



Founded 1896

MISSION STATEMENT

Oakwood Adventist Academy exists to provide a spiritual, academic, social and service-oriented environment to develop, nurture, and affirm students for a lifetime of service to God and humanity.

ACCREDITATION

Oakwood Adventist Academy is accredited by the Adventist Accrediting Association (AAA), AdvancED, and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.

ABOUT THE HANDBOOK

This handbook is in effect for the current academic year. The policies outlined in this handbook are in alignment with Southern Union Code and South Central Conference guidelines. Current school policies supersede all policies and practices from previous years. Amendments and/or changes may be made by recommendation to the appropriate committee, with final approval from the HASDA School Board. Notification of changes will be sent in writing to OAA administration, parents, students, faculty, staff, and constituents, and placed on the OAA website.

Oakwood Adventist Academy

Student & Parent Handbook

Gabriel Madrid
Principal

Paul D. Nixon
Vice Principal

Sean Williams
Vice Principal

7000 Adventist Blvd.
Huntsville, Alabama 35896
www.oakwoodadventistacademy.org

Academy Office	(256) 726-7010
Academy Fax	(256) 726-7016
K-8 Office	(256) 726-8358
K-8 Fax	(256) 726-8359
Business Manager	(256) 726-7012
Business Office	(256) 726-7019
Business Office Fax	(256) 837-3382
Registrar	(256) 726-7899
Registrar's Fax	(256) 837-2753

HISTORY

Oakwood Adventist Academy, also referred to as Oakwood Academy or OAA, is a Seventh-day Adventist co-educational K-12 school located on the beautiful campus of Oakwood University in Huntsville, Alabama. Oakwood Adventist Academy was founded in 1896 as Oakwood Industrial School in order to train young people of African American descent. The high school served as a boarding school and preparatory school operated by Oakwood University for the majority of its existence. In 1974, the academy became a day school operated by a local constituency of Seventh-day Adventist churches called the Huntsville Area Seventh-day Adventist (HASDA) Churches. The school has had many names including Oakwood Manual Training School, Oakwood College Academy, Oakwood Christian Academy, and Oakwood Academy. The administration and constituency voted to change the name of the school to Oakwood Adventist Academy in 2002. Today, the school is governed by the HASDA School Board and the South Central Conference of Seventh-day Adventists.

Oakwood Adventist Academy continues to serve as the College Preparatory Division and Laboratory School for the Department of Education of Oakwood University. Several education majors from Oakwood University conduct their internships at Oakwood Adventist Academy. OAA is a major feeder school for Oakwood University, with a significant number of graduates matriculating to Oakwood University. Advanced juniors and seniors can participate in dual enrollment between Oakwood University and OAA at no additional cost to the academy student. Special vocational programs at the school include a certified nursing assistant program and a pharmacy technician program.

The high school is currently housed in the J.T. Stafford Building at Oakwood University, built in 1974, with plans to break ground on a new 9-12 facility in the very near future. The elementary school building is housed in the Eric C. Ward Building, which was constructed in 1993 and completely renovated in the Spring of 2013. In December of 2012, OAA broke ground on a new 28,000 square foot multi-educational facility which was completed by December of the following year. The Multi-Educational Complex, or MEC, houses a state of the art kitchen and cafeteria, a gymnasium complete with locker rooms and a wing with four large classrooms that houses grades 7-8.

Next is Phase III: construction of a new building for grades 9 – 12. Plans have been drawn, money is being raised, and by God’s grace, the Phase III portion of the plan will be completed very soon.

HASDA BOARD MEMBERS

David Grandison, Chair	Everett Roper, Vice Chair
Grace Arnold	Alexander Lampkin
Larry Bailey	David Lee
Anthony Bolden	Lisa Leslie
Jessie G. Bradley	James Lewis
Williams Branch	Gabriel Madrid
Rupert Bushner	James Mbyirukira
Carlton P. Byrd	Lynne Middleton
Timothy Cartwright	Paul D. Nixon
Sabrina Cotton	Jarrold Patterson
Kyle Crawford	Nathan Plank
Sonya Crayton	Michael Ross
Aline Dormer	Lani Sharpe
Cynthia Douglas	Debleaire Snell
Jessica Dudley	Prentiss Sorrels
Paul Goodridge	David Steede, II
Alfonzo Greene, III	Dana Wilchcombe
Mary Greene	Willie Taylor
Isariah Hannah	Sean Williams
Johnny Holliday	Lloyd Wilson
Audree Johnson	
Edmund Julius	

There are nine constituent churches that operate Oakwood Adventist Academy:

Alpha (Decatur) SDA	First SDA Church	Harvest SDA Church
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Mt. Pisgah SDA	New Life SDA	Oakwood University SDA
Madison Mission SDA	Mt. Calvary SDA	Trinity (Athens) SDA

FACULTY & STAFF

Business Manager

Mary Greene

Registrar

Terri Mitchell

Faculty – Elementary (K-6)

Kindergarten	Chantel Bailey-Callender
Grade 1	Esther Provost
Grade 2	Judy Ross
Grades 2 & 3	Lynne Middleton
Grade 3	Delma Harvey
Grade 4	Teresa Johnson
Grade 4	Deneen Howard
Grade 5	Kim Trott
Grade 6	LaTisha Harrell
K-6 P.E.	Kailisha Madrid
K-6 Choir	Jessica Dudley

Faculty – Middle School (7-8)

Computer (Grades 5-8) / Yearbook	Ray Leftridge
Bible (Grade 8) / Social Studies	Jahmela Williams
Choir	
Health/P.E.	
Language Arts (Grade 7)	Laveta Lampkin
Language Arts (Grade 8)	Nathan Plank
Math / Science (Grade 8)	Lequicha Williams
Science (Grade 7)	

Faculty – High School (9-12)

Art	Carmen McWilliams
Certified Nursing Assistant Program	Aline Dormer, Ph.D.
Choir / Music Theory	Justin Jordan
Coding	
Yearbook	Ray Leftridge
Driver’s Education	Benjamin Balentine
Journalism	Laveta Lampkin
English II, III, & IV	Gwendolyn Woods
English – I & AP Language / German / Drama	Nathan Plank
English – AP Literature	Paul Nixon
Government/Economics	Gabriel Madrid
Health/P.E. (Girls)	Kailisha Madrid
Health/P.E. (Boys)	
History	Deidre Swoope
Math/Physics	Brandon Dent
Math - Algebra I	Ray Allister
Math – Algebra II	Sean Williams
Pharmacy Technician Program	Aline Dormer, Ph.D.
Religion - I	Kyle Crawford
Religion – II, III, & IV / Chaplain	Jameel Daniels
Science	Nanetta Pressley
<u>Staff – K-12</u>	
Administrative Assistant (K-8)	Daniella Newbill
Administrative Assistant (9-12)	Andrienne Adams
Athletic Director	

BELL SCHEDULES

MIDDLE SCHOOL SCHEDULE

Regular Schedule Monday – Thursday

Period 1	8:00-9:20
Worship/Homeroom	9:20-9:30
Period 2	9:34-10:54
Period 3	10:58-11:38
Lunch/Recess	11:42-12:22
Period 4	12:26-1:46
Period 5	1:50-3:10

Friday

Period 1	8:00-8:50
Period 2	8:54-9:44
Period 4	9:48-10:38
Period 5	10:42-11:22
Chapel	11:35-12:35

ACADEMY SCHEDULE

Regular Bell Schedule Monday - Thursday

Period 1	8:00-9:20
Worship/Homeroom	9:20-9:30
Period 2	9:34-10:54
Period 3	10:58-12:18
Lunch	12:25-12:58
Period 4	1:02-2:02
Period 5	2:06-3:26

Friday

Period 1	8:00-8:50
Period 2	8:54-9:44
Period 3	9:48-10:38
Period 5	10:42-11:22
Chapel	11:35-12:35

CLASS SPONSORSHIPS, OFFICERS, ORGANIZATIONS, & COMMITTEES

CLASS/ORGANIZATION SPONSORS

Grade K	C. Bailey-Callender
Grade 8	J. Williams / M. Williams / Y. Andrews
Freshman Class	K. Madrid
Sophomore Class	G. Woods
Junior Class	T. Mitchell
Senior Class	D. Swoope
OAASA	G. Madrid
NJHS.....	S. Williams
NHS	PD Nixon
OEMSA	L. Harrell/L. Williams
Drama.....	N. Plank
Yearbook.....	R. Leftridge
Robotics.....	B. Dent / V. Mountain

OEMSA OFFICERS

Sponsors: LaTisha Harrell & Lequicha Williams

President	TBD
Vice President	TBD
Secretary	TBD
Parliamentarian	TBD

OAASA OFFICERS

Sponsor: Gabriel Madrid

President	Na'dasia Wilson-Noble
Vice President	Christyn Byrd
Religious Vice President	Joshua Hewitt
Academic Vice President	Andisa Labossiere
Social Vice President	Christian Toney
Public Relations	Kelly Whyte
Secretary	Ebony Raphael

Treasurer

Kayla Hicks

Sergeant-at-Arms

Jayda Caldwell

ADMISSIONS

Oakwood Adventist Academy welcomes students (grades K-12) of any race, color, creed, ethnic background, country of origin or gender, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Oakwood Adventist Academy does not discriminate on the basis of race, color, creed, ethnic background, country of origin or gender, or in the administration of education policies, application for admissions, scholarships, work, extracurricular, and other school administered programs.

Students who demonstrate a sincere desire for a Christian education and a willingness to adhere to the school's policies, adapt to its religious, social and cultural atmosphere are welcome. However, students who exhibit special needs beyond the general scope of the school will be admitted based on the decision of the Admissions Committee.

The Principal and/or Admissions Committee will review all applicants before they are accepted as students. Students that are not accepted will be notified. Should it become necessary for a student to withdraw or transfer during the school year, we request that parents/guardians and students come to the elementary office, academy office or registrar's office and complete the following:

1. Student Withdrawal Form
2. Interview with the Principal or his designee
3. Pay all outstanding accounts (must be done prior to the release of school records)
4. Provide forwarding address to Registrar

New & Transferring Students

The age for admission into kindergarten is five (5) years of age, on or before August 15th of the current school year. The age for admission into the first grade is six (6) years of age, on or before August 15th of the current school year.

No student beyond the age of fifteen (15) years will be admitted into the elementary/middle school program, and no student beyond the age of twenty (20) years will be admitted into the academy program without special authorization from the Admissions Committee. In addition, Oakwood Adventist Academy does not accept or retain students who are parents without special authorization from the Admission Committee.

All new students must submit the following:

1. Application for Admission.
2. Official School Records, Cumulative File and Test Scores (if applicable).
3. Official Alabama Certificate of Immunization (Out-of-state immunization records must be transferred to the Alabama Blue Card). You may contact the Madison County

Health Department at (256) 539-3711.

4. Physical Exam Form (State Athletic Physical Exam form available for athletes).
5. One to Three Recommendations (from a teacher, principal, counselor, pastor, or church leader who is not related to the student) depending on grade level of student.
6. Birth Certificate and Social Security Card (copy).

Generally, students transferring from another school will be placed in the grade assigned by the previous school. A placement test will be administered to transferring students in grades 3-12. Grade placement, however, may be based on the student's age, social, physical, mental, and emotional maturity, as well as academic achievement.

All new students are required to provide school records. Students with incomplete records at the time of registration may be admitted on probation for four (4) weeks. **If records are not obtained by the end of the four (4) week probation period, OAA reserves the right to discontinue enrollment of the student.**

Students entering for the first time will be monitored for nine (9) weeks to ensure that satisfactory conduct and achievement is maintained.

Annual Registration & Reenrollment

Returning students are required to update their student information each year. The following items must be completed before reenrollment is processed:

1. Student Reenrollment Submitted Via RenWeb
2. State Athletic Physical Exam (for athletes)

Readmitted students will need the items listed above and additional items listed below

3. Official Transcripts
4. Official Alabama Certificate of Immunization

Oakwood Adventist Academy reserves the right to review and/or deny the admission of returning students with outstanding concerns in the areas of academics, behavior and/or account delinquency.

FINANCIAL INFORMATION

Oakwood Adventist Academy provides a quality instruction program that is primarily funded through tuition and fees as well as constituent church and institutional subsidies.

REGISTRATION REQUIREMENTS

Application Fee, Electives (if applicable), Registration and Book Fees, and First Month's Tuition

Registration, Tuition Rates, and Fees are subject to change without prior notice

Registration Fees

Registration fees are inclusive of the following items: testing, insurance, technology, Mackin Library, student activities, yearbook, and music fees. Application fees apply to new and readmitted students. Additional fees for K-12 are listed below. Fees are per year unless otherwise noted.

GRADES	K-12
Application Fee *	\$75.00
Registration Fee	\$600.00
Book Fees	\$100.00

TUITION RATES – 10 MONTHS

Grade	Constituent** Annual/Monthly	Non-Constituent/SDA Annual/Monthly	Non-Member Annual/Monthly
Grades K - 4	\$4,509.00/450.90	\$5,509.00/550.90	\$6,209.00/620.90
Grades 5 - 8	\$4,806.00/480.60	\$5,806.00/580.60	\$6,506.00/650.60
Grades 9 - 12	\$6,224.00/622.40	\$7,224.00/722.40	\$7,924.00/792.40

	K-2	3-8	9-12
Art		\$30.00 (7th & 8th)	\$125.00
Athletics/Per Sport	\$30.00	\$75.00	\$150.00
Choir			\$125.00
CNA Program/Sem			\$250.00

Culinary Arts/Sem		\$62.50
Drama		\$125.00
Drivers Ed/Sem		\$375.00
Life Skills/Sem		\$62.50
Orchestra	\$75.00	\$250.00
Pharmacy Tech		\$600.00
Science Lab	\$30.00 (7th & 8th)	\$125.00

OTHER COSTS:	1-4	5-8	9-12
Camp Alamisco (6 th Grade)		\$250.00	
Aftercare Program/Yr	\$1,000.00	\$1,000.00	\$1,000.00
Field Trips	\$150.00	\$150.00	\$150.00
Graduation Fees	\$100.00	\$150.00	\$250.00
Lunch	\$5.50 ea.	\$5.50 ea.	\$5.50 ea.
Unofficial/Official Transcripts	\$3/\$5 per transcript		

COMMUNITY STUDENTS:

- CNA Program (1 Semester) \$625.00
- Pharmacy Tech (Yr.) \$1,000.00
- Home School Affiliation Fee (3-12) \$225.00

The athletic fees apply to each sport per season.

* New students and returning students who have not been enrolled for five or more months.

** Constituent Family – A family who holds an active membership at one of the nine SDA area churches that directly subsidize the school's operation. These churches are: Decatur-Alpha, Huntsville First, Harvest, Madison Mission, Mt. Calvary, Gurley-Mt. Pisgah, New Life, Oakwood University, and Athens-Trinity.

Homeschool Affiliation Policy

“The Southern Union Conference supports home schooling for families who elect to use this form of Adventist Christian education.” In accordance with this statement, Oakwood Adventist Academy cooperates with home schools by offering participation in the following areas: testing, athletics, yearbook, insurance, HandS (Home and School), and outsourced music classes (**this does not include school choirs**). *The policies of the school regarding conduct and discipline shall apply to home school students participating in school activities or instructional programs.*

Home school students will be required to pay any fees or assessments set by the HASDA School Board for participating in activities.

Donations

All monetary donations to Oakwood Adventist Academy are non-refundable. Non-monetary donations (i.e. equipment and supplies) become the property of the school.

Constituent Students

A student whose family holds an active membership at any of the nine area churches that directly subsidize the school's operation will be charged the constituent rate. Guardians for student boarders must be members of one of the constituent churches. The constituent churches are Decatur Alpha SDA Church, First SDA Church, Harvest SDA Church, Athens Trinity, SDA Church, Madison Mission SDA Church, Mt. Calvary SDA Church, Mt. Pisgah SDA Church, New Life SDA Church, and Oakwood University SDA Church. Individuals transferring their membership will be afforded the constituent rate the month after notification is received from the constituent church.

Non-Constituent Students

Tuition payments do not cover the full cost of operating Oakwood Adventist Academy. Families not belonging to a constituent church are required to pay the non-constituent fees.

Sibling Discounts

When there are two or more students attending Oakwood Adventist Academy belonging to one family unit, tuition discounts will be applied to the student in the highest grade level first. Discounts for the remaining family members will be applied in descending grade level order.

Tuition discounts will be applied as follows:

1st Child -	Full Tuition
2nd Child -	5% tuition only discount
3rd Child -	10% tuition only discount
4th Child or more -	15% tuition only discount

Educational allowance and discounts are applied to dependents. A dependent is defined as a child being born to, or legally adopted by an employee and /or spouse, or stepchild by marriage. The student must receive more than 50 percent of support from the new family unit.

Tuition Payment Plans

PLAN 1 - Advance Payment: If 100% of the tuition and fees are paid in full by September 20th, a 10% discount is applied to tuition ONLY. If 100% of the semester tuition and fees are paid in full by September 20th (1st semester) and January 20th (2nd semester), a 5% discount is applied to tuition ONLY.

PLAN 2 – Monthly Tuition Payment Plan: Monthly payment plans will be processed through the FACTS Tuition Management system. Several options are available through our partnership with them for payment: automatic drafts through a checking or savings account, credit or debit card. Families may enroll through RenWeb tuition payment plan signup. Fees are assessed for

late payment.

PLAN 3 - Oakwood University/South Central Conference Payroll Deduction: Parents employed by Oakwood University, South Central Conference, or participating denominational entities, may enroll in the payroll deduction program through the Payroll/Personnel Office and the Business Office at the time of registration. All necessary forms must be completed during enrollment.

Refunds

Should a student withdraw from school, a refund will be prorated for tuition that has been paid in advance. Lab fees will be refunded only within fourteen (14) business days after the beginning of school. The date of withdrawal will be the date the Business Office is notified by a properly documented Student Withdrawal Form. Application, registration, book fees and graduation fees are non-refundable.

Specific Financial Policies

1. Past due accounts must be paid in full before the student will be permitted to enroll.
2. A student transferring from another private school must, at the time of registration, present a statement showing that his/her account has been settled.
3. If a student's account becomes sixty days (60) delinquent, the student's education will be interrupted until the account is brought to a current financial status. Personal checks may not be accepted when an account is delinquent.
4. Transcripts or final grades will not be released until the student's account is current and in good standing.
5. Tuition will be prorated for students who register after Labor Day.
6. Student accounts must be current for students in grades 9-12 for exam permits to be issued for winter and spring exams. Accounts must be paid in full before seniors can take their final exams.
7. Students preparing to graduate from kindergarten (K), eighth (8th) and twelfth (12th) grades are required to have their accounts paid in full at least one week prior to the class trip and all graduation activities.
8. Tuition for the month of May (if paid after the 10th) must be paid either in cash, money order, cashier's check, traveler's check, or by credit card (Visa, MasterCard).

Miscellaneous Fees for K-12

1. Diploma Replacement	\$50.00
2. Exam Permit Card Replacement	\$1.00
3. NSF Fee	\$36.00
4. Lock replacement	\$5.00
5. FACTS Tuition Management Fee	\$50.00

Books

Books are rented to students during the school year. Rental fees are charged during registration. If any book is lost, misplaced, or damaged, the retail cost of a new book will be applied to the student's account to whom the book was issued. Graduating students will not receive financial clearance until all books, school material, and class fees are paid. Book fees are \$100 for K-12.

YEAR END CHECK OUT PROCEDURE & POLICY 1-12

Students are responsible at the end of the school year for returning all assigned textbooks, locks, choir music and attire by the date indicated on the school calendar in order to avoid being charged for those items. At the time books are issued, the number of the book and condition of the book is recorded by the teacher. Students are required to return the same books they were issued in similar condition that they were received, with no more than reasonable wear and tear. The descriptions used for issuance and collection of books are as follows:

- NEW Refers to newly purchased books that have not been previously issued.
- GOOD Slightly used. Minor markings. May include slight wear on corners, binding, and/or pages
- FAIR Moderately used. May include markings and/or moderate wear to binding, corners, and pages.
- POOR Severely damaged. Missing pages, cover and/or backing. Not able to be reissued. Poor indicates book must be replaced and that student will be charged the cost of the book.

Students who fail to complete the checkout process by the date specified will be charged a late check-out fee of \$25. Additionally, student accounts will be charged for missing and/or severely damaged items. Yearbooks will not be issued to students until they have completed the checkout process completely.

OAA SCHOOL UNIFORM POLICY

Complete uniform attire is required to attend all classes, including physical education classes. The uniform is to be worn on field trips, school assemblies, and other designated community activities. Students' uniforms must be clean, neatly pressed and in optimum condition at all times. **Students should assume the full school uniform is required unless there is written notification of a non-uniform day.** When in doubt, students should wear the school uniform. Each student/family is expected to comply with the school's dress standards as outlined below:

"A person's character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire." (MYP 344)

GENERAL UNIFORM GUIDELINES K-12

- All uniform components are to be purchased from *Dennis Larose*, the authorized uniform company.
- Class jackets are not to be worn during the school day. These outfits are class items and we encourage the students to wear them to school outings.
- **Students are expected to be in full uniform from the first day of classes onward.**
- Anything worn other than what is listed in this policy will be deemed unacceptable.

Hair, Nails, & Jewelry

- Simple and modest hairstyles are acceptable – no designs, colors, or styles may be worn in hair that cause undue attention or distraction from the educational environment or as determined by the administration should be worn. This includes no symbols, shapes or signs shaved in the hair. Bandanas, hats, or head wraps are not permitted.
- Only clear color and natural looking nail polish, including nail tips and natural looking make-up may be worn. Designs and jewels on nails or nail tips are not permitted.
- Jewelry is not to be worn to school or any school-sponsored events or activities. This includes rings, earrings, toe rings, bracelets, necklaces, studs to keep piercings open, dog tags, and tongue rings made of gemstones, metal, plastic, rubber, silicone, string or fabric.

Shirts & Outerwear

1. Class jackets, hoodies, or tee shirts are to be worn only on UBU Day.
2. All shirts are to be tucked in for males and females.
3. Only a short sleeve white T-Shirt may be worn under the uniform top. This shirt cannot be visible under the bottom of the uniform top.
4. Only uniform sweaters or blazers may be worn in class. Students are not to wear other jackets, shirts, or blouses over the uniform shirt.

Skirts, Pants & Belts

1. Jeans, spandex, stretched, or off-colored pants may not be worn. Pants should not have extra pockets (cargo or carpenter), or additional zippers. Only uniform standard pants may be worn.
2. Pants should have a loose fit without being overly baggy. Fitted pants and sagging pants are not permitted.
3. Skirts must be no more than 2 inches above the knee.

Shoes & Socks

1. Leggings, fishnets, footies, and lace leg wear **are not acceptable**.
2. Socks that cover the ankles must be worn.
3. Shoes must cover the entire foot and must be worn at all times.
4. Unacceptable shoe styles include slippers, slides, flip-flops, backless or toeless styles, moccasins, boots or similar type shoes.

OAA SCHOOL UNIFORM

Grades K-12	
Females	Males
Shirts & Outerwear	
<ul style="list-style-type: none"> ● White, Kelly Green or Black Polo Shirt (short or long sleeve) with school emblem ● Grey Cardigan ● Grey Long Sleeve Pullover ● Green Blazer 	<ul style="list-style-type: none"> ● White, Kelly Green or Black Polo Shirt (short or long sleeve) with school emblem ● Grey Cardigan ● Grey Long Sleeve Pullover ● Green Blazer
Skirts, Pants & Belts	
<ul style="list-style-type: none"> ● Khaki Pants; flat front or pleated ● Khaki Shorts ● Khaki Skirts ● Plaid Skirts ● Plaid Jumper (K-5 Only) 	<ul style="list-style-type: none"> ● Khaki Pants; flat front or pleated ● Khaki Shorts
Shoes, Socks & Accessories	
<ul style="list-style-type: none"> ● Shoes – White, black or grey (green and gold may be accent colors only) ● Tights (females) – Black, grey ● Socks (Crew, ankle or knee) – White, black, green, gold, grey ● Belts - Black or brown ONLY ● Hair Bows & Headbands (females) – White, black, green, gold, grey 	
P.E. Uniform 6-12	
<ul style="list-style-type: none"> ● Grey Mesh Shirt ● Black Gym Shorts ● Grey Hoodie ● Grey Sweatpants 	

New Uniform Transition Timeline:

- **2017-2018** – The “NEW” uniform may only be worn, with or without the blazer.
- **2018-2019** – The school blazer will be required with the new uniform.

UBU DAY POLICY K-12

UBU (You Be You) Day is a school day during which students may dress in clothes that are not part of the normal school uniform. **UBU Day will be ONCE A MONTH for all students in grades K-12 as designated on school calendar.**

The following guidelines are to be followed for student attire for UBU Day. Students not dressed according to these guidelines will be asked to wait in the office until a parent or guardian can provide appropriate clothing for the student.

1. Students who participate will be charged \$1.00
2. Tight, skin clinging and short attire (above the knee) is not to be worn
3. Clothes that do not modestly cover the body such as tank tops, strapless tops, halter tops, midriff-baring (cut-off) tops, immodest shorts, skirts, tight stretch pants/shirts and sheer clothing are not permitted for any school function.
4. Sandals and flip-flops (open-toe shoes) are inappropriate
5. Clothing or hairstyles that attract undue attention are not permitted.
6. Clothing or accessories that contain artwork and/or logos that are contrary to Christian principles and/or that have obscene, negative or derogatory connotations or innuendo may not be worn.
7. ANY clothing or hairstyles that attract undue attention are not permitted.

UBU Day is a PRIVILEGE, not a right. Failure to adhere to the stated guidelines may result in temporary or permanent loss of this privilege.

ATTENDANCE

Class attendance at OAA is an integral part of its strong academic program. The absence policy is meant to enhance the school attendance policy. Parent(s)/Guardian(s) are requested to call the school by 9:00 A.M. to report student absences.

All students enrolled are expected to be punctual and have good attendance. *Medical appointments, emergencies, sickness and/or death of a family member are considered the only legitimate excuses for absences.* A written excuse from the parent or guardian is required for all absences within 24 hours or the absence will be considered unexcused. **Unexcused work cannot be made up. Regular medical, dental and eye exams should be scheduled after school or during days out of school, if at all possible.**

If a student has an excused absence note, make-up work will be administered by the teacher within 48 hours. Students are to take the initiative to make arrangements for obtaining make-up work. Make-up work shall consist of a combination of tests, quizzes, homework assignments and class projects. Make-up work can consist of alternate assignments than those assignments given to students during the regular class period. (All makeup work must be completed within 3 school days when returning from an absence).

All students should be in attendance until the end of the semester. Final exams will not be administered in advance of the regularly scheduled final exam dates. Final exams not taken must

be completed at the beginning of the next semester, or during the summer after the second semester. Arrangements must be made with the school principal.

ABSENCES

Absences and tardies are excusable under the following circumstances:
Illness-medical/dental; court appointments; death in the family; approved school activity or field trip (approved in advance by faculty and administration).

**If a student is sick more than three (3) consecutive days, s/he must have a written doctor's note for the absences to be excused.*

Absences and Grades – 15% Rule

A student is not to be absent from any class without an approved excuse more than 15% of class time, per quarter. A quarter includes approximately 45 days; therefore 15% per quarter equals 7 days. **This includes excused and unexcused absences.** If more than half the class period is missed, it is considered an absence. Absences (more than 15% of class time) may cause the student to fail the course. Students are responsible for contacting their teachers to obtain missed assignments the first day of their return to school following the absence.

Students who are absent for more than 15% of the classes that meet during a semester will receive an F/A (failure due to absences). Removal of this grade and reinstatement of the earned grade will require a written request to the Administrative Council.

****Please note: All absences, excused or unexcused, count toward this total with two exceptions:**

1. School field trips
2. Official delegate to conference functions

TARDIES

Students who arrive late to school or who are not on time to their classes will be tardy. Only three (3) excuses per quarter for tardies will be allowed for transportation problems such as: heavy traffic; accident; morning fog; car would not start; flat tire; ride was late; parent/guardian running late. A written excuse from a parent, guardian or medical care provider should be provided to the front office for excused absences and/or tardies.

Students have **two days from the time attendance is posted in the school office to clear any absence or tardy.** After that time, the absence or tardy will remain unexcused with the **resulting consequence.** Perfect attendance is achieved when the student meets all school generated classes, chapels, and other appointments.

ATTENDANCE POLICY

Level One

If a student has acquired two (2) unexcused absences or six (6) unexcused tardies to class in a quarter, a Warning Letter will be sent to:

- Parent(s)/guardian(s)
- Student

Level Two

Once a student has acquired three (3) unexcused absences or nine (9) unexcused tardies in a quarter, a notification letter will be sent to:

- Parent(s)/guardian(s)
- Student

This letter will state that the student owes a \$50.00 re-admittance fee within one week after receiving the letter. If there has been no response after one week, the student will be suspended from school until the fee is paid.

Level Three

Once a student has acquired four (4) unexcused absences or twelve (12) unexcused tardies in a quarter, a notification letter will be sent to:

- Parent(s)/guardian(s)
- Student

The notification letter will state to the parent(s)/guardian(s) that their child will be suspended a minimum of one day from school, that a Parental Case Conference needs to be held with the parent(s)/guardian(s), student, and the administration, and a \$100.00 reapplication fee needs to be paid before the child is allowed back into school.

Absences beyond Level Three

All absences beyond Level Three will repeat the Attendance Policy beginning with Level One.

GENERAL GUIDELINES

Accident Procedures

When a student requires ambulance services or needs to be hospitalized due to an injury during a school sponsored function, the school will contact the parent to inform them of the injury and that ambulance services were obtained. A school representative will accompany the student to the hospital and remain with the student in the event that the parent cannot attend, or until the parent arrives. The parent should contact the Business Office of the school in order to obtain insurance information, or report any claims that occurred during a school sponsored function.

Animal Restrictions

Permission from the administration is necessary before any animal is brought into the building.

Announced Regulations

The board and/or administration have the right to announce and interpret rules and regulations that have not been previously adopted and printed. Every student who enrolls enters into a contract to cheerfully and faithfully comply with these announced regulations.

Cell Phones/Electronic Devices

Cell phones are only to be used at discretion of the classroom teacher(s) during instructional hours. Students are permitted to use their cell phones during lunch, with the permission of the

adult on duty. Parents are asked NOT to call/text students during school hours.

Cell Phone/Electronic Device Policy

1. If a student is using a cell phone or another electronic device (including headphones/ear buds) in the classroom without authorization, the teacher will ask for the device and turn it into the principal's office. The incident will be documented in the student's disciplinary record. The parent(s)/guardian(s) will be notified and informed of the student's actions and must pick up the cell phone.
2. Refusal to surrender the electronic device shall result in further disciplinary actions. The parent(s)/guardian(s) will be notified and informed of the violation and consequences in a parent meeting. The incident will be documented in the student's disciplinary record. The electronic device will be returned in the parent meeting.
3. Subsequent offenses will result in the student having to wait for longer periods of time to receive the electronic device from the office. All incidents shall be documented in the student's disciplinary record. The electronic device will be returned to parent(s)/guardian(s) after the appropriate waiting period has elapsed.

Chapel

Chapel services are held weekly for grades K -12. Chapel programs provide an avenue in which students develop their spiritual IQ, nurture their love for each other and affirm their relationship with Christ. Students are expected to attend all chapel services conducted by the school.

Class Officers, Student Government

Serving as an Oakwood Adventist Academy Class or Student Government officer is a privilege. Therefore, students who seek and hold office must maintain Christian standards and comply with the Academy's rules and regulations. Students desiring to serve must adhere to the following:

1. Maintain a cumulative GPA of 2.50 or higher
2. Maintain compliance with all school policies (including uniform, attendance, and behavior)
3. Be consistently present and on time to school functions.
4. Display a positive attitude toward the school, students, faculty, and administration
5. All officers must uphold the standards of Oakwood Adventist Academy and the Seventh-day Adventist Church. Failure to do so will result in removal from office.
6. No student may serve as an officer of the class and an officer in the student government in the same school year.

Field Trips

Field trips are sponsored by the teacher with the authorization of the school. Students are required to have a signed permission slip prior to attending any field trip. All field trip funds are to be turned in at least a week before the day of the field trip. Upon the request of the teachers,

on some occasions a parent may be required to attend their child's field trip. Chaperones must complete the South Central Conference Volunteer Ministries background check at www.ncsrisk.org prior to acting as a chaperone on any school field trip.

Final Exam Policy

All students are to take the semester exam except exempted students. Teachers have the option of exempting seniors from the final May semester exam. Semester exams will not be given in advance of the scheduled final exam week. All students are expected to be in attendance until the end of the semester.

All students must obtain a final exam pass from the Business Office before they will be permitted to take their final exams. If a student misses a final exam **for a valid reason** (e.g. failure to financially clear or a medical emergency), the student should make up the exam during the set make-up period. *Students must contact their teachers to arrange to make up missed exams during the make-up period.* If the reason the student missed the exam is not resolved by the time of the make-up exam period, the student must make arrangements with the front office to make up the exam **once the situation is resolved**. Final grades cannot be issued for students who have not taken their final exams.

Teachers shall inform students in writing regarding the method by which the nine (9) weeks grade will be determined (value of homework assignments, tests and quizzes, reports, etc). **The principal must approve all grade change requests prior to submission to the registrar's office.**

Various classroom and school information is available on line; please call the school for sign-up procedures.

Financial Clearance

Students who do not have financial clearance from the Business Office are not permitted to have access to RenWeb or to complete work for their classes. Students must obtain financial clearance from the Business Office before they are permitted to complete course work or participate in school related functions such as field trips.

Students cannot attend overnights trips due to non-current bill. This only applies to non-academic overnight trips. If a student's bill is not current, but the student has received financial clearance for the semester, the student will be permitted to attend academic field trips that are not overnight trips.

Lockers

Lockers are available for students during the school year. Personal items, textbooks, and book bags may not be left on the floor in the hallway or on top of lockers. These items will be removed. Students should keep only their own personal belongings in the locker. The lock and the locker are the property of Oakwood Adventist Academy and may be searched and inspected without notice. Students are prohibited from placing their own lock on the locker. Lockers are to be kept locked at all times. The cost of a replacement lock is \$5.00.

Lost and Found

The school cannot assume responsibility for lost articles or for personal property left by anyone

on the school premises. Lost and found articles must be turned in to the office. Unclaimed articles of clothing will be donated to a service organization. It is recommended that articles of clothing and other personal belongings be clearly labeled with the student's name.

Lunch

School lunch can be purchased weekly (by close of business each Friday for the upcoming week) in the business office. **Students who fail to bring or purchase a lunch will be provided with a minimal or alternative lunch by the cafeteria for a charge of \$3 (to be applied to their student account). We respectfully request that students refrain from eating pork in all of its forms. This product should not be included in your child's lunch.** The senior, junior, and eighth grade classes sell snacks during the week. Everyone is asked to bring exact change to purchase snacks.

School based lunch programs are based on the availability of a reliable, qualified provider of healthy lunch options. This program and menus are subject to change without notice.

Students are not permitted to order food for delivery to campus. Faculty and staff members may order food for groups of students during special meetings and programs, but food is not to be ordered for the lunch period, neither by students nor by faculty and staff members on students' behalf, except for special occasions and with Administrative approval.

Private Automobile/Student Driving

Students who will be driving their personal vehicles to school must obtain a parking permit from the office. The following are rules for vehicle use:

1. Vehicle is used for transportation to and from school. Passengers may be transported only by students 18 years of age, with written permission from the guardians of both/all students in the vehicle.
2. Vehicle must be properly parked in the unrestricted school parking lot and may not be moved or entered during school hours without the permission of a school administrator.
3. Vehicle must be operated in a safe and prudent manner.
4. Vehicle may be required to display a parking decal.
5. Driver is required to keep the noise from radios, stereos, etc. confined within the vehicle.
6. Driver is to maintain good attendance to the first hour class and the class after the lunch period. Driving privileges are limited to the registered driver. Registered drivers may drive only the authorized vehicle.
7. Student drivers are not permitted to drive their vehicles during school hours. If students are finished classes for the day prior to dismissal, they may leave school for the remainder of the school day with hand written (hard copy) permission from parents.
8. Driver must regard all regulatory signs (one way, speed limits, etc.) when entering and

exiting the campus.

9. Driver must drive with a valid license and proof of insurance at all times. A copy of these documents must be submitted to the office before driving to school.
10. Students who violate the student driving policy may be asked to submit their car keys to the front office upon arrival to campus in the morning, or may have their driving privileges revoked.

School Closing/Early Dismissals

Parents/Guardians will be notified of school closings when weather conditions are too hazardous for safe operation. This decision will be made by 6:30 a.m. and announced in the following ways: WJOU, WEUP and local TV stations (WAFF, WHNT, WAAY), School Messenger, RenWeb and electronic text messaging system from Oakwood University Department of Public Safety.

School Photos

School photos are not included in the regular tuition and fees. Yearbook, group, and fun pictures may be purchased at the designated times.

Student Clubs & Organizations

Proposals for new Student Clubs/Organizations must be submitted to the administrative council for review and approval prior to any planning or actions of the proposing party.

All proposals must include:

1. Organization name
2. Purpose Statement
3. Detailed event/program proposals
4. Organization mission statement
5. Proposed meeting location and times
6. Signed agreement of approved adult sponsor

Telephone

School telephones are for school business only. Neither students nor teachers will be called out of class to answer telephone calls except in cases of emergency.

Textbooks

Learning can be handicapped when two or more students share a book during class; therefore, each student is required to have his/her own book whenever possible.

Time of Arrival and Departure

Supervision is provided for students 30 minutes before the opening of the school day and 30 minutes after the close of the school day. Students are not to arrive earlier than 30 minutes before school opens and may not remain on campus longer than 30 minutes after the close of school unless enrolled in the after school program.

Students in grades K-8 who are not picked up by 3:45 p.m. will be sent to the after school program located in the elementary building and by 3:55 p.m. in 9-12.

Students in grades 9-12 who participate in programs that take place after the close of the normal school day (e.g. Pharmacy Tech, etc.) are to be supervised by the director of the program they are in, or taken to the after school program until they are picked up. Student accounts will be charged accordingly by the business office.

Enrollment in the after school program is automatic and requires no previous registration. Accounts are billed monthly for after school program participation. The rates for each child are \$4 per hour and \$1 per minute after 6 p.m. (Monday - Thursday). or 4 p.m. (Fridays and Half Days)

Visitors

Parents are welcome to visit the school. For the safety and security of our students and staff, all parents and visitors are required to check in with the front office when entering the building. The office staff will assist with delivering items to students or escorting students from the classroom to the office to meet with the parent. Parents or visitors should never enter a classroom without clearance from the school office. Conferences and classroom visitations should be scheduled directly with the teacher or through the K-8 elementary and/or high school office prior to visiting the classroom. This will minimize interruptions, protect instructional or planning time, and allow for appropriate preparation of information that can add to the success of the conference or visit. In general, the presence of student visitors is discouraged to avoid disruptions in the school program. All student visitors must be arranged and approved through the appropriate front office with at least 48 hours advance notice. Student visitors will be held to the same standard of behavior and conduct as OAA students during their visit. Parents and students must inform their guests of Oakwood Adventist Academy regulations and policies.

Sexual Harassment

Sexual Harassment is any unwanted or unwelcome behavior of a sexual nature that interferes with one's education or the right to participate in school activities. OAA has a zero tolerance policy for sexual harassment which includes the following:

1. Sexual Advances
2. Sexual Touching
3. Touching one's own clothes or body in a sexual fashion
4. Sexual jokes, stories, drawings or gestures
5. Spreading sexual rumors
6. Embarrassing whistles or cat calls
7. Insulting remarks about a person's sexual orientation
8. Sexually insulting remarks about race, gender, ability or class
9. Leering, staring, sexual flirtation or propositioning
10. Demeaning use of nicknames like "chick, sexy, stud, babe", etc...
11. Homophobic name calling like "homo, fag, dyke, lezzie, queer", etc...
12. Bragging about sexual prowess for others to hear

13. Sexual graffiti written on walls or desks
14. Stalking or creating pressure for sexual activity or dates
15. Graphic verbal comments about someone's body or overly personal conversations

RESOLUTION OF CONCERNS POLICY

Oakwood Adventist Academy uses Matthew 18:15-17 as a guide for the process of resolving concerns. Parental support and trust in the professional background and experience of our faculty and staff are important to us. The following guidelines have been established to manage any concerns that may arise.

First: Parent(s)/guardian(s) should go directly the person with whom there is a concern and attempt to resolve the issue.

Order of Process: Parent → Teacher

Second: If the concern has been addressed directly with the other involved individual and is still unresolved, then parent(s)/guardian(s) are encouraged to take the issue to the appropriate administrator (Principal, Vice Principal, Academic Dean or Registrar).

Order of Process: Parent → Teacher → Administrator

Third: In order to elevate a concern to the Board level, parents/guardians should submit their concern in writing to the Chairperson of the Board. Written concerns should be succinct, summarizing the issue at hand, the parties involved, and the desired resolution. The Board will respond in writing in a timely manner after the issue is resolved. Written responses will be considered private, and closure will be documented in confidential Board files. Except in extenuating circumstances, the Board chair will not become involved until the proper steps have been followed. School board members do not deal directly with the daily operational issues of the school and, generally, are not directly involved in most of the conflicts that arise. Therefore, board members should not be called to voice complaints or seek their influence in individual matters or conflicts.

Order of Process: Parent → Teacher → Principal → Board

We should work through the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include: involving individuals who are not directly a part of the problem in discussions of the matter, soliciting public support for a private matter, demeaning others (verbally or in writing), or attempting to circumvent protocol by going around proper channels to a higher authority.

The school will endeavor to work through the grievance process to resolve parental concerns. It will exert every effort to address grievances. However, retention or re-enrollment may be denied to a student if the behavior of a parent/guardian is disruptive or injurious to the school or its reputation. The school also reserves the right to dismiss a student when, in the opinion of the school's administration and board, the student's parent(s)/guardian(s) have conducted themselves in a manner that is not conducive to the creation or maintenance of a constructive

partnership between parent(s)/guardian(s) and the school.

STUDENT BEHAVIOR

The basic purpose of discipline is the training of the student for self-government. At Oakwood Adventist Academy, discipline is designed to be redemptive, remedial, and corrective. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly in compliance with Board Policy. Students who violate the rights of others or who violate school rules shall be subject to disciplinary actions as outlined under *Disciplinary Infractions*.

In matters of disciplinary actions involving probations, suspensions, or expulsion, parents have the right of appeal to be brought to the school board through the board chair.

*All meetings will be terminated immediately until further notice if discussion results in irate conduct, bullying, shouting or other behaviors not in harmony with the school's philosophy.

BEHAVIOR MANAGEMENT SYSTEM – PBIS (POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS)

Incentive Based System

The teacher will develop a reasonable incentive-based behavior management system which encourages positive behavior and school culture. This system should be supported by parent donations, incur minimal to no expenses to the school, and must be sustainable.

Level I

Step 1: Teacher conducts pre-conference with student(s) to seek understanding and develop an intervention plan.

Step 2: Teacher / Student carry out plan for at least 5 days. Anecdotal notes should be kept by the teacher for review.

Step 3: Teacher conducts a post-conference with student(s) to determine progress. If sufficient progress is not made, the intervention should be modified accordingly.

Level II

If sufficient progress is not made, teacher contacts the parent, shares previous intervention plan and progress or lack of progress.

Step 1: Teacher / Parent develop and carry out an intervention plan which involves both home and school behavior management strategies for at least 5 days.

Step 2: Teacher / Parent conducts a conference with student(s) to explain the expectations of new plan and then implement it. Anecdotal notes should be kept by the teacher for review.

Step 3: Teacher / Parent conducts a post-conference with student(s) to determine progress. If sufficient progress is not made, the intervention should be modified accordingly.

Level III

Step 1: Teacher writes a behavior referral in RenWeb which includes both intervention plans in the notes section, and not in the description section. The description of the event should be concise and clear.

Step 2: The Behavior Management Committee will review the case and may or may not provide an administrative action. Cases which have not shown sufficient evidence of intervention will be referred back to the teacher and / or parent(s). Cases which require administrative action will be appropriate attention. The action taken will be shared with the teacher / parent(s) involved.

There are cases which require only 1 offense which will be indicated in RenWeb and reviewed with teachers during post/pre-session. Substitute teachers should refer any behavior management issues to the teacher and/or to administration if it is a 1 offense matter.

DISCIPLINARY INFRACTIONS

Note: **DA refers to Disciplinary Action** that will be taken should the teacher's incentive-based system prove ineffective. The action taken will depend on the severity of the infraction, or an accumulation of repeat offenses of minor infractions, and may not necessarily be the lesser DA listed for that particular situation.

1. Teacher intervention - Positive Behavior Intervention Supports (PBIS)
2. Detention, loss of privileges, and telephone call to parent/guardian.
 - a. Step 1: Students who are eligible for Zero Period Detention have either committed a 1st time offense worthy of immediate administrative action or have shown insubordination throughout each step in the PBIS system. If a student fails to attend detention, a write up should be done in RenWeb by the administrator conducting detention and communicated to the parents and the behavior management committee.
 - b. Step 2: The missed detention appointment will be rescheduled. If the second detention appointment is not attended, the administration and parents will hold a conference to seek understanding and develop a plan in which the student serves 2 detentions or a 2 day suspension.
 - c. Step 3: If the suspension is violated, the school disciplinary committee will be convened to review enrollment of the student.
3. Suspension: In-School Suspension – the student will be required to work under the supervision of a school administrator or designee for the duration of the suspension. Out-of-School Suspension – The student will not be permitted to enter onto the school campus for any reason. Also, the student will not be permitted to attend any school activities, including weekend activities.
4. Probations – Under probationary status, student remains enrolled but is limited in certain areas of school functions.

Admissions Probation – Admissions Probation is a disciplinary action applied to students who have previously demonstrated an unwanted behavior

pattern, either at another school or on the campus of OAA. Admissions Probation is applied at the beginning of the school year. While on Admissions Probation, students may participate in social functions, and they may represent the school; however, their behavior will be closely monitored by the Behavior Management Committee for the overall benefit of the school environment.

Social Probation – Social Probation is a disciplinary action applied for serious behavior infractions. While on Social Probation, the student will not be permitted to attend any social school functions during or after school, will be removed from all offices, may not perform as a representative of the school in any manner, e.g. sports or other teams, programs, etc. for a stated period of time.

Disciplinary Probation – Disciplinary Probation is a disciplinary action applied for multiple suspensions prior to recommendation for expulsion. The student on Disciplinary Probation who commits continued infractions, whether minor or major, may be referred to the school board for expulsion. The student will be required to attend regularly scheduled detention sessions throughout the duration of the probation. All restrictions of Social Probation also apply to Disciplinary Probation.

5. Recommendation for Expulsion - The administrator will request a special meeting of the Discipline Committee to meet and hear the case. If the committee recommends expulsion or suspension of more than 10 days, then the recommendation will be referred to the school board for action. The student remains on suspension until the final hearing is completed and a decision is reached. Students who are suspended three (3) (either singular offenses or cumulative offenses that result in suspension) may be referred to the board for expulsion.

Teachers will deal with many infractions as related to their classrooms. The policies as outlined above are the ways the administration will handle infractions that are referred to the office. Students and parents will receive a copy of any referrals sent to the office via email.

The following list of disciplinary infractions is a representation of behaviors that are unacceptable, however it may not cover every possible infraction. Students and parents should be aware that **any** behavior which interferes with instruction, endangers the safety or reputation of a student, faculty, staff member or parent/guardian, or negatively impacts the operation of Oakwood Adventist Academy in any way, although not specifically outlined in the list of infractions, will be subject to disciplinary action.

Action taken by the principal/disciplinary committee will depend on the severity of the infraction, and may not necessarily be the lesser infraction for that particular situation.

BULLYING:

Verbal, written, or electronic actions that threaten the physical or emotional well being or damage the reputation of any student or staff member, e.g. Facebook (or other networking or social websites), text messages, etc. is prohibited.

DA 3, 4, 5

CHEATING OR FORGERY:

This includes written or oral statements that mislead for fun or selfish gain. This also includes, but is not limited to, signing passes, using an old pass, using a pass that was given to someone else, copying from another student's work, and turning in someone else's assignment. This also covers cheating or forged material in a student's possession.

DA 2, 3, 4

CLASS DISRUPTION:

This includes, but is not limited to:

1. Talking at the wrong time in class, talking with other students and being off task.
2. Physically doing things that distract or disturb others.
3. Out of assigned seat.
4. Talking without permission from the teacher.
5. Eating or drinking during class.
6. Borrowing items from other students that disrupts the class.

DA 2, 3, 4

DEFACING OR DAMAGING SCHOOL PROPERTY:

The student will also be required to pay for damages.

DA 2, 3, 4, 5, 6

DEFIANCE, GROSS INSUBORDINATION OR WILLFUL DISOBEDIENCE:

This includes "talking back," or refusing to follow through with the request of a staff member.

DA 2, 3, 4, 5

DISPLAYS OF AFFECTION:

Unacceptable displays of affection include such behaviors as kissing, embracing, hugging (frontal), prolonged hugging of any nature, and any other forms of affectionate displays which are not appropriate to Christian standards of modesty and purity.

DA 1, 2, 3, 4, 5

DISRESPECT DURING WORSHIP, CHAPEL OR OTHER RELIGIOUS SERVICES:

This includes, but is not limited to:

1. Singing in a way that is distracting.
2. Sleeping or being slumped or lying on the desk.
3. Making sarcastic remarks.
4. Reading or doing other activities during the service.

DA 2, 3, 4

DISRESPECT FOR SCHOOL PERSONNEL:

DA 2, 3, 4, 5

FALSE FIRE ALARM:

DA 4, 5

FIGHTING OR INSTIGATING A FIGHT:

This includes any negative physical contact that is made.

DA 3, 4, 5

GAMBLING:

This includes a student's participation, or presence at the scene.

DA 2, 3, 4, 5

HARASSING/INTERFERING WITH PRIVACY OF ANY STUDENT BY NON-CONSENTING ACTS:

DA 3, 4, 5

HAZING:

Planning or participating in hazing or initiations, or committing any act that degrades, injures, or disgraces (or tends to degrade, injure or disgrace) another student is prohibited.

DA 3, 4, 5

LEAVING CAMPUS WITHOUT PERMISSION FROM ADMINISTRATION:

Students in grades K-10 are not permitted to go to the College Market or Snack Bar unless they are with a parent/guardian. If a student needs to leave campus for any reason, written permission from a parent/guardian must be approved by the Principal.

DA 1, 2, 3, 4

MISBEHAVING IN SCHOOL, ON FIELD TRIPS, EN ROUTE TO & FROM SCHOOL:

DA 3, 4

OTHER REASONS FOR EXPULSION:

Students who get married, become parents, or become pregnant will be asked to withdraw.

DA 5

OUT OF CLASS WITHOUT PERMISSION, SKIPPING CLASS:

Skipping class is an automatic detention. Repeated offenses may result

DA 2, 3

PARTICIPATION IN STRIKES, WALKOUTS, SIT-INS:

This includes proclaiming or verbalizing atheistic ideas or otherwise undermining the mission of the school through continuous negativity and criticism, etc.

DA 4, 5

POSSESSION OR USE OF FIRECRACKERS:

DA 4, 5

POSSESSION OR USE OF ILLEGAL SUBSTANCES OR PARAPHERNALIA:

This includes chewing tobacco, use or possession of intoxicating beverages, use or possession or sale of illegal drugs. This includes the student's locker, book bag, desk or person.

The school administration may conduct random drug testing in order to maintain a safe and drug free campus. The school administration may involve local authorities as necessary. (Vernonia School District 47J v. Acton, 1995) In addition, the school administration may conduct random searches of student(s) personal belongings and/or lockers in order to maintain a safe learning environment. Parents will be contacted prior to conducting the search. The school administration will not make physical contact with students during the search. (New Jersey v. TLO, 1985)

DA 4, 5

POSSESSION OF LEWD MATERIAL:

This includes both print and electronic (computer, iPad, iPhone, cell phone, e-book, etc.) forms

DA 2, 3, 4, 5

POSSESSION OF A WEAPON:

This includes any item that is used as a weapon.

Webster’s dictionary definition: “An instrument or device of any kind, used to injure or kill.”

DA 5

SELLING OF ITEMS ON CAMPUS:

This includes the unauthorized sale of food, etc.

DA 1, 2, 3

SEXUAL HARASSMENT

DA 4, 5

STEALING PRIVATE OR SCHOOL PROPERTY:

This includes all stolen material that is found in the student’s possession, locker or book bag.

DA 3, 4, 5

THREATENING, ASSAULT AND/OR BATTERY OF STUDENTS, SCHOOL PERSONNEL, OR VISITORS:

This includes verbal and/or physical assault. School personnel include anyone who works for the school full-time, part-time, volunteers, parents, and visitors.

DA 4, 5

UNACCEPTABLE LANGUAGE:

This includes profanity, obscenity, vulgarity, racial slurs (joking or non-joking), or other types of offensive, demeaning, and abusive language (written or verbal) or gestures.

DA 2, 3, 4, 5

UNAUTHORIZED USE OF ELECTRONIC DEVICES OR ITEMS DISTRACTING TO LEARNING:

This includes, but is not limited to, iPods, MP3 players, electronic games, or any other portable electronic devices, as well as water guns, toy guns, etc. During class time, students are only permitted to use laptops, iPads or any other portable electronic devices with the approval of the instructor.

DA 1, 2, 3, 4

UNAUTHORIZED USE OF ELECTRONIC OR PRINT IMAGES:

Students and unauthorized visitors are not permitted to take, post, or forward any pictures of OAA students or personnel while on school property without written consent from the school.

DA 4, 5

VIOLATION OF SUSPENSION:

Includes, but is not limited to, coming on campus or attending school activities.

DA 4, 5

VIOLATION OF STUDENT DRIVING POLICY:

Violation of the student driving policy may also result in the loss of driving privileges for the student. Student may be asked to submit his/her car keys to the front office if the student must drive to and from school each day.

DA 2, 3, 4, 5

CURRICULUM AND ACADEMIC POLICIES K – 8

At Oakwood Adventist Academy the course of study for grades K – 8 shall include learning experiences in the following areas:

- ◆ Bible
- ◆ Social Studies
- ◆ Language Arts
- ◆ General Science
- ◆ General Mathematics
- ◆ Practical and Fine Arts
- ◆ Health and Physical Education

Academic Redemption Policy – Grades 7 & 8

In order to remain a student in good standing at Oakwood Adventist Academy, each student must maintain a GPA of at least 2.00. Students whose cumulative GPAs fall below 2.00 for the most recent quarter require Academic Redemption, a 1-quarter long intervention plan designed to assist the student in regaining the status of good standing at OAA. OAA Administration will conduct a meeting with the student and his/her parents(s)/guardian(s) to discuss the plan to help the student achieve the goal of GPA improvement.

The intervention plan is a partnership between the school, the student, and the parent. The plan requires each partner to participate in the student’s Academic Redemption in the following ways:

School’s Partnership Goal:

- To provide an update of the student’s grades every 3 weeks
- To provide the student with an assignment book
- To monitor the appropriate use of the assignment book at regular intervals

Student’s Partnership Goals

- To record assignment information for each class on each day in the provided assignment book
- To obtain signatures in the provided assignment book from each teacher and from the parent/guardian on each day
 - A school administrator will check the assignment book periodically, so students should endeavor to keep the book updated at all times
- To attend meetings twice per quarter with an administrator to review progress.

Parent/Guardian’s Partnership Goal

- To initiate conferences with teachers every other week for the duration of the Academic Redemption period
 - Conferences may occur via telephone, email or in person

In order to help them maintain focus on their studies, students undergoing Academic Redemption are restricted from certain activities including:

- Functioning as an officer of a school organization
- Participating in intramural or other school sports
- Participating in non-academic overnight activities

In order to complete Academic Redemption, the student must raise his/her cumulative GPA to at least 2.00 by the end of the quarter. Students undergoing Academic Redemption who are unable to raise their GPAs to the minimum 2.00 by the end of the quarter must demonstrate satisfactory progress toward that goal. Students who fail to raise their GPAs to 2.00 and who demonstrate little to no progress toward the goal may be asked to withdraw from OAA.

K-8 Grading Scales

Grade K-2		Grades 3-8
I	Independently Achieves Skills	A (90 - 100%)
P	Progressing Towards Skills	B (80 - 89%)
NT	Needs More Time	C (70 - 79%)
N	Not Addressed	D (60 - 69%)
		F (Below 60%)
Honors Scale		
Principal’s List	GPA of 3.75 or higher	
Honors List	GPA of 3.50 to 3.74	

Honorable Mention	GPA of 3.0 to 3.49
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Student of the Year

Students of the year will be recognized each year during the 4th quarter Honors Ceremony based on **both** of the following criteria:

1. Presence on the Principal’s list for all 3 quarters
2. Scoring in the 80th percentile or higher in composite scores on standardized tests

Homework

Homework should be an enrichment of the regular classroom activities and individualized for a particular student or group. Assignments will vary depending upon the type, time needed, interests and availability of resource material and personnel. Therefore the school establishes the following homework guidelines. Homework will be modified during weeks of prayer. Homework will not be given on prayer meeting night, or during standardized test weeks.

Homework will be assigned at a rate of 10 minutes times the grade level. Students in Grade 1 should have 10 minutes of homework, Grade 2 should have 20 minutes, etc. Students in grades 6 - 8 will not have more than 60 minutes of homework per night.

Kindergarten Curriculum

Kindergarten Stepping Stones is the new faith-based kindergarten curriculum that integrates language arts and reading, math, science, social studies, art, music, physical education, dramatic play and technology.

The program recognizes that young ones are created in God’s image and must be nurtured to think, learn, choose, and grow. It is responsive to individual differences in developmental stages, abilities, and interests.

Primary Grades

When a student does not enter a formal school program until seven or eight years of age, faster progress during the first two or three years of school may be expected. Likewise, a grade placement adjustment may be advisable if a child started school too early or is immature. Adjustments during the first two or three years of school should be based on a continuous progress plan rather than ‘skipping’ or ‘repeating’, and should not be considered as acceleration or retention.

Acceleration or Enrichment

Rarely should a student be accelerated after the third grade. Exceptions may be made only in the case of an older student who was not appropriately placed during the primary grade. Usually lateral enrichment rather than vertical acceleration is recommended in upper grades. With rare

exception, a child should not be placed above his/her age group (5 years plus the grade level).

Exceptional Students

Process for Determining Exceptional Students:

1. Admissions screening i.e. placement exam and application/transcript review.
2. Prerequisite assessments and behavioral observations given in the first two weeks of school.
3. Identify students operating more than one year below grade level
4. A meeting is held with administrator, parent, and teacher to discuss proceedings. A recommendation for probation, intervention or an alternative program will be shared with the parent or legal guardian and reported to the HASDA Board.
5. A follow-up letter of the meeting is sent to the parent or legal guardian

Retention

Retention can be very traumatic for students above the primary grades. The decision to retain should not be based on academic achievement alone, but on the various factors as stated above. Any needed retention should be completed as early as possible and generally should be avoided at the 7th and 8th grade levels. It usually is preferable to have students make up deficiencies during summer rather than be retained. A student should not be retained more than once in his/her school experience. Throughout the school year documentation should be placed in the class register outlining special work given to accommodate a student's special needs.

Retaining or Accelerating Students

Oakwood Adventist Academy is organized on the general expectation that most students will progress through school at the rate of one grade per year. Teachers must submit a proposed Grade Placement Form and obtain conference approval before retaining or accelerating a student. This form should be submitted several weeks prior to the adjustment. A letter outlining the student's needs should accompany the form. The South Central Conference Office of Education must approve any exception to these guidelines.

Student Support Team (SST)

The Student Support Team's primary function is to provide intensive intervention for students who are academically performing significantly below grade level. SST works effectively with teachers and staff members to analyze student challenges and design interventions powerful enough to affect the desired change. SST does NOT create IEPs or determine eligibility for special education services, but can refer or recommend resources to parents that need further assistance.

SST Functions

- Provide a modified report card reflecting operating level and accommodations.
- Utilize the REACH program to guide interventions as prescribed by the Southern Union
- Utilize interim testing and monitoring for math and reading for all students
- Reviews existing Individualized Educational Programs (IEPs)
- Validate formulated interventions beneficial to the needs of the student
- Provide community resource information
- SST is comprised of Special Education teachers, Psychometrist, Social Worker, Registrar, Pastors, Academic Dean and Vice Principals
- SST Chair (Academic Dean) monitors the implementation of all interventions and conducts scheduled meetings with parents, students and teachers
- SST specialized testing process: (1) The parent calls the local special Education office; (2) begin referral process; (3) If the student qualifies for testing he/she is set up at the nearest public school site to be tested; and (4) determine qualification for Special Education from exam results and an IEP is written. The Huntsville City Schools contact number is 256-468-6970.

After School Program

The after school program is an extended day curriculum designed to provide: homework help tutoring, reading, writing, math enrichment, and accelerated activities for current OAA students in grades K-12. Please see cost information on page 8 under "Financial Information."

Scholastic Reports

Parents are expected to regularly check the RenWeb online grade book and with the school regarding their child's academic progress. However, grades and progress reports are released to parents and guardians according to the following schedule:

- **Interim Reports** are emailed to parents and guardians and are available in RenWeb 4½ weeks after the beginning of each nine-week period. If a parent does not receive the report in a timely manner the school should be notified.
- **Report Cards** are mailed at the end of each marking period. Parent/teacher conferences are held at the end of the first and third nine-week grading period. Parent/teacher conferences are encouraged throughout the school year. Please contact the teacher to request a conference. Final report cards will be mailed when accounts are paid in full.

TESTING

Kindergarten Assessment

Kindergarten students are assessed throughout the school year. The purpose of the assessment is to enable teachers and parents to learn more about their children, track their progress over time, plan for their continued learning, and report effectively to each other.

The IOWA Test of Basic Skills (ITBS)

This test is administered in the fall and spring of each school year to grades 3 - 8. It measures how well a student has mastered basic skills. The test results are used to determine a student's strengths and weaknesses so that an instructional program can be planned accordingly.

STAR Math and Reading Benchmark Testing

Benchmark assessments monitor the progress of a student. STAR math and reading benchmark assessments are given four times during the year. All results are mailed home for parent review.

WrAP/An informal Writing and Reading Assessment Profile

WrAP is a running record that can be any appropriate length. WrAP uses a reading record, which is a simplified version of a running record. WrAP is an informal assessment, designed to inform instruction. Information from the assessment is used to guide decisions that will make a positive impact on reading growth.

Eighth Grade Requirements

In order to receive a certificate of completion from the 8th grade, students must receive a passing grade in Bible, English, math, science and social studies in 7th and 8th grade. All seventh, and eighth grade courses must be completed with a minimum average grade of 60% or above before a certificate can be issued.

Candidates for Eighth Grade Graduation

It is the policy of Oakwood Adventist Academy to accept academic credits from schools bearing recognition or accreditation by authorized regional or national accrediting agencies in the United States and foreign countries. The Academic Committee must review academic credits from non-accredited schools. Non-accredited home school grades/GPA will not be factored into OAA's GPA. Official records must be received by the end of the first month of school.

GRADUATION HONORS

Principal's List (cumulative GPA of 3.75-4.0 for the seventh, and eighth grades) – Kelly Green cord

Honor Roll (cumulative GPA of 3.50-3.74 for seventh, and eighth grades) – Gold cord

Honorable Mention (cumulative GPA of 3.00-3.49 for seventh, and eighth grades) – White cord

Grades from the four semesters (7th and 8th) will be used to calculate the average for the eighth grade year. The honors for the traditional valedictorian and salutatorian are reserved for the high school graduation.

Eight Years at Oakwood Adventist Academy – 8 Years Recognition Pin

National Junior Honor Society – Blue and White cord

Class Officers – Symbol recognition

CURRICULUM AND ACADEMIC POLICIES 9-12

General Curriculum

This program of study is designed to meet the needs of students who are interested in college curriculum or non-academic vocations. The program allows the student to gain a wide range of experiences that are designed to help the student determine his or her interests. The general curriculum requires a minimum cumulative GPA of 2.00 and a minimum of 25.5 Carnegie Units for graduation. It is possible to change to the college preparatory or advanced college preparatory curriculum; however this decision should be made early in order to fulfill the corresponding requirements for the college preparatory or the advanced college preparatory diploma.

College Preparatory Curriculum

The majority of the courses will include core curriculum courses. Electives will be carefully determined in an effort to enhance the interests, goals, and objectives towards college experience. Additional requirements are, a minimum two years of foreign language, a minimum cumulative GPA of 3.25 and a minimum of 27.5 Carnegie Units are required for graduation.

Advanced College Preparatory Curriculum

In addition to the requirements for the college preparatory curriculum as stated above, you will be required to take all AP courses available and pass the AP Exam with a score of 3 or above on a 5 point scale. Dual Enrollment courses taken from Oakwood University must be passed with a B or above. Additional requirements for graduation are a minimum cumulative GPA of 3.50 and a minimum of 27.5 Carnegie Units earned.

HIGH SCHOOL GRADUATION REQUIREMENTS – 2016-2018

Class Offerings	High School Diploma 26 Min. Credits	College Preparatory Diploma 27.5 Min. Credits
Electives / Practical Arts	0.50	0.50
Certified Nursing Assistant	0.50	0.50
Culinary Arts	0.50	0.50
Drivers Education	0.50	0.50
Home Arts	0.50	0.50
Life Skills	0.50	0.50
Pharmacy Technician	1	1
Yearbook	1	1
Fine Arts	0.50	0.50
Art	0.50	0.50
Choir	0.50	0.50
Orchestra	0.50	0.50
Foreign Language	1	(2 years - same language)*
Spanish I	1	1
Spanish II		1
Health	0.50	0.50
Physical Education	3	3
PE I-III	1 credit each year taken	
Community Service	25 hours each year	
Technology	1	1
Computer Application	1	1
Intro to Coding	1	1
JAVA Script		1

Class Offerings	High School Diploma 26 Min. Credits	College Preparatory Diploma 27.5 Min. Credits
English	4	4
English I-IV	1 credit each year	
History / Social Studies	4	4
Economics	0.50	0.50
Government	0.50	0.50
World History	1	1
US History	1	1*
African American	1	1
Mathematics	4	4
Algebra I	1	1
Algebra II	1	1*
Calculus		1
Geometry	1	1
Integrated Math	1	
Pre-Calculus	1	1*
Religion	4	4
Religion I-IV	(1 credit each year in SDA school)	
Science	4	4
A.P. Biology		1
Anatomy & Physiology	1	1
Biology	1*	1*
Chemistry	1*	1*
Environmental Science	1	1
Physical Science	1	1
Physics		1*

* Mandatory Class

Class Offerings	High School Diploma 26 Min. Credits	College Preparatory Diploma 27.5 Min. Credits	Advanced College Preparatory Diploma 27.5 Min. Credits
Electives / Practical Arts	0.50	0.50	1
Certified Nursing Assistant	0.50	0.50	0.50
Culinary Arts	0.50	0.50	0.50
Drivers Education	0.50	0.50	0.50
Home Arts	0.50	0.50	0.50
Life Skills	1	1	1
Pharmacy Technician	1	1	1
Yearbook			
Fine Arts	0.50	0.50	0.50
Art	0.50	0.50	0.50
Choir	0.50	0.50	0.50
Drama	0.50	0.50	0.50
Orchestra	0.50	0.50	0.50
Foreign Language	1	(2 years - same language)	
Spanish I	1*	1*	1*
Spanish II		1	1*
Health	0.50	0.50	0.50
Physical Education	3	3	3
PE I-III	3	3	3
Community Service	25 hours each year		
Technology	1	1	1
Computer Application	1	1	1
Intro to Coding	1	1*	1
JAVA Script		1	1*

HIGH SCHOOL GRADUATION REQUIREMENTS – Beginning 2018-2019

Class Offerings	High School Diploma 26 Min. Credits	College Preparatory Diploma 27.5 Min. Credits	Advanced College Preparatory Diploma 27.5 Min. Credits
English	4	4	4**
English I-IV	1 credit each year		
History / Social Studies	4	4	4**
Economics	0.50	0.50	0.50
Government	0.50	0.50	0.50
World History	1	1	1
US History	1	1*	1
African American	1	1	1
Mathematics	4	4	4**
Algebra I	1	1	1
Algebra II	1	1	1
Calculus	1	1	1*
Geometry	1	1	1
Integrated Math	1		
Pre-Calculus	1	1*	1*
Religion	4	4	4
Religion I-IV	(1 credit each year in SDA school)		
Science	4	4	4**
A.P. Biology		1	1*
Anatomy & Physiology	1	1	1
Biology	1*	1*	1*
Chemistry	1*	1*	1*
Environmental Science	1	1	1
Physics		1	1*

* Mandatory Class

**Every AP Class offered or Oakwood University Dual Enrollment

Grading and Grade Conversion Scales

Oakwood Adventist Academy uses a traditional letter grading system. Based on the grading scale listed below. Passing grades range from a D- to an A. All transferring grades from an accredited high school and/or accredited home school program will be calculated and factored into the OAA GPA using the grading scale that is on the transferring school transcript.

Grading Scale

Grade	=	%	=	GPA
A	=	95-100	=	4.00
A-	=	90-94	=	3.70
B+	=	87-89	=	3.30
B	=	83-86	=	3.00
B-	=	80-82	=	2.70
C+	=	77-79	=	2.30
C	=	73-76	=	2.00
C-	=	70-72	=	1.70
D+	=	68-69	=	1.30
D	=	66-67	=	1.00
D-	=	65	=	0.70
F	=	0-64	=	0.00

WP - Withdraw Passing
 WF - Withdraw Failure
 I - Incomplete*
 NC - No Credit
 P/F - Pass/Fail; No GPA

*All grade changes and incomplete grades must be corrected no later than two weeks after grades have been mailed or emailed at the end of the quarter or semester. Failure to do so will result in the grade remaining final as given by the instructor.

Honors Scale

The honor categories will be calculated and posted after each quarter and semester. The overall average criteria for each level are as follows:

Principal's List	3.75-4.00
Honor Roll	3.50-3.74
Honorable Mention	3.00-3.49

*The honors scale is for quarter and semester recognition only and not to be confused with the graduation honors scale. Students are listed in alphabetical order within the categories.

Academic Redemption (See "Academic Redemption Policy" – p. 20)

In order to remain a student in good standing at Oakwood Adventist Academy, each student must maintain a GPA of at least 2.00. Students whose cumulative GPAs fall below 2.00 for the most recent quarter require Academic Redemption, a 1-quarter long intervention plan designed to assist the student in regaining the status of good standing at OAA. OAA Administration will conduct a meeting with the student and his/her parents(s)/guardian(s) to discuss the plan to help the student achieve the goal of GPA improvement.

ACCELERATION

On rare occasions a student may be permitted to complete graduation requirements in fewer than four years. The accelerated student should demonstrate initiative, maturity and responsibility since some of the requirements will have to be met by means of independent study and/or correspondence courses. No student should anticipate graduation before the completion of seven semesters. Experience has shown that the stress, tension and anxiety produced when acceleration is faster than seven semesters is unwise and tends to precipitate social, physical and academic problems. Accelerated students that do not fulfill the requirements of the program will not receive the special distinctions given during graduation. Students on the accelerated program who have been in Seventh-day Adventist schools must take the four years of Bible even if they finish in 3 years. (Those on the accelerated program must meet all graduation requirements by April of the current school year).

Students who wish to be considered for the accelerated program must submit a formal request signed by their parent/guardian at the end of the first semester of the sophomore year. It's further advised that discussion between the student, parent, registrar and principal take place during the ninth grade year. The following will be used in choosing candidates for acceleration:

Testing

On a standard achievement test, the student must earn and maintain a composite score that places him/her at the 85th percentile or above.

GPA: The student must earn a semester grade of 91% or above for each course included toward the fulfillment of his/her requirements.

Recommendations: The student should secure a minimum of three recommendations from persons who are in the position to observe and assess the applicant's behavior, academic strategies and progress toward his/her objectives.

Faculty Assessment: The Oakwood Adventist Academy faculty and staff will give careful attention to the applicant's attitude and behavior, the evidence of commitment and the ability to work under stress. A report will be prepared and given to the applicant's parents/guardians before the final decision is made.

Once accepted as an accelerated student, a conference will be arranged with the applicant, parents/guardians, principal, registrar and a faculty representative. A report will be prepared and given to the applicant's parents/guardians documenting the decision of the committee.

Dual Enrollment

If space is available, an OAA junior or senior with a cumulative GPA of 3.50 higher is eligible to participate in the Dual Enrollment program with Oakwood University (OU). They may earn a maximum of 6 OU course hours each school year at no cost to the OAA student for a total of 12 hours.

The OAA student will receive 1 credit for each semester OU course taken. The number of OU credit hours earned will be placed on the student's OU transcript after the completion of the first semester at OU directly after high school.

The OU Registrar's office will submit university grades to the OAA Registrar's Office every semester a course is taken. The grades earned will be factored into the student's OAA GPA. In addition, the GPA earned on the OU transcript will remain.

Advanced Placement

All students who take an Advanced Placement (AP) course are required to take the AP state exam at the end of the year. AP courses are weighted on a 4 point scale. All students who pass the AP course receive high school credit for the class. Receipt of college credit is dependent on the policy of the college. *In most cases*, as with Oakwood University, students who receive a score of 3 out of 5 on the AP exam are granted college credit for the corresponding course.

Challenge Examinations

A student who is highly proficient in a modern foreign language may request to take a challenge examination in order to receive credit for the course. The student will be required to pass the Course I examination with a score of 80% or above. The Course II examination may only be requested after passing Course I examination and must be passed with a score of 80% or above in order to receive credit for the course.

Class Load

Seven units per school year, including physical education, shall be considered a normal class load for students in grades 9-12. Students may register for more than seven units in their junior or senior year. Each student registered in grades 9-12 is required to carry a minimum class load of five units in academic classes. Proper registration/drop procedures must be followed to receive proper credit. See the registrar for the proper forms.

Procedure for Adding and Dropping Classes

1. Secure a Class Schedule Change Form from the registrar.
2. Teacher(s) approving the change(s) must sign the slip.
3. Parents/guardians must sign to show their approval.
4. The form is to be returned, with all signatures, to the registrar's office. The class is not considered dropped or added until the class change slip is returned to the registrar's office.

Adding a Class

The last day to enter a class is two (2) weeks after the beginning of the semester. This does not include transfer students.

Dropping a Class

The last day to drop/withdraw from a class and not have it recorded on the student's permanent record is two (2) weeks after the beginning of the semester. Classes dropped after the second week and before the close of the tenth week are recorded with a "WP" or "WF". It is required that the teacher, parent/guardian and the registrar approve all changes.

Late Registration

Registration cannot take place without receipt of official transcripts for new and/or transferring students.

Home School Credits

Students must have an official transcript from an accredited homeschool program. If the program is not accredited, the student will be given a placement exam in mathematics and English. The exam results, report card and or transcript will be reviewed by the admissions committee for approval and acceptance.

Approved Homeschool grades will be recorded on the student's transcript; however the grades will not be calculated in the GPA. If the student or parent wishes to have the grade calculated in the GPA, they can request Credit by Examination (CBE) for each subject.

Online Courses and Summer Classes

In order to receive credit, OAA students must receive prior permission from the Registrar's Office before sending for or applying for an online course or summer class(es).

Online courses, summer school, etc. may not be taken in place of regular courses offered by the Academy. Online courses taken during the summer should be completed with a passing grade before the first day of school. For seniors, OAA must receive official transcripts by close of business on the Thursday of senior final exams during 2nd semester.

The taking of summer classes is regulated by the following procedures:

1. Notification from the registrar's office that the student has received a grade of F in a class.
2. Class must be taken from a state accredited school, Griggs University, Brigham Young University, Independent Studies, or Keystone Credit Recovery.
3. Credit recovery (partial coursework, not an entire class) – Students retaking a course through credit recovery will receive a grade no higher than 70% which will not be calculated into your GPA. The score of the failed course will remain on your transcript and in your GPA calculations.
4. A maximum of 2 courses per summer.
5. Course work must be completed and the official transcript submitted directly from the organization to the registrar's office before the student receives credit for the course.
6. Summer/Remedial official transcript must be submitted before the first day of school.

Scholastic Reports

Parents and students are expected to regularly periodically check RenWeb (online grades)

regarding their child's academic progress. However, grades and progress reports are released to parents and guardians according to the following schedule:

- **Interim Reports** are available to view in RenWeb 4 ½ weeks after the beginning of each nine-week period to parents and guardians. Parents who do not have access to RenWeb should notify the registrar's office immediately.
- **Nine Week / Quarterly Reports** are distributed at parent/teacher conferences held at the end of the first and third nine-week grading period. The quarterly report card is also available in RenWeb for two weeks.
- **Semester Progress / Grade Reports** are mailed at the end of the first semester (second quarter) and the second semester (fourth quarter). Second semester / final report cards are mailed when accounts are paid in full.

Non-Academic Overnight Trips

Students desiring to participate in extra-curricular, overnight activities are required to maintain satisfactory grades at all times. In order for any student to participate in a non-academic overnight activity, the student may not have any grade lower than 73 on the Friday prior to the departure date of the trip.

Homework Policy

Due to the diverse nature, content and requirements of high school courses, the amount of homework will vary according to the individual class. The amount and content of homework will be modified during Weeks of Prayer, Wednesday nights, and during standardized test weeks.

TESTING

ACT

ACT (American College Testing) - The ACT is a college entrance examination given to high school students to determine their readiness for college. It measures skills in English, math, reading, and science reasoning. Scores are accepted beginning with the 11th grade. Scholarship money may be awarded with a composite score of 22 or above. OAA students may register directly with ACT since our school is registered to administer this exam on Sundays. Packets are available in the Registrar's Office.

PSAT/NMSQT

The PSAT/NMSQT (Preliminary Scholarship Achievement Test SAT/National Merit Scholarship Qualifying Test) is given in October to all students in grades 9 - 11. The scores from 11th graders are used to enter scholarship competitions, receive program information from colleges, activities and financial aid, and discover if the required college reading and

math skills are in place. Students in 9th and 10th grades take the test in preparation for their 11th grade year. Handouts are given to the student to prepare for the test.

SAT

The SAT (Scholastic Achievement Test) is a national test given to high school students. The SAT has two components used for college admission: English and Mathematical reasoning. The SAT Reasoning tests show mastery of English, history, social studies, mathematics, science, and languages. Scores are accepted beginning in the 11th grade. Oakwood Adventist Academy students register directly with SAT since our school is registered to administer this exam on Sundays. Packets are available in the Registrar's Office with official school documents stating the reasons for exemption from Saturday testing.

CLASSIFICATION

Freshman

Successfully completed the 8th Eighth grade

Sophomore

Successfully completed no less than 7 units, which includes 1 unit of each of the following:
English, History, Math, *Religion, and Science
25 Community Service Hours

Junior

Successfully completed no less than 14 units which includes 2 units of each of the following:
English, History, Math, *Religion, and Science
50 Community Service Hours

Senior

Successfully completed no less than 21 units which includes 3 units of each of the following:
English, History, Math, *Religion, and Science
75 Community Service Hours

1. **Student must complete 1 unit of Religion for each year enrolled in a Seventh-day Adventist School.**
2. **Failure to complete the required units will prevent students from advancing to the next grade level classification until all required units have been successfully completed.**
3. **100 Community Service Hours must be submitted by May 1 of the 12th grade year in order to meet this graduation requirement.**

Candidates for Twelfth Grade Graduation

Every student must successfully complete all courses required for graduation and financial clearance must be obtained from the business office to participate in the Commencement service. Graduation candidacy is determined by the end of the 1st week of May.

The summer graduate is the student who has no more than two (2) additional classes to complete in order to meet his/her graduation requirements and can do so by July 31st of that graduation year. In the event the summer graduate fails to meet the July 31 deadline, they have forfeited obtaining a high school diploma from Oakwood Adventist Academy. (Summer graduates will be permitted to participate in the Consecration and Baccalaureate services, but will not be able to participate in Sunday Commencement service.)

It is the policy of Oakwood Adventist Academy to accept academic credits from schools bearing recognition or accreditation by authorized regional or national accreditation agencies in the United States and foreign countries. The academic committee must review academic credits from non-accredited schools.

Graduation Residence

In order to graduate and receive a diploma from Oakwood Adventist Academy, a student must complete their entire senior year at OAA. Any exceptions must be approved by the Admissions Committee.

Graduation Dress and Decorum

“Let the love of Christ dwell in your hearts We must graduate sensibly in this life if we would be transferred to the higher school of the courts above (The Upward Look, p. 252). Graduation is a dignified ceremony that calls for courtesy, respect, and humility that is reflected in appropriate conduct and dress.”

Graduates must wear the appropriate academic regalia. Males will wear under the regalia a collared, dress shirt, full-length dress pants (no blue jeans), dark socks, and dark dress shoes. Females will wear a dress or full-length dress slacks and dark dress shoes. All graduates will wear the gown zipped up with the tassel on the right. Caps are to be worn at all times except during prayer. Writing on caps and gowns is not permitted and extra attachments are not to be added.

Bubbles, beach balls, silly string, confetti, noisemakers, air horns or any other disruptive items are inappropriate and not permitted. Graduation is a school-sponsored ceremony. Participation in the ceremony is a privilege. Therefore proper decorum is expected. ***Students who act, speak, or dress inappropriately choose to face the following consequences:***

- 1) Removal from the ceremony and the building
- 2) Confiscation of inappropriate items

Valedictorian & Salutatorian

The Valedictorian and Salutatorian are academic recognitions awarded to members of the graduating class and are selected based on the following criteria:

1. Grades are calculated on the eighth marking period, cumulative years of high school grades.
2. Must earn respective class rank of first and second.
3. Must attend and complete junior *and* senior years at OAA
4. Must be an honor student
5. Must graduate with a College Preparatory or an Advanced College Preparatory Diploma

Graduation Honors

- ◆ Valedictorian (highest overall GPA for 8 semesters) - double gold bands on sleeves, medallion
- ◆ Salutatorian (2nd highest overall GPA for 8 semesters) - single gold band on sleeves, medallion
- ◆ Highest Honors (GPA of 3.75 - 4.00) – Gold Honor Stole
- ◆ High Honors (GPA of 3.50 – 3.74) – Silver Honor stole
- ◆ Honors (GPA of 3.25-3.49) – White Honor stole
- ◆ College Preparatory Diploma - Honor stole
- ◆ National Honor Society – NHS White Stole

Graduation Recognition

- ◆ 12 Years at Oakwood Adventist Academy (1st-12th) - Gold cord
- ◆ 4 Years at Oakwood Adventist Academy - Silver cord
- ◆ Accelerated Student (3 Year of high school) - Blue cord
**students will be recognized in one category only*
- ◆ Class officer – White cord
- ◆ MITHS - Minority Introduction to the Health Sciences– Symbol Recognition

A Kente cloth stole will be a part of the graduation regalia. All selected recognition pins are to be affixed to the stole.

Commencement ranges and awards for graduation are determined on the basis of the cumulative grade point average for eight semesters. Students are listed in alphabetical order within the categories. The final cumulative grade point average (eight semesters) for the graduate will appear on official transcripts and subsequent documents when this information is requested. Diplomas will be awarded only after financial and check-out clearance has been satisfactorily completed.

GPA and national test scores can give students the opportunity to be eligible for scholarship funds. Also, leadership positions during the senior year (OAASA President, Class President, Newspaper Editor and Yearbook Editor) may qualify students for scholarships.

SUGGESTED COURSES OF STUDY

General Diploma	College Prep Diploma	Advanced College Prep
<i>Minimum of 26 Credits and GPA of 2.00</i>	<i>Minimum of 27.5 Credits and GPA of 3.25</i>	<i>Minimum of 27.5 Credits and GPA of 3.75</i>
<u>Freshman</u>		
Algebra I 1.00	Algebra I or Algebra II 1.00	Algebra II 1.00
Biology 1.00	Biology 1.00	Biology 1.00
Computer Applications 1.00	Computer Applications 1.00	Computer Applications 1.00
English I 1.00	English I 1.00	English I 1.00
Health50	Health50	Health50
Physical Education I 1.00	Physical Education I 1.00	Physical Education I 1.00
Religion I 1.00	Religion I 1.00	Religion I 1.00
World History 1.00	World History 1.00	World History 1.00
<u>Sophomore</u>		
Geometry 1.00	Chemistry 1.00	Chemistry 1.00
Elective 1.00	Geometry or Algebra II 1.00	Geometry or Precalculus 1.00
English II 1.00	English II 1.00	English II 1.00
Fine Arts50	Fine Arts50	Fine Arts50
Physical Education II 1.00	Intro to Coding 1.00	Intro to Coding 1.00
Physical Science/ Chemistry 1.00	Physical Education II 1.00	Physical Education II 1.00
Practical Arts50	Practical Arts50	Practical Arts50
Religion II 1.00	Religion II 1.00	Religion II 1.00
US History 1.00	US History 1.00	US History 1.00
<u>Junior</u>		
Algebra II 1.00	Algebra II or Precalculus 1.00	Pre-calculus or Calculus 1.00
Anatomy & Physiology or Chemistry 1.00	Anatomy & Physiology 1.00	Anatomy & Physiology 1.00
Electives 1.00	Electives 1.00	English III 1.00
English III 1.00	English III 1.00	Java Script 1.00
Physical Education III 1.00	Physical Education III 1.00	Physical Education III 1.00
Religion III 1.00	Religion III 1.00	Religion III 1.00
Spanish I 1.00	Spanish I 1.00	Spanish I 1.00
African American History 1.00	African American History 1.00	African American History 1.00
	OU Dual Enrollment 1.00	OU Dual Enrollment 1.00
		AP Course 1.00
<u>Senior</u>		
Economics50	Economics50	Economics50
Elective 1.00	Elective 1.00	Elective 1.00
English IV 1.00	English IV 1.00	AP English Lit. or English IV 1.00
Government50	Government50	Government50
Physics or Environ. Science 1.00	Physics or A.P. Biology 1.00	Physics or A.P. Biology 1.00
Precalculus or Int. Math 1.00	Precalculus or Calculus 1.00	Precalculus or Calculus 1.00
Religion IV 1.00	Religion IV 1.00	Religion IV 1.00
Spanish I 1.00	Spanish II 1.00	Spanish II 1.00
	OU Dual Enrollment 1.00	OU Dual Enrollment 1.00
		AP Course 1.00

PRE-BIOMEDICAL SCIENCE PROGRAM

Freshman	Sophomore
Anatomy & Physiology (Option A) OR Biology (Option B)	Geometry
Algebra II	English II
English I	Fine Arts
Computer Applications	Health
Physical Education	Physical Education
Religion I	Religion II
World History	US History OR AP US History
OU 097 Strategies for Academic Success** (or equivalent course in place of an elective)	Physics or Chemistry (Option A) OR Physics or Anatomy & Physiology (Option B)
Junior	Senior
English III OR AP Language and Composition	AP English Literature and Composition OR **EN111 (fall) AND **EN112 (spring)
Religion III	Religion IV
Spanish I OR German I	Spanish II OR German II
African American History	Government (1 st semester) and Economics (2 nd semester)
Elective	**^ BI 131 General Biology I with lab (fall) or **BI 101 Life Sciences (option A) OR **^ CH 141 General Chemistry I with lab (fall) (Option B)
** MA 121 Precalculus Algebra (fall) AND ** MA 122 Precalculus Trigonometry (spring) OR **^ MA 123 Precalculus Algebra/Trig. (fall) AND **^ MA 171 Calculus I (spring)	**^ BI 132 General Biology II with lab (spring) or ** BI 102 Life Sciences II (option A) OR **^ CH 142 General Chemistry II with lab (spring)

** Dual Enrollment courses with OU

**^ Advanced courses; enrollment requires a recommendation and approval by HS science and /or math teacher as well as signature of OU course instructor or advisor

Other requirements for this track:

Total college credits hours – up to 24 – 30 possible college credit hours

Elective courses can include HS electives or other college courses: PH 101 or PY 101

- Must have completed Algebra I in middle school or prior to entering HS
- Must have an incoming GPA of 3.5 or higher
- Require a recommendation letter from student's teacher
- Must be paired with a STEM college advisor at OU starting their sophomore year and meet every semester
- Must maintain at least a 3.5 GPA (or 3.4 with advisor appeal recommendation) while in the program
- Students on this track automatically become a member of the Oakwood Biomedical Association (OBMA) or Minority Association of Pre-Medical Students (MAPS) or they can join any club in the OU Math, Biology, and Chemistry departments that fits their career goal interest
- Must attend at least one scientific research seminar each semester at OU or any other College or University
- Internship hours: Before graduation, student must complete:
 - 25 hours of shadowing a medical doctor or clinician (shadowing clinicians)
 - 20 hours of college/university research or laboratory rotations (shadowing scientists)
- 55 hours of community service (subject to change)
- Must complete an ACT/SAT prep course by Junior year

Note: Some dual enrollment courses are offered during the summer at OU online. Students can choose to enroll in the OU summer courses instead of the academic school year.