blouse. Ladies may wear tailored blouses without collars. Men may wear long or short-sleeved dress shirts that are worn tucked in and buttoned appropriately. Pullover knit shirts with collars must be tucked in as well. Ladies tank tops and shirts with spaghetti straps, as well as “cutout” sleeved tops exposing shoulders or split-back blouses, are not permitted. All shirts, blouses, tops, etc., should have a modest cut and **must have sleeves, no exceptions**. Low-cut items and low-cut backs are not permitted. Sheer garments are permitted only if garments worn underneath them are dress code approved. Shirts or other garments that expose the midriff and/or undergarments are not permissible. Undergarments, including the straps, must be completely covered. Shirts and tops should not display commercial content other than OMA logos. **Standard T-shirts are only permitted on Spirit Days**. Skirts, shorts, and dresses that fit appropriately are acceptable. Hemlines for skirts, shorts, and dresses must be no shorter than 2 inches above the middle of the knee when the student stands upright. Cheerleading uniforms worn on game days are the exception. Dress slacks or casual pants are acceptable and preferred for the men. Walking shorts must extend near the top of the knee. All pants and shorts must be designed for a belt, and belts must be worn and secured properly. No athletic shorts, sweatpants, or warm-up pants are allowed outside of P.E. classes or sports practices. Ladies leggings are acceptable only when worn with a top that reaches no shorter than 2 inches above the middle of the knee when the student stands upright. No sleepwear or flannel pants are permitted. Denim is acceptable; however, no holes, frayed edges, and excessively worn jeans are permitted. Dress shoes, or athletic shoes may be worn as appropriate. Footwear must be in good condition and laced or fastened at all times. Students must wear shoes appropriate for the activity in which they are participating (gym shoes for P.E., closed-toe shoes for the science lab, etc.) Flip-flops are not permitted.

### **Grooming**

Hair must be clean and neatly maintained and may not be a distraction (extreme color, style, etc.). Men’s hair length must be off the collar in the back, not below the earlobe, and not in the student’s eyes. Men’s hair may not be combed, tied, or otherwise manipulated to appear to not be in the students’ eyes or below the earlobes. Men must be clean shaven. Beards and extreme sideburns below the earlobes are not permitted.

### **Miscellaneous**

Caps, hats, hoods, beanies, and bandanas are not permitted in buildings except at designated times. Belts must be worn with any clothing designed with belt loops. Exposed undergarments are prohibited. Visible body piercing, excessive ear piercings (ladies no more than two in each ear and prohibited for men), visible tattoos, and body art are prohibited. Clothing must be properly hemmed and free of holes or rips, including fraying. Clothing may not be excessively stained.

### **Dress Attire For Special Occasions**

Additional dress requirements may be given for special occasions, field trips, and athletic events. Changes in the guidelines for student attire and interpretations of it may be made by the Administration throughout the year as deemed necessary. Unless otherwise notified by the teacher, field trip attire will consist of slacks for gentlemen; approved blouses, slacks, skirts, or dresses for ladies that met the prior stated dress code requirements.



### **Physical Education Attire**

Each student is expected to change into appropriate athletic clothing and shoes for P.E. and athletic practices. Failure to wear appropriate clothing will negatively impact a student's grade.

### **Sunday Best and Spirit Day Attire**

Standard T-shirts and sweatshirts with OMA, university, or pro-team logos, and an academic affiliation with an organization or association are permitted only on Friday School Spirit Days or special Senior College Days. Tank tops are not permitted for ladies or gentlemen. Spirit wear and/or clothing for school events and activities: skirts and dresses must be of appropriate length. Leggings, jeggings, and/or pants made of elastic material are permitted only when worn with a top that reaches no shorter than 2 inches above the middle of the knee when the student stands upright. Dress Code violations may result in disciplinary actions. For students in grades Pre-K-3 through 5<sup>th</sup> grade, Sunday best is acceptable on spirit days.

### **Daily Attendance**

School begins at 8:00 am and dismisses at 3:20 pm. Students may begin entering divisions at 7:30. Upon arrival, Middle School students should report to the Walker Lobby until they are dismissed to class. All students are expected to attend school each day unless excused. Participants in a co-curricular activity, such as athletics, drama, prom, etc., must be present in class a minimum of four periods. Exceptions to this policy may be granted by the Headmaster in unusual circumstances.

### **Sign-in/Sign-out Procedures**

For safety purposes, students who arrive after school begins or leave during the school day must complete all information on the sign in/sign out sheet located at the reception desk before going to class or leaving campus and have a note from a parent or guardian. A student who signs in late must have an "Admit to Class" form to be admitted to class.

### **Early Dismissal**

A student dismissing early for a valid reason must adhere to the following procedure. Prior to the first class of the day, students should present to the receptionist a note signed by a parent or guardian requesting early dismissal. The note must contain the reason for early dismissal, time of dismissal, and the estimated time of return. Except for an emergency, all early dismissals must be accompanied by a note from the student's parent or guardian. A note is not necessary *only* if a parent phones and requests an early dismissal for an emergency. All work missed as a result of an early dismissal is required to be completed within one school day. Abuse of the early dismissal policy for unnecessary absences from school will be addressed by the Administration.

### **Clubs and Organizations**

A variety of clubs and organizations are offered where students may pursue their interests and develop leadership skills. The following is a representative list offered in the Middle School: House Leadership, Academic Team, Newsletter Club, National Junior Honor Society, Environmental Club, Chess Club, and Builders Club. The following is a representative list offered in the Upper School: Student Council, International Club, Academic Team, Chess Club, Key Club, Environmental Club, Fellowship of Christian Athletes, National Honor Society, and S.T.E.A.M Club.

### **Community Service Requirements**

Every Middle and Upper School student at Oak Mountain Academy must participate in community service. Students may complete these requirements through service in school organizations, such as the National Honor Society, Key Club, or through volunteer efforts within community-based organizations, such as the Humane Society or a soup kitchen. A minimum of 15 hours per year in community service work in the Upper School must be approved by the school. If students are in danger of not completing their community service during a school year, community service will be assigned to the student to perhaps include improving the buildings and grounds through maintenance tasks.

## **Section 8: Lower School Information Grades PK-5**

### ***Part 1: “We strive to provide a challenging college preparatory education.”***

#### **Enrichments**

Enrichment classes include the following: physical education, band, creative writing, drama, music, visual arts, foreign language, computer, library, and bible.

#### **Library – Challenged Materials**

The library is a media resource center for all Oak Mountain Academy students and teachers. All lower school students receive a library orientation, and all OMA students are encouraged to visit the library for study and pleasure reading. The library sponsors book fairs each year. Parents, students, teachers, and other friends of the school regularly make gifts to increase the library collection. Local libraries are also available for use. In the event a parent raises an objection to instructional materials, please refer to Oak Mountain Academy’s policy for challenged materials available in the Lower School Library.

#### **Testing Program**

Beginning in Lower School, students take nationally and independently-normed standardized achievement tests. The results are used to identify both the strengths and weaknesses in our curriculum and teaching methodologies. The results are shared with the faculty at the beginning of the academic year so they may prepare for the strengths and weaknesses of the rising grade level. Furthermore, the students’ individual results are shared with the faculty so they may better serve each student as an individual learner. Students in Lower School are administered the ERB test battery of the CTP-4.

### ***Part 2: “We strive to provide a safe family environment.”***

#### **Door-To-Door Fundraising**

While Oak Mountain Academy may, on occasion, embark upon various fundraising campaigns, students in elementary grades are prohibited from door-to-door fundraising activities sponsored by the school or by a school-related organization.

## **Lunch**

Lunches may be ordered through Campus Cuisine. Please remember to pack microwave safe dishes if the lunch should be heated. Preparation time should be **minimal** to allow time for everyone to use the microwave. We ask you to send nutritious snacks with your child for both the morning break and lunch. We also ask that you **not** send carbonated drinks. Lower School students may order milk through the school. The website for Campus Cuisine is [www.campuscuisine.net](http://www.campuscuisine.net).

## **Ice Cream**

Lower school students will have the opportunity to purchase ice cream for \$1.00.

## **Classroom Parties**

Throughout the year, classes hold parties for various holidays and occasions. All classroom parties will be coordinated through the classroom teacher. Please sign up to help with one of these parties. Contact your room representatives about any questions. Feel free to bring or send in a special snack or treat to school for your child's birthday. **Invitations for parties outside school will only be accepted by the homeroom teacher if ALL students in the classroom receive one. This will avoid confusion and hurt feelings.**

## ***Part 3: "We strive to promote sound learning."***

## **Pre-Kindergarten Program**

The pre-kindergarten sessions introduce the young learner to an academic, developmentally appropriate curriculum that includes math, literacy, dramatic play, gross motor skills, bible, and science, as well as working on social interactions with peers. The sessions also include snack, playtime, quiet story time, and an additional focus on music and art. For admission, all students must be completely independent in the restroom. Session I begins at 8:00 am and ends at 11:30 am, with lunch from 11:30 – 12:00 noon. Session II begins at 12:00 noon and ends at 3:10 pm.

## **Field Trips**

Throughout the year, field trips will be scheduled to enhance the curriculum. Permission slips and cost information will be sent home prior to each trip and must be completed and returned to allow participation. Parents will have the opportunity to volunteer to be chaperones for a field trip when needed. Due to space requirements, the number of chaperones may be limited. Chaperones will be assigned on a first-come, first-served basis. If there are more volunteers than spaces, the names of parents who have not previously chaperoned a trip will be drawn randomly. Please understand that every attempt to give each parent the opportunity to go on at least one field trip will be made. Chaperones are expected to conduct themselves in an appropriate manner and assist as needed. Siblings are not permitted to accompany parents on field trips because of the need for chaperones to devote their attention to the students. Additionally, since not all parents are able to go on every trip, we ask that everyone refrain from purchasing extra souvenirs, food, etc. for any of the students. Students should wear their red polo OMA shirts for field trips, unless directed otherwise.

## **Books and Supplies**

Library books are required to be returned by the due dates. Supplies may be needed for art, foreign language, Bible, computer, PE, and music. Classroom supply lists are posted on the OMA website.

## **Part 4: “We nurture ethical, spiritual, and physical development.”**

### **Discipline**

Any violation of a school regulation will be addressed with the teacher. If the problem persists the student will be sent to the Division Dean. In case of further difficulty, a conference with the parents will become necessary to collaborate on a potential solution. Students will abide by the OMA Honor Code as outlined earlier in this handbook.

## **Part 5: “We strive to produce confident leaders inspired to serve.”**

### **Lower School Attire Guidelines**

All students are expected to dress in a manner that exhibits good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the Academy. Uniforms are mandatory Monday through Thursday and optional on Fridays, for all Pre-K-3 through 8<sup>th</sup> grade students. On Fridays, students may wear uniforms, Sunday best, or OMA spirit wear and bottoms that are appropriate. No gym shorts, sweatpants, spandex, or sleeveless shirts. Students improperly dressed will be sent to the Dean’s office where an appropriate change of clothing may be offered, or parents will be called to provide appropriate clothing. The student will remain in the Dean’s office until the clothing arrives. The uniform bottoms will consist of khaki and classic navy pants; khaki and classic navy shorts; skirts (khaki, classic navy, or classic navy large plaid), and jumpers (khaki, classic navy, classic navy plaid, or classic navy large plaid). **Socks will consist of solid colors of red, white, or classic navy.** The uniform tops will have the school logo and consist of blouses, polos and oxford shirts (**approved colors are red, white, classic navy**). Boy’s and girl’s uniform polo shirts may be un-tucked and the uniform oxford shirts/blouses are required to be tucked in. Although the khaki and classic navy bottoms may be purchased from any vendor, **Lands’ End is the only authorized vendor for all school logo approved tops.** Their website is [www.landsend.com/school](http://www.landsend.com/school). Sweaters and hoodies worn throughout the school day or in classrooms must have OMA, Oak Mountain Academy official logo, or no other commercial logo larger than one inch on them (**approved colors are red, white, classic navy**). For students in grades Pre-K-3 through 5<sup>th</sup> grade, slacks, jeans, skirts, dresses or shorts must be at least mid-thigh length and fit appropriately. Girls should wear playground appropriate garments under skirts/dresses when participating in physical activity. Gloves, socks, scarves, etc. should not be distracting to the uniform or to others. For safety reasons, it is required that shoes have closed backs or have straps (any type flip-flops are prohibited). Students must wear shoes appropriate for the activity in which they will participate (gym shoes for P.E., closed toe shoes for the playground, science lab, etc.).

### **Daily Attendance**

Students must be present 50% of the school day to be considered present for the full day. Lower School students arriving late or leaving early should go directly to the reception desk in the Lower School to sign in or out and must be accompanied by a parent or legal guardian. A student must have an “Admit to Class” form to be admitted to class.

## **Arrival at School**

The Lower School building opens at 7:30 A.M. with supervision of students. School starts at 8:00 A.M. Unloading of students in carpool will begin at 7:30. Students should not arrive at school before 7:30 A.M. Parent volunteers will assist with unloading during morning carpool with an additional faculty or staff member on duty to assist. When students enter the building, they should report to their homeroom classrooms. Please encourage children to enter the building unattended during regular morning drop-off; it promotes independence and speeds the flow of traffic for everyone. If it is necessary to enter the building with or for a child, please park in one of the two parking areas at the sides of the building. Please do not block the flow of traffic in front of the building.

## **Tardiness**

Children arriving at school after 8:00 A.M. are considered tardy. Tardiness is strongly discouraged because it interferes with the class routine, as well as the successful start of the school day for all students. Tardiness will be documented as excused or unexcused. Parents must come into the Lower School lobby to sign in their children and provide a reason for the late arrival.

## **Absences**

Although occasional absences may be necessary, parents are encouraged to plan trips to coincide with school holidays, rather than having students miss additional school time. Remember to clear all family trips through the Division Dean **at least two weeks** in advance. With such notice, teachers will make assignments available to the student prior to a family trip. A parent must request and receive assignments prior to a family trip or event, **the assignments are due the day the student returns to school**. Assignments not turned in will result in a penalty or point reduction of 10 points per day late. A verbal reminder will be given on the day the student returns to school without the assignments. Following the reminder, the penalty or point reduction will begin.

## **Safety Patrol**

Fifth grade students will have the opportunity to serve as Safety Patrol members for afternoon dismissal. They will stand at each loading station and assist students in getting into their cars. Please be sure your child is safely in the car and that the Safety Patrol member is a safe distance from your car before you leave the loading station.

## **Santa's Secret Shop**

Hosted by the Parent Volunteer Association, several days in December will be designated for Lower School children to purchase inexpensive gifts for parents, siblings, other adults and friends.

## **Clubs and Organizations**

Oak Mountain offers a variety of clubs and organizations for our students to pursue their interests and develop leadership skills. The following is a representative list of offerings: K-Kids (4<sup>th</sup> & 5<sup>th</sup> grades), Safety Patrol (5<sup>th</sup> grade only), Young Singers (3<sup>rd</sup> – 5<sup>th</sup> grades), Lego Club (PK – 5<sup>th</sup> grades), and Junior Master Gardeners (2<sup>nd</sup> – 5<sup>th</sup> grades).

# ***Part 6: Dismissal and Transportation***

## **Dismissal**

The academic day ends at 3:10 P.M. During afternoon dismissal, teachers will escort their individual classes to the hall where students are supervised during dismissal. Lower School Safety Patrol members will assist with afternoon carpool. Parents will receive name cards for carpool and are asked to display them in the windshield of their cars for afternoon carpool. Students will be called to

dismissal stations for pick up. Bus students may proceed directly to the buses for loading as the classes arrive at their designated areas for carpool. Parents who wish to park and pick up students, should proceed to the end door closest to the Pre-Kindergarten classrooms. Students who have not been picked up by 3:25 will be escorted to the After-School Care Program.

**Bus Riders**

All OMA students will board the bus in the parking lot between the Lower School and the Richards' Administration Building. Lower school faculty will escort the students to the bus after dismissal. The bus will leave the OMA campus promptly at 3:30.



## Section 8: Statement of Honorable Intent

### **Student Section:**

By my signature, I pledge the following:

1. I have read (or my parent has read to me) the OMA Honor Code information in the Handbook which defines the Honor Code as part of the life of Oak Mountain Academy. I fully understand that I will be required to work within the bounds of the Honor Code.
2. I have read (or my parent has read to me) the Terms/Conditions for Educational Computer Use and Internet Privileges found in the Handbook. I understand that I will abide by the stated Terms/Conditions. Should I commit any violation of the regulations, my computer access privileges may be revoked; school disciplinary action or other action may result.
3. I have read (or my parent has read to me), understand, and will follow the Acceptable Use Policy found in the Handbook.
4. I have read (or my parent has read to me), understand, and will follow the policies and procedures outlined in the Oak Mountain Academy Parent/Student Handbook

***\*Space is provided for multiple students in one family.***

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent Section:**

I, as a parent, declare the following:

1. I have read the Honor Code information in the Oak Mountain Academy Parent/Student Handbook. As a member of the school community, I understand my child is required to abide by the Honor Code.
2. I have read the Terms/Conditions for Educational Computer Use and Internet Privileges found in the Handbook. I understand that this access is designed for educational purposes. I hereby give permission for my child to access to the Internet through his/her school account.
3. I have read and understand that my child will follow the Acceptable Use Policy.
4. I have read, understand, and will follow the policies and procedures outlined in the Oak Mountain Academy Handbook.

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***All students are required to have this signed document on file. Thank you for your attention to the details of the handbook which is an extension of your Oak Mountain Academy contract. Any questions may be directed to your Division Dean or Headmaster.***