

Oak Forest Academy



Student – Parent Handbook 2026 - 2027

Student/Parent Handbook Acknowledgment and Contract

The 2026–2027 Oak Forest Academy Student/Parent Handbook serves as a governing document for the school, and by signing this acknowledgment, students and their parent(s)/guardian(s) affirm that they have read, understand, and agree to comply with all policies, procedures, expectations, and rules contained therein. They further acknowledge that failure to adhere to these policies and rules may result in disciplinary action, up to and including suspension or expulsion, as determined by school administration in accordance with established procedures. Students and parent(s)/guardian(s) understand that the handbook does not constitute an exhaustive list of all rules and that students are expected to comply with all additional school rules, classroom procedures, and directives issued by faculty and administration. Oak Forest Academy reserves the right to interpret, amend, modify, or discontinue any policy, rule, or procedure outlined in the handbook at its discretion, with or without prior notice, as necessary for the effective operation of the school, and it is the responsibility of students and parent(s)/guardian(s) to remain informed of all policies and updates communicated throughout the academic year.

1. My child may be photographed during regular school activities, and such photographs may be published in a newspaper or on the school's website.
2. The parent/guardian is responsible for ensuring that the student complies with the school dress code.
3. Off-campus activities and conduct may be considered in determining continued enrollment at Oak Forest Academy.
4. Corporal punishment may be administered to my child in accordance with school policy.
5. Students in grades 7–12 may be subject to drug testing.
6. All delinquent financial obligations must be paid in full before students are permitted to take midterm or final exams, participate in any school activities, or graduate.
7. Amendments to the Oak Forest Academy Student-Parent Handbook may be made during the school year, and parents and students will be notified of any such changes.

Failure to abide by the policies and rules outlined in the Student/Parent Handbook by either the student and/or the parent/guardian may result in the student's removal from the school or other disciplinary action, as determined by Oak Forest Academy administration.

Pledge by the Student: I promise to work diligently to achieve my personal best. I understand that my education is important, and I will make every effort to take full advantage of each opportunity to learn. I will strive to attend school every day, arrive on time, and be in proper uniform. I acknowledge that Oak Forest Academy maintains high standards for both academics and behavior and that consequences will result if I fail to meet these expectations. If I do not honor any of these standards, I will take responsibility for my actions, learn from my mistakes, and work to improve my behavior. I understand the importance of continually striving to be a better student, a better citizen, and a better person. I further pledge that all academic work submitted in every subject will be original and that I will not plagiarize, copy, or cheat in any form. I confirm that I have read and understand the school's rules and policies and agree to abide by them.

Student Signature:_____

Student Grade Level:_____

Parent Signature:_____

Oak Forest Academy

2026-2027

Student/Parent Handbook

Approved by

Louisiana State Board of Elementary and Secondary Education

Accredited by

Cognia (Formerly AdvancED)

Member of

Midsouth Association of Independent Schools
Southeastern Conference of Independent Schools
Louisiana Association of Independent Schools

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Introduction

The Oak Forest Academy Student/Parent Handbook is published by the Administration and Board of Directors and distributed to students, parents, faculty, and staff. Its purpose is to provide helpful and relevant information regarding all aspects of student life at Oak Forest Academy.

The Administration and Board of Directors seek to anticipate as many circumstances as possible; however, in the event of new or unusual situations, they reserve the right to exercise discretion in matters not specifically addressed in this handbook. The Administration and Board of Directors also reserve the right to amend the handbook when necessary.

Dedication

Oak Forest Academy is justifiably proud of its campus and traditions. This handbook is dedicated to our students, parents/guardians, faculty, staff, and all others who make our school a reality by their endless generosity, hard work, and dedication.

Mission Statement and Beliefs

Mission:

Oak Forest Academy strives to create a challenging, orderly, safe and supportive learning environment in which all students will be educated and enabled to become accountable, contributing, responsible, and successful citizens.

- Oak Forest Academy aspires to accomplish our mission through the following beliefs:
- Academics and student learning are chief priorities.
- Providing a well-balanced educational program promotes a student's individual academic success.
- Creating a disciplined environment promotes student learning.
- Holding students to high standards encourages better decision-making and strengthens individual morals.
- Positive relationships and mutual respect between students and faculty enhance a student's learning and self-esteem.
- Setting short and long term educational goals leads to a lifelong career and/or profession.
- Enabling students to act and think independently helps them become active and contributing citizens.

Historical Sketch

In February of 1969, a group of teachers and interested parents met in Amite and agreed to form a new school. A ten-acre plot of land was purchased from the McClendon Estate. In July of 1969, ground was broken and cleared by Mr. Emile J. Courtney and Mr. Stanley Anderson. The concrete block building (the present Elementary school), which housed ten classrooms, was built by Amite Building and Supply. The first classes were held in October of 1969 for grades 1-9. Mrs. Betty Harrelson served as Principal and second grade teacher. Other original faculty members were Allie Hyde, Marilyn Dees, Sue Frey, Grace Knighten, Mary Barbara Kinchen, Katherine Raborn, Julia Kemp, and Ruby Thompson. The original Board of Directors were Jack Lindsay, Gordon Daniels, Fred Anderson, Roy Stewart, Jr., and Doug Kent. Kenneth Courtney and Lee Gray were added to the Board in July of 1969, and Hank Brumfield and Donald Houeye were added in December. A contest was held for the students to select the school name, mascot, and school colors. Student entries were submitted to the Board of Directors, who made the final decision of Oak Forest Academy, Yellow Jackets, black and gold.

Educational Boards

State Board of Education:

Oak Forest Academy is approved by the Louisiana State Board of Elementary and Secondary Education for non-public schools; and as such, it adheres to the educational standards established by the BESE Board.

Midsouth Association of Independent Schools (MAIS):

Oak Forest Academy is a member of the MAIS. There are 137 schools in this organization. Each school pays a membership fee based on the number of students on the last day of each previous school year. Oak Forest Academy participates in the MAIS athletic programs and meets all educational and athletic regulations required for these activities.

Cognia (Formerly AdvancED):

Oak Forest Academy is accredited by Cognia, which was created through a 2018 merger of AdvancED and Measured Progress. In 2006, AdvancED was formed from the merger of the PreK-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI), and it expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011. Oak Forest Academy was listed on the International Registry of Accreditation by AdvancED.

Code of Conduct for Students and Parents/Guardians

Receiving a quality, morally based education is best achieved when students, parents/guardians, faculty, staff, administration, and the Board of Directors work together. These relationships should be centered on mutual respect, communication, and courtesy. Normally, differences among these individuals are resolved. However, in rare cases, the school may find it necessary, in its discretion, to require a parent or guardian to withdraw their child(ren).

It shall be an express condition of enrollment that students and their parents/guardians behave in a manner consistent with, but not limited to, the school's philosophy, objectives, policies, and principles as set forth in this handbook. Our principles include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist students in meeting academic, moral, and behavioral expectations.
- Students and parents/guardians may respectfully express concerns regarding the operations of the school, faculty, staff, administration, or Board of Directors. When a concern or problem arises, parents/guardians are expected to wait 24 hours before contacting a teacher, coach, other faculty member, or administrator, unless the matter involves an immediate safety concern. However, such concerns must not be expressed in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. If a parent or student communicates, in any medium (including social media, email, newspapers, television, etc.), any derogatory or offensive message concerning the school, its teachers, administrators, board members, or other students, then the parent(s) (and their children) and/or the student may be subject to discipline, up to and including expulsion, based on the determination of the Board of Directors and administration.
- Expectations for students and parents/guardians apply to all school-sponsored programs and events, among other related activities.

The school reserves the right to determine whether an action falls short of the principles of Oak Forest Academy. Failure to adhere to these principles may result in a verbal or written warning to the student and/or

parent/guardian, or more severe disciplinary action, including suspension of the student, withdrawal of the student, or suspension of the parent/guardian's privilege to enter the school campus and/or attend or participate in any school activities.

Section I - Administrative Policies

A. Organizational Setup

Charter and Board of Directors:

Oak Forest Academy was chartered by the State of Louisiana in 1969 under the name Amite Independent School Corporation. The school is governed by an eleven-member Board of Directors. The Directors are elected by the General Membership to serve rotating three-year terms, with four new members elected each year.

Each year, the Board elects a President, Vice President, Secretary, and Treasurer to serve one-year terms. These offices may be combined under one person, such as Secretary/Treasurer. The Board of Directors is charged with the management of all affairs of the corporation, subject to the provisions of its Articles of Incorporation and Bylaws.

The Board meets regularly on the third Monday of each month. Special meetings may be called by the President or Vice President when necessary.

General Membership Meeting:

There is an annual meeting of the membership of the corporation, as determined by the Board of Directors. Notices are mailed to all members not less than five (5) days prior to the meeting. The purpose of this meeting is to elect new Board members, review financial statements, and conduct any other business that may properly come before the meeting.

B. Grievance Procedure

Oak Forest Academy recognizes that harmonious relations with its faculty, staff, parents/guardians, and students can be maintained and improved through effective communication. The Board of Directors has adopted the following grievance procedures as a means to examine and resolve possible problems related to the administration of school policies.

Definition:

A grievance is a claim by an employee or parent/guardian, stating that there has been a misinterpretation, misapplication, or violation of a contract, school policy, law, or constitutional right.

Procedure:

Any grievance shall be promptly presented to the Head of School in writing. Such notice must be submitted no later than five (5) working days after the date on which the alleged grievance occurred. The grievance must include a detailed statement of all facts supporting the claim, as well as the names of any witnesses. These witnesses may be questioned and may be asked to submit signed statements during the grievance process.

The Head of School will schedule a conference with the individual making the claim in an effort to resolve the grievance. A written decision by the Head of School shall be rendered within five (5) working days after receipt of the grievance. The grievance procedure outlined herein is the sole and exclusive means by which Oak Forest Academy will consider and address complaints.

Any public display of disrespectful or disruptive conduct by a parent/guardian, student, or faculty member in relation to a grievance will not be tolerated and will be addressed accordingly.

If a parent or student initiates legal action against the school, its Board of Directors, or its administrators in any court, or files a complaint or grievance with any public body challenging a decision of the Head of School and/or the Board of Directors, such action may constitute grounds for immediate disciplinary action, up to and including expulsion of the student.

C. Admissions

Statement of Admissions:

Oak Forest Academy does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admission procedures, or school-administered programs. However, the school reserves the right to deny admission to or dismiss any student who, in the judgment of the school, cannot benefit from the Oak Forest Academy experience based on past academic achievement, whose personal lifestyle is not in harmony with the stated philosophy, objectives, or policies of Oak Forest Academy, or who does not fit within the spirit of the school, regardless of whether the student has complied with all school rules.

There is a 90-day probationary period for all students entering Oak Forest Academy. During this period, students are evaluated for both academic and behavioral performance. Students may be advised to return to a lower grade if academic deficiencies are identified, and students with significant academic and/or behavioral problems may be dismissed from Oak Forest Academy.

In such cases, a partial refund of the membership fee will be refunded and the student's membership will be voided. However, registration fees and tuition paid for the 90-day probationary period are nonrefundable.

Additionally, because the operation of the school depends upon the collection of tuition, the ability of the applicant for admission to meet financial obligations will be a factor in determining admission approval.

Membership and Admission:

In order for a student to attend Oak Forest Academy, a family membership must be obtained. A formal membership application must be submitted to the Board of Directors for approval, and a membership fee must be paid. Details of this procedure are outlined in the Charter and By-laws of the school.

To register for classes, a Building and Maintenance Fee for each family must be paid annually. Upon entering Oak Forest Academy for the first time, all required registration forms for each student must be completed. If a student is transferring from another school, Oak Forest Academy will request the student's records from the previous school.

To enter K3 and K4, students **must be potty trained by the start of the school year**. *Potty trained* is defined as using the restroom with minimal assistance. Potty-trained children do not wear diapers or pull-ups. "OFA Potty Training Guidelines" are sent to all new K3 and K4 parents or guardians upon acceptance each year.

Age requirements to begin school are as follows:

- **K3:** Must be 3 years old on or before September 30 of the school year
- **K4:** Must be 4 years old on or before September 30 of the school year
- **K5:** Must be 5 years old on or before September 30 of the school year

No student who is married, previously married, pregnant, or a biological parent will be permitted to enroll in or continue attendance at Oak Forest Academy.

Continuous Enrollment:

A Master Contract Agreement remains in effect throughout your student's enrollment at Oak Forest Academy. This contract is perpetual and automatically renews on February 1 for the continued enrollment of your student. However, you may submit a written opt-out letter or email prior to February 1 to withdraw your student for the following school year without penalty. If you choose to return after opting out, you **must** contact the Admissions Department to reinstate your Master Contract Agreement.

Each year, tuition information for the upcoming school year will be provided prior to February 1.

Enrollment Priority:

Students will be registered and given priority in the following order and must register during the designated registration period:

First Priority: Students currently enrolled in Oak Forest Academy and children of faculty members at Oak Forest Academy.

Second Priority: Siblings of currently enrolled students and students entering Oak Forest Academy who had a sibling graduate from Oak Forest Academy within a three-year period. Registration must occur during the designated registration period.

Third Priority: Children of alumni must register during the designated registration period.

Fourth Priority: Students who did not attend Oak Forest Academy the preceding year or those who were enrolled the previous year but withdrew before the end of the year.

To qualify as a sibling, the child must be physically residing in the same residence as the sibling, and the OFA member must have legal and physical custody of the child.

Once a child has completed the registration process, he or she will begin the admissions process to determine acceptance into Oak Forest Academy.

If a registered student does not report to school on orientation day, the student's place will be held for a period of two weeks. During this time, the school will attempt to contact the parent or guardian to determine whether the student will attend Oak Forest Academy. At the end of the two-week period, the place may be filled if needed. Additionally, if Oak Forest Academy receives a request for the student's records from another school, the place will be filled. The admission fee and all other fees are nonrefundable.

D. Tuition and Fees

Membership Fee:

\$1,000.00 per family (effective January 1, 2022)

Membership fees are payable at the time application for membership is submitted. This fee must be paid before any action is taken on the application. Once approved, the membership fee is nonrefundable and the membership is **non-transferable**.

Building & Maintenance Fee:

\$600 per family -The funds provided by this fee are used to maintain campus facilities and technological needs. Additionally, these funds support capital improvements to the campus.

Tuition:

At Oak Forest Academy, we offer 3 options for the payment of your child's tuition.

1. Annual Payment
2. 12 Month Bank Draft
3. 10 Month Bank Draft

Class Fees:

Class fees or dues are collected from all Upper School students (grades 7-12) to help defray the cost of activities. This is a non-refundable fee of **\$10.00**, due at Chromebook pick-up.

Clubs that students may choose to join are responsible for collecting their own dues and fees.

Outstanding Balances:

All outstanding balances (including, but not limited to, tuition, class dues, lunchroom balances, athletic dues, etc.) are reviewed periodically. All delinquent accounts must be paid before students are permitted to take nine-week exams, participate in any activities or events, or graduate.

Additionally, the school reserves the right to withhold a student's records if the student withdraws while having any outstanding balance, until all balances are paid in full.

Delinquency Policy:

- **30 Days Delinquent:** The student's parent or guardian will receive a written notice of delinquency.
- **60 Days Delinquent:** The student will be prohibited from participating in any extracurricular activities at Oak Forest Academy, including athletics, dances, tryouts, events, and field trips.
- **90 Days Delinquent:** The student will be dismissed from Oak Forest Academy.

Please Note: A **\$25.00** fee will be assessed for all checks returned to the school for non-sufficient funds (NSF). If two checks are returned, only cash, money orders, or certified checks will be accepted for future payment of fees.

Voluntary Withdrawal Tuition Responsibility

A voluntary withdrawal of a student will relieve the financially responsible party of tuition obligations as follows:

Withdrawal Date	Tuition Responsibility
Before May 1, 2026	Full release from tuition
May 1, 2026 through July 31, 2026	Responsible for 25% of tuition
August 1, 2026 through October 31, 2026	Responsible for 50% of tuition
November 1, 2026 through January 31, 2027	Responsible for 75% of tuition
After January 31, 2027	Responsible for 100% of tuition

E. Student Insurance

Oak Forest Academy provides all students a supplemental accident insurance policy. This supplemental policy covers students for accidents that occur during the school day or during a school-sponsored activities, including

athletic events. Claims cannot be made until a personal insurance policy claim is filed. Subsequently, a claim may be filed with the school's insurance carrier. Claim forms may be obtained in the main office.

F. School Closure due to Severe Weather

Prior to school opening:

If there is a tornado or hurricane warning issued for Tangipahoa or St. Helena Parish, all families will be notified via a Parent-Alert.

During school hours:

Actions taken will be based on existing conditions and what is believed to offer the best protection for the students. Procedures for safeguarding the students are in place, and drills are conducted regularly. In most cases of severe weather, a student is as safe at school as they would be anywhere else. If the school is closed during the day, you will be notified via Parent Alert and social media. Please **do not** contact the school unless these communications cannot be received.

Additionally, during winter weather, if snow or ice has accumulated on roads and/or bridges, or is forecast to do so, school will be closed automatically.

G. After School Care

After-school care is provided on Monday through Friday for students in K3 - 6th grade from 2:45 pm to 5:30 pm.

All students remaining on campus after 3:15 pm must be under the supervision of one of the following:

1. A teacher for academic or disciplinary work
2. A coach for athletics
3. The extended day care program
4. An activity group sponsor

All students enrolled in the aftercare program are expected to adhere to all disciplinary guidelines outlined in Section IV of the Student Handbook.

Section II - Academics

A. Academic Policies

The Oak Forest Faculty and Staff will provide learning opportunities and support to all enrolled students. All employees will provide a nurturing atmosphere that promotes student growth in a positive and conducive learning environment.

- Students must maintain a 75% average in all classes for each nine week grading period.
- Each nine-week period, students will receive grades for weekly assignments, quizzes, and tests. Numeric averages are used to determine the nine-week, semester, and final grades.
- Teachers determine the nine-week daily average prior to the nine-week examination.
- Teachers may round-up averages of .5 and higher during nine-week averaging.
- Nine-week grades, expressed as both numeric and letter grades, are posted on report cards.

- At the end of the second and fourth nine-week periods, students who earn a high "A" average of 97% or higher for the semester may be exempt from midterm and/or final exams.
- During pre-scheduled tests, nine-week exams, and semester exams, students will not be permitted to make up tests unless there is an approved absence.
- All grades will be updated weekly in the FACTS system.
- GPAs are never rounded up.
- Honor roll is defined as achieving a 3.2 GPA or higher.
- All courses transferred from another school will be computed according to the grading scale established at Oak Forest Academy.

B. Grade Reports

Report Cards:

Report cards are issued at the end of each nine-week grading period and indicate both the letter and numeric grade earned by the student in each class. These report cards become part of the student's permanent academic record. Parents and guardians receive report cards via email.

Grading scale for grades 1st - 12th Grade:

- 94-100% = A (4 grade pts.)
- 85-93% = B (3 grade pts.)
- 75-84% = C (2 grade pts.)
- 66-74% = D (1 grade pts.)
- 0-65% = F (0 grade pts.)

Honors classes will use a 10 point grading scale.

Dual enrollment courses may follow an alternate grading scale.

Grades for the Upper School (7th–12th grades) are calculated using the following weighted average:

Junior High (7th–8th Grades)

- 25% Daily Grades (homework, worksheets, bell ringers, etc.)
- 25% Formative Assessments (quizzes, small projects, and activities, etc.)
- 40% Summative Assessments (tests, essays, labs, major projects, etc.)
- 10% Quarterly Exam

High School (9th–12th Grades)

- 20% Daily Grades (homework, worksheets, bell ringers, etc.)
- 25% Formative Assessments (quizzes, small projects, and activities, etc.)
- 40% Summative Assessments (tests, essays, labs, major projects, etc.)
- 15% Quarterly Exam

C. Academic Probation/Suspension

- Students who fail to maintain a 75% average on all classes will be placed on Academic Probation for the next nine week grading period.
- Students who have a failing grade in two or more classes will be placed on Academic Probation for the next nine week grading period.
- Students who fail to achieve a 75% average during the probationary period will be placed on Academic Suspension for the next nine week grading period.

- Any student who is failing 50% of their classes during any nine week grading period will immediately be placed on Academic Suspension.
- Any student with a grade average of 65% and below during any nine week grading period will immediately be placed on Academic Suspension.
- Any student on Academic Suspension will not be allowed to participate in any extracurricular activities for a period of nine weeks. These activities include, but are not limited to: sports, spirit groups, dances, Prom, OFA events, field trips, club activities, etc.
- Students on Academic Probation or Academic Suspension MUST attend study hall for a minimum of three hours per week. A mandatory \$25 weekly fee will be charged for this service.
- Students who fail to maintain a 75% average on all classes for three consecutive 9 week grading periods may be dismissed from Oak Forest Academy.
- For all conditions listed above, "consecutive 9 week grading periods" may crossover school years.

D. Promotion & Retention

K5: Promotion and retention decisions are made by the school administration based on each student's individual academic, developmental, and social readiness for the next grade level.

Grades 1st - 3rd:

1. Must pass Reading with a grade of "C" or higher for the year.
2. In addition to Reading, students must pass either English or Math with a grade of "C" or higher.
3. A student will be retained if they receive an F in Reading during the fourth quarter or score in the Intensive range on the DIBELS assessment.

Grades 4th - 8th:

1. Must pass Math OR English Language Arts (ELA).
2. Must not fail more than two subjects.
3. 7th & 8th grade students who do not meet the requirements to be promoted can take summer school classes. Provided the student receives credit for the course over the summer, he/she can enter the next grade level.

Grades 9th - 12th:

1. Students must pass required courses in English and Math.
2. If a student fails a semester of year-long required English or Math, he/she will be required to earn credit recovery over the summer at the parents' expense.
3. Students failing other subject areas may be required to take recovery credit summer school classes to ensure a path to graduation.
4. The grade earned in the credit recovery class will be averaged with the numeric grades from the previous school year in regard to the student's Oak Forest Academy grade point average.
5. If the student doesn't earn the recovery credit in the summer, he/she will repeat the course and may have to take two courses of the same discipline the following school year or earn a new credit in an approved program.

Administrative placement will be considered using the following guidelines:

1. A student will be retained no more than a total of two times during the first eight grades.
2. A conference to determine a questionable placement will be held upon request with parent/guardian, teachers, and the Principal.

E. High School Curriculum

Classifications of Students:

The following guideline is used to determine a student's grade classification:

- 0 - 4 units: Freshman (9th grade)
- 5 - 10 units: Sophomore (10th grade)
- 11 - 16 units: Junior (11th grade)
- 17 or more units: Senior (12th grade)

Graduation Requirements:

TOPS CORE CURRICULUM
For the Opportunity, Performance,
and Honors Awards
(For High School Graduates of 2018 and thereafter)

ENGLISH = 4 units

- 1 unit English I
- 1 unit English II
- 1 unit English III
- 1 unit English IV

MATH = 4 units

- 1 unit Algebra I
- 1 unit Geometry
- 1 unit Algebra II
- 1 unit from the following: Algebra III; Advanced Math – Functions & Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, Calculus, Probability & Statics

SCIENCE = 4 units

- 1 unit Biology I
- 1 unit Chemistry I
- 2 units from the following: Environmental Science; Physical Science; Human Anatomy and Physiology; Physics I

SOCIAL STUDIES = 4 units

- 1 unit U.S. History
- 1 unit Civics
- 2 units from the following: World Geography, Economics, World History

FOREIGN LANGUAGE = 2 units

- *Both units MUST be in the same language.

ART = 1 unit

- 1 unit from the following: Fine Arts Survey, Photography

FINANCIAL LITERACY = 1 unit

- This will be required for all 2028 graduates and beyond.

Prerequisites must be taken for the following classes:

- Algebra I is a prerequisite for Algebra II.
- Biology I is a prerequisite for Human Anatomy & Physiology.
- Foreign Language I is a prerequisite for Foreign Language II.

Tops Core GPA is calculated using only the 19 Tops Core Curriculum classes. The overall GPA is calculated using all courses taken for a Carnegie unit. You must have 24 units to graduate. 2 units of Physical Education are also required to graduate.

Because graduation requirements call for a total of 24 units, each student should take seven classes a day, except for seniors, who can schedule fewer than seven and have the proper number of units to graduate. Juniors may leave after 6 hours as long as their P.E. credits have been satisfied. Freshmen and sophomores must take six academic courses and a physical education class. Students have one week after the beginning of school to add and/or drop classes.

Oak Forest Academy will not accept the GED test as meeting the requirements to participate in graduation. College early admissions students may participate in graduation after a registration fee has been paid. Requirements for early admissions are set by the Louisiana Department of Education.

Criteria for Valedictorian and Salutatorian:

Valedictorian and Salutatorian will be selected from the students with the highest and second highest final **numeric average** (not GPA). Only students who have taken the TOPS Core Curriculum and who have attended Oak Forest Academy for four consecutive years (grades 9th – 12th) are eligible for these honors. In the event of a tie, those students tied will share the recognition of Valedictorian or Salutatorian.

Criteria for Honor Graduates:

Honor Graduates will be determined by cumulative GPA beginning in the 9th grade or when high school credits are earned. To be an Honor Graduate a student must have an overall GPA of 3.0. A graduate with High Honors must have an overall GPA of 3.5. Highest Honors will be for graduates with a 4.0 overall GPA.

Please Note: The graduation requirements stated above are only the requirements for graduation from Oak Forest Academy. If a student is interested in attending college, then he/she should be certain that the admission requirements to that college are met as well. College entrance requirement information can be obtained from the Guidance Counselor.

Section III - Student Policies

All rules and regulations stated in the Statement of Admissions and Code of Conduct will be adhered to. In addition, students must observe the following regulations and policies. These rules are in effect for the purpose of providing a school environment in which each student can take full advantage of all opportunities to achieve a quality education, and take part in meaningful activities.

Students are to conduct themselves in a proper manner at all times, both in the classroom and on the campus, and at all school sponsored activities, on campus and away from campus. The lack of discipline on the part of any student will not be tolerated. Failure to comply with all regulations will result in disciplinary action being taken against the student. Minor acts of misconduct will result in detention and/or restrictions placed on the student.

A. Dress Code

The dress code is an important part of the discipline of the school. All students should take pride in their appearance and be appropriately dressed the entire school day and at school events except for special dates as set by the Administration. Additionally, a student's attire (including but not limited to grooming, make-up, hair, jewelry, etc.) should not be distracting from the learning environment nor be a safety factor for any of the school's curricular offerings.

GIRLS

TOPS:

- Must be a solid color (black, white, or gold).
- Must be a polo style knit (short or long sleeved) with 2, 3, or 4 buttons at the top front with collar.
- Monogrammed with the approved school logo only.
- White button down blouses with a Peter Pan collar may be worn under a jumper. (When this type of blouse is worn under a jumper, it does not have to be monogrammed.)
- Undershirts and undergarments must be plain white or black with no designs, emblems, insignias, monograms, logos, etc.
- All tops must be the appropriate size and fit (i.e. no tight fitting garments can be worn); and must be tucked in.

BOTTOMS:

- Must be a solid khaki color or approved plaid for ALL uniform bottoms.
- Must be a uniform pleated skirt or skort, walking shorts or pants. (Pleats may be located on the front of the skirt, on the side of the skirt, or along the entire perimeter of the skirt.)
- Cargo style pants, capri-length pants, leggings, jeggings, or "skinny" jeans or pants are not allowed.
- Split bottom or frayed pant legs are not allowed.
- The length of skirts, skorts, and walking shorts must be no more than 4" above the knee.
- All shorts and pants must be the appropriate size and fit (i.e. no tight fitting garments can be worn).
- Sweatpants may not be worn under skirts or shorts.

JUMPERS & DRESSES:

- Sleeveless plaid, black, or khaki jumpers may be worn with a white button down blouse.
- Polo style dresses in plaid, black, gold, or khaki may be worn for K3-3rd grade. Dresses must be monogrammed with the school logo.
- Bloomers or shorts should be worn underneath jumpers or dresses.

LEGGINGS:

- Must be a solid color (black or white).
- Designs, emblems, insignias, monograms, designs, etc. are not allowed.

HAIR BOWS AND ACCESSORIES:

- Must be black, white, gold, or khaki or any combination of these four colors only.
- Bows that contain the same colors of the approved Friday t-shirts are allowed.

GROOMING:

- Hair must be clean, neat, and properly combed.
- Hair should not be dyed any color other than a natural shade (blonde, brown, red or black); or excessively dyed, bleached, or tinted.
- Extreme hair colors, haircuts and styles are NOT allowed.
- Makeup must be moderate and in good taste.
- Earrings may be worn but are limited to only three earrings per ear. No other visible piercings are allowed.
- No visible tattoos.

BOYS**TOPS:**

- Must be a solid color (black, white, or gold).
- Must be a polo style knit (short or long sleeved) with 2, 3, or 4 buttons at the top front with collar.
- Monogrammed with the approved school logo only.
- Undershirts and undergarments must be plain white or black with no designs, emblems, insignias, monograms, logos, etc.
- All tops must be the appropriate size and fit (i.e. no tight fitting garments can be worn); and must be tucked in.

BOTTOMS:

- Must be a solid color (khaki).
- Must be a uniform style walking shorts or pants.
- Cargo style pants are not allowed.
- Split bottom or frayed pant legs are not allowed.
- All shorts and pants must be the appropriate size and fit (i.e. no tight fitting garments can be worn). The length of shorts must be no more than 4" above the knee.

GROOMING:

- Hair must be clean, neat, and properly combed.
- Hair should not be dyed any color other than a natural shade (blonde, brown, red or black); or excessively dyed, bleached, or tinted.
- Extreme hair colors, haircuts and styles are NOT allowed. Mohawks, rattails, spiked hair, mullets, etc. are not allowed.
- Hair length in the front should not extend lower than the top of the eyebrow. The back must not extend lower than the top of the shirt collar. The sides must not extend lower than the top of the ear; and may not be tucked behind the ears.
- Facial hair is not allowed; and students should be clean shaven before school each day.
- Sideburns must not be any lower than the earlobe.
- Earrings at school or any school related function are not allowed.
- Visible tattoos and/or body piercings are NOT allowed.

OUTERWEAR (ALL GRADES):

Outerwear is defined as any vest, jacket, and/or sweater that zips, buttons, and/or snaps from top to bottom and/or that is pulled over the head.

- Must be a solid color only (black, white, or gray).
- Must be monogrammed with approved school logos only (ex. logo on the uniform polo style knit shirts).
- If the outerwear has a design, emblem, insignia, monogram, or logo (ex. Nike, Under Armour, Champion, etc.) it should not exceed more than 4 inches.
- Outerwear included in current team player packs is acceptable, but must be worn with uniform pants or shorts.
- A uniform shirt and belt must be worn underneath all outerwear.
- Hooded outerwear and sweatshirts are allowed, but hoods cannot be worn indoors (cafeteria, halls, classrooms, etc.).

SWEATSHIRTS OR PULLOVERS (ALL GRADES):

These are defined as any top that is pulled over the head.

- Must be solid color only (black, white, or gray).
- May be one of the approved sweatshirts or pullovers purchased from BSN; or must be monogrammed with approved school logos only (ex. logo on the uniform polo style knit shirts).
- Sweatshirts and pullovers included in current team player packs are acceptable, but must be worn with uniform pants or shorts.
- MAIS sweatshirts or pullovers in black, white, or gray ONLY may be worn.
- A uniform shirt and belt must be worn underneath all outerwear.
- Hooded outerwear and sweatshirts are allowed, but hoods cannot be worn indoors (cafeteria, halls, classrooms, etc.).

Heavy Outerwear (K3-6th):

Outerwear is defined as a large coat or heavy jacket that is worn in extreme weather conditions.

- Can be any color.
- Should be removed in the classroom.

General requirements for girls and boys:

BELTS:

- K3-1st grade students only may have elastic waist bottoms with or without belt loops. Belts are optional but not required.
- 2nd-12th students' pants or shorts must have belt loops and a belt.
- Must be made of solid-colored material in either black or brown.

SOCKS:

- Must be appropriate and in good taste.
- Must be a matching pair.

SHOES:

- Must be closed toe with a back.
- Sandals, slippers or moccasin styles are not allowed.

- All students in grades 7th -12th must wear their OFA issued ID badge. The ID badge must be worn with the name side showing on a school issued lanyard.
- Only current school year ID badges may be worn.
- ID badges may not be defaced. ID badges lost during the school year should be reported to school administration immediately for security purposes. A new ID badge must be purchased at a cost of \$20.
- Only current year, administration approved, t-shirts can be worn only on Fridays.
- No hats or caps are to be worn on campus during school hours.
- Official school uniforms (i.e., cheerleaders, dance team, athletes) may be worn for special related activities during the school day, but spirit group's daily dress code shall conform to dress code regulations.
- Other special occasions requiring a modification of the dress code shall be approved by the Head of School.

Dress Code Violations:

If a student is in violation of the Dress Code, the student will be sent to the Principal. If the determination is made that the student is in violation of the Dress Code, the following steps will be taken in each quarter:

- **1st Offense:** The parent/guardian will be notified of the violation.
- **2nd Offense:** The parent/guardian will be notified of the violation and the student will remain in the office until the parent arrives with proper attire and the student will receive an afternoon detention. It is the student's responsibility to make up work missed.
- **3rd Offense:** The parent/guardian will be notified of the violation and the student will remain in the office until the parent arrives with proper attire and the student will receive a Saturday detention (8:00 a.m. - 12:00 p.m. and a \$50.00 fine). It is the student's responsibility to make up work missed.
- **4th Offense:** Student will serve a 2-day suspension from school. Upon return to school, the student and his/her parents will be required to meet with the Principal.

Please note: Girls and boys who do not adhere to the hair guidelines will be issued a warning and given three days to cut and/or modify their hair accordingly.

B. Gender Segregation

Oak Forest Academy aims to support all students while ensuring their safety, comfort, and privacy; and ensuring equal opportunities for students to participate. Thus, as a general rule, students should be separated by gender in overnight school activities (i.e. field trips, lock-ins, etc.), as well as the use of separate restrooms and locker rooms. A student's gender should be determined by that which is stated on their birth certificate.

C. Attendance/Exemption Policy

Attendance is required for your student to receive a quality educational experience. We will follow the following attendance policy:

K-6th:

Students are allotted 12 absences for the year without penalty. All absences will count toward the total number of absences in a class regardless of reasoning. School function absences are the only absences that will not count toward a student's total attendance for a class.

Students who will be absent for an extended period of time (specifically but not limited to an extended vacation planned by the family) must be communicated with administration and teachers no later than 30 days prior to the

extended absence. Extended absences are defined as 3 or more consecutive absences. Failure to follow this policy will result in a grade of 0 given for all missed work while absent regardless of total number of absences for the year. These absences will count toward the allotted 12 days for the year. For every absence over the allotted 12, students will be charged \$25 per day. Any student who misses more than 20 days in a school year will be required to be retained.

Make Up Work Policy:

Upon any absence, regardless of the number of days missed, a student will have a maximum of 3 days beginning the day they return to class to turn in any missed work and or make up any tests that may have been missed. At the end of the 3 day period, any work not made up will result in a 0 being given for the assignment. Exceptions may be made at the discretion of the Oak Forest Administration. For every absence over the allotted 12, makeup work will only be allowed with a maximum of 50% to be earned on the assessments.

Grades 7-12:

Students are permitted to have 12 absences per class per year. If a class is a semester long class, students are only permitted to have 7 absences per class. All absences will count toward the total number of absences in a class regardless of reasoning. School function absences are the only absences that will not count toward a student's total attendance for a class.

Students who will be absent for an extended period of time (specifically but not limited to an extended vacation planned by the family) must be communicated with administration and teachers no later than 30 days prior to the extended absence. Extended absences are defined as 3 or more consecutive absences. Failure to follow this policy may result in a grade of 0 given for all missed work while absent regardless of total number of absences for the year. These absences will count toward the allotted 12 days for the year. For every absence over the allotted 12, students will be charged \$25 per day. Any student who misses 20 days in any single class will result in a failure in that course and require the class to be repeated regardless of final average in that class.

Make Up Work Policy:

Upon any absence, regardless of the number of days missed, a student will have a maximum of 3 days beginning the day they return to class to turn in any missed work and or make up any tests that may have been missed. Exceptions may be made at the discretion of the Oak Forest Administration. For every absence over the allotted 12, makeup work will only be allowed with a maximum of 50% to be earned on the assessments. It is the responsibility of the student to communicate with their teachers about any foreseen absences and all makeup work subsequent to those absences. In cases where it is applicable, students should use access to their Chromebook and Google Classroom to stay on top of assignments that are due while they are gone and remain prepared to make up any assessments that were given while they were gone.

Students who miss class when an assessment is given must submit a doctor's excuse, be absent for a school function, or be on a predisclosed extended absence that was communicated with administration to be allowed to make up the assessment. Students found to be missing classes intentionally to avoid assessments will be given a 0 on the assessment. In a situation when an unforeseen circumstance arises, the Oak Forest Academy Administration maintains the discretion to waive this rule and allow an assessment to be made up.

These regulations ensure that we as a school are staying within our allotted guidelines set forth by both the Mid

South Association of Independent Schools, our accrediting institutions, and the state of Louisiana. Failure to comply with these rules could result in disciplinary action to include but not exclusively required removal from Oak Forest Academy.

Extenuating or unforeseen circumstances that require extended absences from school must be communicated with administration in a timely manner. Any extenuating circumstances or unforeseen circumstances may be considered excused and not count against attendance violations at administrative discretion. Oak Forest Administration reserves the right to define extenuating or unforeseen circumstances on a case by case basis. The Oak Forest Administration may use their discretion to correct any situation that in their judgement has been a miscarrying of this policy.

Semester/Final Exam Exemptions

Students who miss 0-2 days in a class in a semester may be exempt from a semester/final exam with an overall 90 or above average.

Students who miss more than 2 days in a class in a semester may be exempt from a semester/final exam with an overall 97 or above average.

Students who miss 6 or more days in a class in a semester and/or 12 or more days in a class for the year may not be exempt from an exam in that class.

Example: A student who misses 10 days in a class in the first semester and 2 days in a class in the second semester would be ineligible for exemption due to missing more than 6 days in the first semester (not exempt from 1st semester exam) and 12 days for the year (not exempt from the final exam).

Example: A student who misses 3 days in a class in the first semester would need a 97 average to be exempt from the semester exam. If the same student only misses 2 days in that same class in the second semester may be exempt from the final with a 90 or above overall average.

Tardiness:

Being punctual is extremely important to your child's academic success. The homeroom bell rings each morning at 7:55 a.m.; and the tardy bell rings at 8:00 am. During the day, a tardy bell rings three minutes after each class begins. Students entering class after that time will be considered tardy. If a student does not enter the classroom within 20 minutes after the period starts, he/she is counted absent and that absence will apply on the 8-day rule if it is unexcused.

- 5 unexcused tardies = \$25.00 charge and (1) unexcused absence with work in classes being unexcused for that class.
- 10 unexcused tardies = \$50.00 charge and (1) unexcused absence with work in classes being unexcused for that day.
- 15 unexcused tardies = \$100.00 charge and (1) unexcused absence with work in classes being unexcused for that class.
- After 15 tardies each additional tardy will be a \$25.00 charge.

Tardies count start over each semester.

Any student found cutting class will receive the following disciplinary action:

- One day of in-school suspension.

Participation in School Activities:

Students must be present at least **half** of their school day to participate in any school activity for that day, including athletic events, unless special permission is given by the Principal or his/her designee. Special arrangements should be made prior to the absence.

D. Drug Testing Policy

Students, faculty, and staff are chosen on a random basis for drug testing. Therefore, if a student is selected, it in no way indicates that he/she is suspected of drug use. A urine sample will be taken at school and sent to a laboratory for analysis.

Positive results will be handled as follows:

1. The Administrator will schedule a conference with the student's parent/guardian.
2. Additional drug testing will be required through the school at the parents'/guardians' expense in order to continue enrollment at Oak Forest Academy.
3. A professional evaluation and possible counseling may be required at the parents'/guardians' expense in order to continue enrollment at Oak Forest Academy.
4. Dismissal will occur after receiving a second positive drug test.

E. Plagiarism

Plagiarism is defined as "the taking of someone else's words or ideas and presenting them as your own without proper documentation or proper citation" (Hodges Harbrace Handbook, 478-479). The OFA English Department will effectively communicate the various forms of plagiarism at the beginning of the school year to grades 7-12. The OFA English department will utilize software to detect plagiarism. Any work that is deemed to be plagiarized will be reviewed by the English department head and administration. The use of AI tools (such as ChatGPT, Google Gemini, Grammarly Go, etc.) to construct any content, ideas, phrasing, or structure on an assignment without prior teacher permission will be treated as plagiarism.

Degrees of Plagiarism:

I. A **first** degree violation may occur due to inexperience on the part of the student. This includes the usage of AI without permission of the teacher. This violation will be handled at the discretion of the immediate teacher by using any or all of the following disciplinary actions.

- A chance to make-up the original assignment.
- A one letter grade reduction on the original assignment
- Notification of the parents

II. A **second** degree violation is considered a more serious plagiarism offense that grows outside the scope of a first degree offense. This includes but is not limited to a continued use of AI without permission of the teacher, copying of another student's work, allowing another student to copy work, or a student who has already committed a prior plagiarism offense. This will be left at the discretion of the teacher as well as consulted English Department Staff and/ or administration. Any or all of the following disciplinary actions may be taken:

- A grade of 0 on the assignment.

- A letter in the student's academic files detailing the offense.
- Notification to the parent
- In School Suspension

III. A **third** degree violation is determined that the student did not submit a product that contained any of his or her original work and/or has previously committed two or more acts of plagiarism and will be subject to any or all of the following disciplinary actions:

- A grade of 0 on the assignment
- A letter in the student's academic files detailing the offense.
- Notification to the parents.
- A reduction in overall course grade for the semester by 1 letter grade.
- Out-of-school suspension for 2 days with no makeup work allowed.

Special note: Any repeat offender of plagiarism violations may result in DISMISSAL from Oak Forest Academy.

*Referenced from: 2008 Plymouth Public Schools

F. Bullying

Definition:

1. *Bullying* is defined as a **pattern** of one or more of the following behaviors:
 - a. written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
 - b. physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
 - c. repeatedly and purposefully shunning or excluding from activities.
2. Bullying behavior is exhibited toward a student, **repeatedly**, by another student or group of students and occurs while a student is on school property, or at a school-sponsored or school-related function or activity, or in any school bus or van.
3. Bullying must have the effect of physically harming a student, or fear of physical harm, damaging a student's property, or fear of damage to the student's property, OR must be sufficiently severe, persistent, and pervasive enough to either create a threatening educational environment, or have the effect of substantially interfering with a student's performance in school, or be disrupting to the orderly operation of the school.

Reporting Procedure

Oak Forest Academy shall utilize the bullying report form approved by the Board of Elementary and Secondary Education (BESE) and available on the Louisiana Department of Education (DOE) website. The procedure for reporting incidents of bullying shall include the following:

1. Students and Parents
 - a. Any student who believes he or she is, or has been, the victim of bullying, as well as any student, parent, or legal guardian who witnesses bullying or has reasonable cause to believe that bullying is occurring, may report the incident to a school official.
 - b. All reports of bullying shall be treated as confidential, to the extent permitted by law.
2. School Personnel and Chaperones
 - a. Any teacher, counselor, bus driver, or other school employee—whether full-time or part-time—as well as any parent serving as a chaperone or supervising a school-sponsored function or activity,

who witnesses or becomes aware of bullying involving a student, is required to report the incident to a school official.

- b. A verbal report must be made on the same day the individual witnesses or becomes aware of the incident. A written report must be submitted no later than two (2) days thereafter.
3. Prohibition of Retaliation
 - a. Retaliation against any individual who, in good faith, reports bullying, is suspected of reporting bullying, or participates in an investigation related to bullying allegations is strictly prohibited and will result in disciplinary action.
4. False Reporting
 - a. Knowingly making false reports of bullying to school officials is prohibited and will result in appropriate disciplinary action.

Investigation Procedure

When a report of student-on-student bullying is received, the school shall conduct a thorough investigation in accordance with the following procedures:

1. Timing: The investigation shall begin on the next school day following receipt of the written report and shall be completed within ten (10) school days. If additional relevant information is received after the conclusion of the 10-day period, the designated school official shall update all documentation and reports accordingly.
 2. Parent/Guardian Notification: Upon receipt of a bullying report, the school shall notify the parents or legal guardians of both the alleged offender and the alleged victim no later than the following school day.
 3. Scope of Investigation: The investigation shall include documented interviews conducted by the designated school official with the individual reporting the incident, the alleged victim, the alleged offender, and any identified witnesses. The school official shall also collect and preserve copies or photographs of any relevant audio-visual evidence.
 4. Documentation and Recordkeeping: At the conclusion of the investigation, the school official shall:
 - a. Prepare a written report detailing the findings of the investigation, including input from the students' parents or legal guardians, as well as the final determination. This report shall be placed in the official school records of both students. A completed bullying investigation form may serve as the official report if all required information is included.
 - b. Maintain confidentiality of all reports, complaints, and investigative findings, except where disclosure is required by law.
 - c. Retain all reports, complaints, and investigative documents for a period of three (3) years.
 5. Disciplinary Action: If it is determined that bullying has occurred, the school official shall take prompt and appropriate disciplinary action. Any conduct that may constitute a criminal offense shall be reported to law enforcement, when appropriate.
- First Offense: The offender(s) will be assigned in-school suspension.
 - Second Offense: The offender(s) will receive a three-day out-of-school suspension and be required to participate in emotional counseling at the parent/guardian's expense.
 - Third Offense: The offender(s) will be subject to expulsion from the school.

G. Social Media

In keeping with the values of respect and integrity upheld by Oak Forest Academy, the use of technology must not be used to embarrass, threaten, or defame any student, faculty or staff member, member of the administration, the Board of Directors, or the school itself.

The posting or sharing of inappropriate material on social media platforms or other websites may result in disciplinary action. Please refer to the Code of Conduct for Students and Parents/Guardians for additional expectations regarding respectful communication and behavior.

Students are further advised that the electronic transmission of inappropriate images of themselves or others may constitute illegal activity. The school reserves the right to take appropriate disciplinary action in response to such behavior.

H. Technology and Electronic Device Policy

Students will be issued a Chromebook at the beginning of each school year. Chromebooks are the only laptop or computer devices permitted on campus. Each Chromebook remains the property of Oak Forest Academy and is issued to students on a loan basis; it is not considered a personal device.

Students are required to use their assigned Chromebook in accordance with all school policies, procedures, and the Acceptable Use Policy (AUP). The use of a Chromebook is a privilege that carries responsibilities and behavioral expectations consistent with all school rules. These devices are provided solely for educational purposes to support instructional goals.

Students and parents should understand that there is no expectation of privacy when using school-issued Chromebooks. The school reserves the right to monitor and review all activity conducted on these devices. Both students and parents must sign the Acceptable Use Policy prior to the issuance of a Chromebook.

Cell Phones and Personal Electronic Devices

Cell phones and other personal electronic devices may not be used during school hours—including breaks, carline, lunch, and recess—for calling, texting, gaming, taking photos, or recording video unless explicit permission is granted by faculty or staff.

Photography and Video Restrictions

The photographing or recording of faculty, staff, students, or visitors is strictly prohibited without prior permission from Oak Forest Academy faculty or staff. Such actions may disrupt the educational environment and may infringe upon the rights and privacy of others.

Search and Inspection

The school reserves the right to examine students' cell phones and electronic devices when there is reasonable suspicion of misconduct and a belief that evidence of such misconduct may be present on the device.

Lower School – Cell Phone and Electronic Device Policy

Cell phones and other electronic devices are not permitted for use during school hours (7:25 a.m. – 3:15 p.m.). All devices must be powered off and stored in designated classroom locations. Use of electronic devices is only allowed under the direct supervision of Oak Forest Academy faculty or staff, and strictly for educational purposes.

Unauthorized Use and Disciplinary Consequences

If a student is found using a cell phone or electronic device during school hours without permission, the following consequences will apply:

- **First Offense:** The device will be confiscated, and the student will be assessed a \$25.00 fine. A “Request for Return of Cell Phone/Electronic Device” form must be signed by a parent or guardian and returned to the school the following day.
- **Second Offense:** The device will be confiscated, and the student will be assessed a \$50.00 fine. A parent or guardian must come to the school office in person to request the return of the device.
- **Third Offense:** The device will be confiscated, and the student will be assessed a \$100.00 fine. The device will be held in the administrative office for the remainder of the school year.

Liability

Oak Forest Academy is not responsible for lost, stolen, or damaged cell phones or electronic devices brought to school.

Upper School – Cell Phone Policy (Yondr Program)

To promote a safe, focused, and respectful learning environment, Oak Forest Academy Upper School students will participate in a phone-free school day through the use of the Yondr Program.

Yondr Program Procedures

- Each student will be issued an individually assigned Yondr pouch designed to securely store and lock their phone during the school day.
- Upon arrival to campus, students are required to place their phone inside their Yondr pouch and ensure it is securely sealed.
- Phones will remain in the student’s possession but will be inaccessible throughout the school day.
- At dismissal, pouches will be unlocked at designated stations, allowing students to access their devices.
- Students are responsible for bringing their assigned Yondr pouch to and from school each day.

Disciplinary Consequences for Non-Compliance

Failure to comply with the Yondr policy will result in the following disciplinary actions:

- **First Offense:** In-School Suspension (ISS); parent or guardian must retrieve the student’s phone from the school.
- **Second Offense:** In-School Suspension (ISS); parent or guardian must retrieve the phone; the student will be prohibited from bringing a phone to campus for thirty (30) days.
- **Third Offense:** Disciplinary review by the Head of School, which may result in suspension or withdrawal. A parent or guardian must retrieve the phone, and the student will not be permitted to bring a phone to campus for the remainder of the school year.

Damage to Yondr Pouch

Any damage to a Yondr pouch—including attempts to tamper with or compromise its integrity, as determined by school administration will result in a \$40.00 replacement fee.

Academic Impact of ISS

Students assigned to In-School Suspension will be permitted to make up missed work; however, all assignments completed during this period will receive a deduction of one letter grade.

Liability

Oak Forest Academy is not responsible for lost, stolen, or damaged cell phones or electronic devices brought to campus.

I. Driving on Campus

Student Parking and Driving Policy

Any student who drives a vehicle onto campus is required to register the vehicle with the school office. The vehicle registration form must include the make, model, and license plate number of the vehicle, as well as the student's driver's license number.

Each registered student driver will be issued a parking permit specific to their vehicle. Parking permits must be clearly visible at all times while the vehicle is on campus. The cost of a parking permit is \$15.00 per school year, and these funds will be used to maintain campus parking areas. If a parking permit is lost or damaged, a replacement must be purchased.

Parking Procedures

- Upon arrival, students must park in their assigned, numbered parking space.
- Parking permits are required for all student drivers.
- Permits will be distributed during Chromebook pick-up or may be obtained from the main office during the school year.

Student Conduct in Parking Areas

- Students are not permitted to return to their vehicles during the school day until dismissal.
- Students may not sit in or occupy parked vehicles while on campus during school hours.
- Students are encouraged to lock their vehicles to protect personal property.
- All drivers must exercise caution and follow safe driving practices while on campus.

Driving on campus is a privilege. Failure to comply with school policies and regulations may result in the loss of driving privileges.

Violations and Enforcement

- Students who park in unauthorized areas will be subject to a \$10.00 fine.
- If a student's assigned parking space is occupied by another vehicle, the student should report the issue to the main office immediately.

Licensing Requirement

Students who do not possess a valid driver's license are not permitted to operate any motorized vehicle on campus. This includes, but is not limited to, cars, trucks, side-by-sides, and golf carts.

J. Student Check-Out and Campus Departure Policy

- Students in grades K3 through 6th grade must be checked out prior to 2:15 p.m.
- Students will not be called to the office for check-out until the parent or legal guardian has arrived on campus.
- Students who drive to campus may not leave during the school day without prior authorization. A parent or guardian must provide a handwritten, dated, and signed note or send an email to OFA administration. This communication must include the time the student is to leave and return, as well as the reason for departure. Students are required to submit this documentation to the office before the homeroom bell.
- Students will only be permitted to leave campus in their vehicles for legitimate reasons, such as a medical appointment, a death in the family, or another verified emergency. Upon return, the absence must be validated with appropriate documentation from a doctor, dentist, or parent/guardian. No other reasons will be accepted. Abuse of this policy may result in dismissal from Oak Forest Academy.

- Once a student arrives on campus at any point during the school day, they may not leave without permission. Leaving campus without authorization will result in disciplinary action, including a full Saturday detention (8:00 a.m. – 12:00 p.m.) and a \$50.00 fine, or assignment to In-School Suspension (ISS).
- Students are not permitted to leave campus during the lunch period unless a parent or guardian personally signs them out, takes them off campus, and returns them before the start of the next class period. Parental cooperation is essential in enforcing this policy.

K. Cafeteria

Lunch is served daily, except on designated half days. Lunch payments must be made on a weekly or monthly basis. For students in grades K3 through 6th grade, lunch payments will be collected by the classroom teacher. Students in grades 7th through 12th are required to submit lunch payments in the cafeteria prior to 8:00 a.m. A drop box is available in the cafeteria for lunch payments and for any questions regarding student lunch accounts.

L. Routine Regulations

- Deliveries to students are not permitted during the school day. This includes, but is not limited to, balloons, flowers, gifts, or similar items.
- Upon arrival each morning, high school students are required to report to the lunchroom or, weather permitting, may remain in designated outdoor areas. Students are not permitted to enter classroom buildings unless they have permission from a teacher or need to use the restroom.
- Students are not allowed in classrooms during the lunch period without prior permission from a teacher or administrator.
- Students are expected to come to class prepared with all required books, materials, and supplies.
- Gum chewing is prohibited on campus and in all school buildings.
- Students are financially responsible for any lost or damaged textbooks, school property, or equipment.
- While riding an Oak Forest Academy bus, students are considered to be under school supervision. All school rules and regulations, as well as those established by the bus driver, must be followed.
- All prescription medications must be brought to the school office and will be administered in accordance with school policy.
- The possession or consumption of alcoholic beverages by any individual—including students, faculty, staff, parents, guardians, or guests—is strictly prohibited on school property.

M. Dances

Homecoming and Prom are annual events at Oak Forest Academy. The Homecoming Dance is sponsored by the Senior Class, and Prom is sponsored by the Junior Class. These events are considered formal occasions, and the school seeks to maintain their integrity and decorum through the following dress code and guidelines.

Students and their guests who do not adhere to the dress code will not be admitted. Students who invite guests from other schools are responsible for ensuring their guest complies with Oak Forest Academy's dress code. If there is any uncertainty regarding appropriate attire, students must seek prior approval from the Principal.

Dress Code

Ladies:

- Dresses may be strapless or include spaghetti straps but must not be cut below the bust line.
- Dresses may be backless but must not extend below the navel.
- Two-piece dresses are not permitted.

- Midriffs must not be exposed, including the front or sides of the body. When arms are at the student's sides, skin should not touch skin.
- Dresses must be no shorter than mid-thigh.
- Slits in dresses must not extend above mid-thigh.
- Dresses made with transparent materials (e.g., mesh or tulle) are not permitted.
- Undergarments must not be visible.
- Alterations such as adding fabric must be sewn; pinned modifications are not permitted.
- Tennis shoes and athletic shoes are not allowed.

Gentlemen:

- **Prom Attire:** A formal tuxedo or suit is required, including long pants (no jeans), a dress shirt, tie or bow tie, coat, and dress shoes.
- **Homecoming Attire:** Long dress pants (no jeans), a collared shirt, and dress shoes are required. Coats, vests, ties, or bow ties are not required but are acceptable.
- For both events, baseball caps, tennis shoes, athletic shoes, and flip-flops are not permitted.

Supervision and Approval

All class-sponsored events must be approved by the Head of School and are under the supervision of the class sponsor. Each dance must be chaperoned by a minimum of four faculty or staff members, along with the Head of School or his/her designee.

N. Special Events

Oak Forest Academy hosts numerous special events, including but not limited to academic and athletic presentations or banquets, the Baccalaureate Ceremony, and Personality Presentation. These occasions are considered special events and must be treated with respect in both student behavior and attire.

Students who do not adhere to the established dress code may not be admitted to the event and may be subject to disciplinary action.

Dress Code

Ladies:

- Appropriate attire includes dresses, suits, skirts, jumpsuits, or dress slacks paired with a blouse.
- All attire must be modest, appropriate, and in good taste.
- Dresses, skirts, rompers, and similar garments must be no shorter than mid-thigh.
- Slits in dresses or skirts must not extend above mid-thigh.
- Denim (of any color), sheer fabrics, and excessively tight or clinging materials are not permitted.
- Recreational attire—including flip-flops, sweatpants, tank tops, t-shirts, and shorts—is not acceptable.
- Backless tops, strapless tops, spaghetti straps, and tops with revealing necklines are not permitted. All straps must be at least one inch wide.
- One-shoulder style dresses are acceptable.
- Hats are not permitted.
- School-approved graduation caps may not be embroidered, decorated, or otherwise altered.
- Members of the Homecoming Court must wear a traditional two-piece suit or a dress with a jacket for field presentation and football program photos. A hat is required for field presentation.

Gentlemen:

- Appropriate attire includes long dress pants (no jeans) and a collared dress shirt.
- A coat, vest, tie, or bow tie is not required but is acceptable.
- Denim (of any color) is not permitted.
- Recreational attire—including flip-flops, sweatpants, tank tops, t-shirts, and shorts—is not acceptable.
- Hats and caps are not permitted.
- School-approved graduation caps may not be embroidered, decorated, or otherwise altered.

Students who fail to comply with the Special Events dress code and expectations may be denied entry and/or subject to disciplinary action at the discretion of administration.

O. Teacher and Student Parties

Teachers are responsible for organizing and supervising parties held on campus. Such events are conducted at the discretion of the teacher and must take place at school.

Parties held at private residences or off-campus locations are not considered school-sponsored events and are not the responsibility of Oak Forest Academy.

Section IV - Discipline

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents or guardians, and Oak Forest Academy at all times. Disruptive behavior or disrespect toward administration, faculty, staff, other students, or the school will not be tolerated.

Oak Forest Academy reserves the right to impose disciplinary action—including suspension or expulsion—at any time if a student's behavior, whether on or off campus, violates expected standards of conduct or harms the reputation of the school community.

Discipline is intended to be constructive and educational in nature, serving as a means to guide students toward personal responsibility, self-discipline, and character development.

A. Disciplinary Actions

The following disciplinary measures may be used by Oak Forest Academy:

1. Verbal warning
2. Loss of privileges (e.g., parking, free dress days, dances, banquets, presentations)
3. Corporal punishment (administered only upon parent request)
4. Lunch detention (may include cleanup work in the cafeteria, hallways, etc.)
5. After-school detention (service-based, as assigned by the Principal)
6. Extracurricular activities suspension - Students may be suspended from attendance or participation in extracurricular activities (e.g., football, basketball, track, softball, baseball, cheer, dance, etc.)
7. In-School Suspension (ISS)
 - Students report at the regular morning bell and remain until dismissal.
 - Participation in assigned campus work
 - Make-up work permitted with a one-letter grade deduction

8. Out-of-School Suspension (OSS)
 - Zeros assigned for missed tests or graded work
 - No make-up work allowed
 - Three suspensions may result in expulsion
 - Students may not attend school or school functions during suspension
9. Dismissal/Expulsion
 - Immediate action for major offenses
 - Expulsion is permanent
10. Referral to Law Enforcement or Other Agencies when required

The Principal is responsible for safeguarding the health and welfare of all students, faculty, and staff. In addressing disciplinary matters, they will consider all relevant factors, including but not limited to the student's intent, the degree of actual or potential harm or damage, the level of intimidation or fear involved, and the age of the student.

Whenever possible, the Principal will:

1. Involve the parent or guardian in the disciplinary process; and
2. Select disciplinary measures that promote positive behavioral change, support academic success, and maintain a safe and secure learning environment.

Campus misconduct at Oak Forest Academy is categorized into three levels based on severity. The offenses listed below will be addressed by the Principal and may result in a combination of disciplinary actions. In cases involving multiple offenses, the most serious violation will take precedence in determining consequences.

Categories of Offenses

Category 1 (Minor Offenses):

Examples include dress code violations, classroom disruptions, disrespect, minor technology misuse, and policy violations.

Possible consequences: warnings, detention, corporal punishment, loss of privileges, or extracurricular suspension.

Category 2 (Moderate Offenses):

Examples include repeated misconduct, fighting, truancy, insubordination, defacing school property, profanity/vulgarity, threatening or verbally abusing another student, or leaving campus without permission.

Possible consequences: detention, suspension, corporal punishment, extracurricular suspension or loss of privileges.

Category 3 (Major Offenses):

Examples include substance possession, theft, vandalism, harassment, possession of pornographic materials, cheating/plagiarism, malicious harassment, causing physical injury to another student or staff member, weapons, serious defiance, three out-of-school suspensions, or criminal involvement.

Possible consequences: loss of privileges, suspension, or dismissal.

Lower School disciplinary actions may be adjusted at the discretion of the administration to ensure age-appropriate consequences.

Adjustments may include, but are not limited to:

- Loss of recess, enrichment, physical education (P.E.), or other privileges
- Cafeteria clean-up duties
- After-school detention

B. Disciplinary Methods

Teachers are expected to manage classroom behavior through appropriate corrective measures. If necessary, referrals may be made through the school's system for administrative involvement. Parents or guardians will be notified of disciplinary actions through official communication channels.

Section V – Athletics and Spirit Groups

A. Athletics

Oak Forest Academy offers a wide range of athletic opportunities for both boys and girls. Students in grades 7th–12th participate in interscholastic athletics through the MAIS (Mississippi Association of Independent Schools) Athletic Program. All athletic activities are governed by MAIS Athletic Rules and Regulations, as outlined in the official MAIS By-Laws, which are updated annually.

Sports Offered:

- **Football:** Boys, grades 3rd–12th
- **Basketball:** Boys and girls, grades 3rd–12th
- **Track:** Boys and girls, grades 7th–12th
- **Baseball:** Boys, grades 7th–12th
- **Softball:** Girls, grades 7th–12th
- **Soccer:** Boys and girls, grades 7th–12th
- **Golf:** Boys and Girls, grades 7th–12th
- **Volleyball:** Girls, grades 4th–6th (Non-MAIS)

Students in grades 7th–12th compete in organized athletics under MAIS classification levels (A, AA, AAA, AAAA). These classifications are evaluated every two years and may change based on school enrollment. Classification is determined using enrollment figures from grades 8th–11th as of October 1st in the designated evaluation year.

All athletic events are officiated by members of the MAIS officials' association, and all competitions follow the rules outlined in the official MAIS sports rulebook.

Athletic Eligibility Requirements

Students must meet the following requirements to participate in athletics at Oak Forest Academy:

1. Students must be bona fide pupils of the school, attend regularly, and be enrolled in a minimum of four academic subjects. A passing grade must be earned in at least three subjects each grading period.
2. Any student placed on Academic Suspension will be ineligible to participate in athletics and all extracurricular activities for a period of nine (9) weeks. This includes, but is not limited to, sports, spirit groups, dances, prom, field trips, and club activities. Students deemed ineligible may not participate in practices during this period.
3. Students must not reach the age of nineteen (19) on or before August 1 of the current school year.
4. Students must provide a birth certificate to verify age.
5. Students must successfully complete a physical examination and provide certification from a licensed physician indicating they are physically able to participate in athletic activities.
6. Students must maintain appropriate insurance coverage.
7. Transfer students must comply with all eligibility requirements as outlined in the MAIS By-Laws.

Coach's Authority

In all athletic activities at Oak Forest Academy, the head coach has authority over team-related decisions, including but not limited to player position, playing time, and overall participation.

Team Travel

The coach and Athletic Director are responsible for arranging transportation for all athletic events. Team members are expected to travel to and from off-campus events using school-provided transportation unless prior permission is granted by the coach for alternative arrangements by a parent or guardian.

Parent Communication Guidelines for Athletics

Parental concerns regarding a student's participation in athletics should be addressed in accordance with the following procedures:

1. Parents or guardians should not approach a coach to discuss concerns until at least 24 hours after a practice or game.
2. After the 24-hour period, parents or guardians may contact the Athletic Director to discuss their concerns.
3. The Athletic Director will communicate with the coach as needed and determine whether further involvement is necessary.
4. If the matter cannot be resolved, it will be referred to the Head of School for further review.
5. Failure to follow the 24-hour rule, or any verbal or physical confrontation with a coach or staff member, may result in removal from athletic events and/or dismissal of the student-athlete from the team and/or Oak Forest Academy.

B. Spirit Groups

Oak Forest Academy offers a variety of spirit groups that provide students with opportunities to participate in school events, competitions, and community activities.

Jackette Dance Teams:

- Varsity: Grades 10th–12th
- Junior Varsity: Grades 7th–9th
- Junior Jackettes: Grades K3–3rd
- PeeWee Jackettes: Grades 4th–6th

Cheerleaders:

- Varsity: Grades 10th–12th
- Junior Varsity: Grades 7th–9th
- PeeWee: Grades 5th–6th

Parent Communication Expectations

Parents and guardians are expected to follow appropriate communication procedures. Under no circumstances should a parent or guardian address a concern with a coach or sponsor during a practice or game without first scheduling an appointment. **Parents and guardians are also expected to wait 24 hours before contacting a coach, sponsor, faculty member, or administrator regarding a concern, unless the matter involves an immediate safety issue.**

Any public display of inappropriate behavior, including verbal or physical confrontation with a coach or sponsor, may result in the student's dismissal from the team or spirit group and the parent or guardian being prohibited from attending athletic events or school activities.

Section VI – Clubs and Organizations

Oak Forest Academy offers a variety of clubs and organizations designed to promote leadership, service, academic excellence, and student involvement.

A. Fellowship of Christian Athletes (FCA)

- The purpose of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.”

B. Student Government Association (SGA)

- The Student Government Association serves as a liaison between the student body and the Administration. At the beginning of each school year, students in grades 7th–12th elect SGA senators, as well as a President and Vice President. The outgoing President and Vice President will represent the senior class the following year.

C. Senior Beta Club

- Membership in the Senior Beta Club is open to students in grades 9th–12th who maintain a minimum GPA of 3.2. The club promotes academic achievement and provides opportunities for service to both the school and the community.

D. Junior Beta Club

- The Junior Beta Club is composed of students in grades 7th–8th who maintain a minimum GPA of 3.2. Members participate in service projects throughout the school year that benefit both the school and the community.

E. Interact Club

- The Interact Club is a service organization sponsored by the Rotary Club of Amite for students in grades 7th–12th. The club engages in various service and fundraising projects that support both the school and the community.

F. Teacher-Parent Club (TPC)

- The Teacher-Parent Club is composed of parents, teachers, and members of the Oak Forest Academy community. The TPC supports the school by volunteering for events and activities and by raising funds that directly benefit students and faculty.

G. 4-H Club

- The Oak Forest Academy 4-H Club is open to students in grades 4th–12th and meets monthly. The club offers a wide range of activities, including cookery, public speaking, photography, livestock shows, archery, and shooting sports. Members choose the activities in which they wish to participate and engage in hands-on learning experiences, as well as service projects throughout the year.

H. National Honor Society (NHS)

- The National Honor Society is a nationwide organization sponsored by the National Association of Secondary School Principals (NASSP). It is dedicated to recognizing and promoting academic excellence, leadership, character, and service. Membership is an honor bestowed upon students who demonstrate outstanding achievement in these areas.

Academic Calendar

2026

AUGUST				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
SEPTEMBER				
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OCTOBER				
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NOVEMBER				
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DECEMBER				
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OAK FOREST ACADEMY

AUGUST
10th - Faculty & Staff Report
17th - Classes Begin

SEPTEMBER
7th - Labor Day Holiday

OCTOBER
Fall Break: Oct. 1st – 2nd
16th - End of 1st 9 Weeks
22nd - Fall Carnival
23rd - Grandparents' Day (K3 - 3rd)

NOVEMBER
20th - Thanksgiving Meal (K3 - 3rd)
Thanksgiving Break: Nov. 23rd – 27th

DECEMBER
18th - End of 2nd 9 Weeks
Christmas Break: Dec. 21st – Jan. 4th

JANUARY
4th - Faculty & Staff Report
5th - Classes Resume
18th - MLK Holiday

FEBRUARY
Mardi Gras Break: Feb. 8th - Feb. 12th
15th - Classes Resume

MARCH
12th - End of 3rd 9 Weeks
19th - Oyster Festival Holiday
25th - Field Day
26th - Good Friday Holiday
Spring Break: March 29th – April 2nd

APRIL
5th - Classes Resume

MAY
14th - Senior Graduation
18th - Kindergarten Graduation
19th - 6th Grade Ceremony
20th - Award's Day (1st - 5th Grade)
21st - End of 4th 9 Weeks
21st - Last day for Faculty & Staff

2027

JANUARY				
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FEBRUARY				
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MARCH				
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31				