

August 22, 2020

Student Parent Policy Manual (Insert for Academic Year 2020-2021)

Hello from the President's Office. Contained within this publication are several years' worth of practices and guidelines, all of which help Oak Hill Academy run an efficient and mission-appropriate school. In order to address the myriad of issues associated with managing a safe boarding school during the COVID-19 Pandemic it has become necessary to amend and abridge some of these policies.

We are operating our school this current year in anticipation of a "return to normalcy" for the following academic year. Hence, some policies contained within this manual may be suspended and/or amended from time to time so that we can mitigate the presence/spread of COVID-19 in our community.

As always, if you have any questions or concerns feel free to reach out to an administrator at our school. We are here to partner with you and your student.

Always,

Michael D. Groves, Ph.D.  
President



## **MISSION STATEMENT**

Oak Hill Academy inspires academic success, cultivates personal growth, and personifies a healthy community while fostering relationships among students, families, and our school. We are a coeducational Baptist-affiliated boarding school that provides a college preparatory education (Grades 8-12) in a small, structured, and nurturing environment.



## ATTENDANCE IS A PRIVILEGE

ATTENDANCE AT OAK HILL ACADEMY IS A PRIVILEGE; it is not a right. We expect all members of our community to abide by the responsibilities inherent in our community. Any student who does not respect the standards and regulations of this institution may forfeit this privilege.

A student may be requested to withdraw at any time. All students are expected to embrace the spirit of our regulations and follow the tenets of our handbook. Your attendance here confirms your allegiance to the rules and regulations of Oak Hill Academy.

Re-enrollment is by invitation of the Academy. Students must remain in good standing and receive an affirmative vote by an administrative committee. A student will be denied readmission if they prove to be an unacceptable representative of Oak Hill Academy.

On the contract form, you signed a statement indicating you read the agreement signed by your parent or guardian. By signing, you agree to carry out the duties assigned to you in the classroom and away from the classroom to the best of your ability. You agree to obey the rules and regulations, to make the best use of this opportunity, and to be a good citizen by helping others and the school.

We challenge you to **BE THE BEST THAT YOU CAN BE!**



## Table of Contents

Student Parent Policy Manual (Insert for Academic Year 2020-21)	
Mission Statement	
Attendance is a Privilege	
Contact Information	
Faculty, Staff and Support Listing	
2020 – 2021 Calendar	
Travel Information	
<b>GENERAL POLICIES</b>	<b>1</b>
<b>CLOTHING, DRESS, AND APPEARANCE</b>	<b>2</b>
General	2
School Dress	2
Sunday Church Dress	2
Formal/Semi-Formal Dress	3
School Sports Dress	3
Social Dress	3
Graduation Dress	3
Off Campus Dress	4
Personal Appearance	4
<b>ACADEMICS</b>	<b>5</b>
The School Day...Our Philosophy	5
Program of Studies	6
Graduation and Course Requirements	9
Daily Schedule	10
Academic Support	12
<b>ACADEMIC BUILDING POLICIES</b>	<b>13</b>
General Statements	13
Grading System	13
Honor Roll Requirements	14
Registration	14
Absences and Make-Up Work	14
Academic Standards for Extra- Curricular Activities	15
Academic Reports	15
Athletic Eligibility	15
College Visits	16
Other Off-Campus Trips	16
Exam Exemption Policy	16
Senior Privileges	16
Miscellaneous Academic Regulations	16
Academic Building Discipline	17
Academic Dishonesty	17

Detention	17
Homework Deficiency	17
Tardy Discipline Policy	18
Dress Code Policy	18
<b>AFTER SCHOOL</b>	<b>19</b>
Sports, Clubs, and Activities	19
<b>CAMPUS LIFE</b>	<b>20</b>
Resident Life Vision Statement	20
Dormitory Policies/General Statements	20
Visitors	21
Telephones	21
Cell Phones	21
Computer and Internet Use	22
iPods	22
Videoing, Picture-Taking, Recording	
Devices	22
Quiet Time	23
Laundry	24
<b>OTHER POLICIES AND PROCEDURES</b>	<b>25</b>
Dining Hall Guidelines	25
Restricted Areas	25
Outside Vendors	25
Church Attendance	26
Weekend Leave Off Campus	26
Unlawful Acts	26
Vandalism	26
Personal Property	27
Tobacco and Nicotine Use	27
Substance Abuse Policies	27
Theft and Items of Value	28
Noonkester Park Guidelines	28
Equestrian Center Guidelines	29
Public Displays of Affection (PDA)	29
Social Guidelines	30
Rules for Social	30
<b>STUDENT HEALTH AND WELLNESS</b>	<b>31</b>
Medications	31
Illnesses and Injuries	31
Counseling	32
Medical Services	32
Energy Drinks	32
Athletic Supplements	32



<b>DISCIPLINARY POLICIES AND PROCEDURES</b>	<b>33</b>
Cell Phone Violations	34
Tobacco and Nicotine Products	34
Drugs or Alcohol	34
Definitions of Disciplinary Action	35
Day Student Policies	36
Non-Discriminatory Statement	36
Hazing, Assault and Battery, Sexual Harassment	36
<b>HONOR CODE</b>	<b>38</b>
Academic Honor Code	38
Resident Life Honor Code	39
<b>ALMA MATER</b>	<b>40</b>

## CONTACT INFORMATION

### OFFICES AND DORMITORIES TELEPHONE NUMBERS

Main Number	276-579-2619
Athletic Office	276-579-3224
Hough Dormitory – First Floor	276-579-3213
Hough Dormitory – Second Floor	276-579-3214
Hough Dormitory – Third Floor	276-579-3226
Fields Hall	276-579-3223
Dixon Hall	276-579-3228
Williams-Berry Hall	276-579-3218
Ingram Dormitory – First Floor	276-579-3227
Ingram Dormitory – Second Floor	276-579-3221
Speeks Hall	276-579-3441

All calls to students should be placed:

- Monday through Friday between 4:00 p.m. – 10:20 p.m.
- Saturday between 1:00 p.m. – 10:20 p.m.
- Sunday between 1:00 p.m. – 10:20 p.m.

### EMAIL ADDRESS FOR STUDENTS

[first&lastname@oak-hill.net](mailto:first&lastname@oak-hill.net)

(All lower case letters and no space between first and last name of student)

### MAILING ADDRESS FOR STUDENTS

Student's First and Last Name  
Dormitory Name, OHA  
2635 Oak Hill Road  
Mouth of Wilson, VA 24363-3004

Administrative Office Fax Number	276-579-4722
Academic Office Fax Number	276-579-2618

**OAK HILL ACADEMY**  
 2635 Oak Hill Road  
 Mouth of Wilson, VA 24363-3004

**Phone: 276-579-2619**  
**Main Office Fax: 276-579-4722**  
**Principal's Office Fax: 276-579-2618**

**CALENDAR FOR 2020-2021 ACADEMIC TERM**

Virtual Summer Session.....June 28 – July 25, 2020  
 Fall Term begins.....August 22, 2020 (Saturday)  
     Returning Students arrive Saturday, August 22, 2020  
     New Students arrive Sunday, August 23, 2020  
 Semester Break.....November 24, 2020 – January 10, 2021  
     Students are to return Sunday, January 10, no later than 7:00 pm  
     **NEW** second semester students also arrive Sunday, January 10.  
     **NOTE:** Bus will pick up students at Charlotte airport on **Sun., Jan. 10.**  
 Spring Break.....March 5 – March 28, 2021  
     **ALL** students are to return Sunday, March 28, no later than 7:00 pm  
 Graduation.....May 15, 2021 (Saturday)

**FIRST SEMESTER**

August 19-21	Wed.-Fri.	Faculty/Staff Orientation
August 22	Saturday	Returning Students arrive
August 23	Sunday	New Students arrive
August 24	Monday	Convocation/Classes Begin
August 29	Saturday	<i>Saturday School (1-4)</i>
September 4	Friday	Last day for students to request class changes
September 5	Saturday	<i>Saturday School (5-7)</i>
September 12	Saturday	<i>Saturday School (1-4)</i>
September 13	Sunday	Brunch 10:30 am; Vespers 2:30 pm
September 16	Wednesday	1 <sup>st</sup> Interim Ends
September 19	Saturday	--No School--
September 26	Saturday	<i>Saturday School (5-7)</i>
October 3	Saturday	--No School-- SAT Testing
October 9	Friday	1 <sup>st</sup> Quarter Ends
October 10	Saturday	<i>Saturday School (1-4)</i>
October 14	Wednesday	PSAT Testing
October 17	Saturday	<i>Saturday School (5-7)</i>
October 24	Saturday	--No School-- ACT Testing
October 30	Friday	2 <sup>nd</sup> Interim Ends
October 31	Saturday	<i>Saturday School (1-4)</i>
November 7	Saturday	--No School-- SAT Testing
November 14	Saturday	<i>Saturday School (5-7)</i>
November 20	Friday	Last day for students to request 2 <sup>nd</sup> semester class changes
November 21	Saturday	EXAM DAY (Period 1)
November 22	Sunday	Brunch 10:30 am; Vespers 2:30 pm
November 23	Monday	EXAM DAY (Periods 3,5,7)
November 24	Tuesday	EXAM DAY (Periods 2,4,6)
		Semester Exams <b>MUST</b> be completed to receive credit.
		<b>ALL EXAMS MUST BE TAKEN AS SCHEDULED.</b>
November 24	Tuesday	2 <sup>nd</sup> Quarter Ends; 1 <sup>st</sup> Semester Ends
November 24	Tuesday	<b>SEMESTER BREAK</b> begins at 11:55 am (Dorms close at 4:00 pm.)

## SECOND SEMESTER

January 10	Sunday	<b>NEW STUDENTS</b> arrive for registration/orientation <b>ALL returning</b> students MUST be on campus no later than 7 pm. (NOTE: Bus will pick up new and returning students at airport in Charlotte on <b>Sunday, January 10</b> )
January 11	Monday	Classes begin
January 16	Saturday	<i>Saturday School (1-4)</i>
January 22	Friday	Last day for New Students to request class changes
January 23	Saturday	--No School--
January 30	Saturday	<i>Saturday School (5-7)</i>
January 31	Sunday	Brunch 10:30 am; Vespers 2:30 pm
February 3	Wednesday	3 <sup>rd</sup> Interim Ends
February 6	Saturday	--No School--
February 13	Saturday	<i>Saturday School (1-4)</i>
February 20	Saturday	<i>Saturday School (5-7)</i>
February 27	Saturday	--No School--
March 1	Monday	3 <sup>rd</sup> Quarter Ends
March 5	Friday	<b>SPRING BREAK</b> begins at 11:55 am (Dorms close at 4:00 pm.)
March 28	Sunday	<b>ALL</b> students return no later than 7:00 pm.
March 29	Monday	Classes resume
April 3	Saturday	<i>Saturday School (1-4)</i>
April 10	Saturday	--No School--                      ACT Testing
April 15	Thursday	4 <sup>th</sup> Interim Ends
April 17	Saturday	<i>Saturday School (5-7)</i>
April 22-23	Thurs./Fri.	<b>PARENTS' DAYS</b> – Two-day event (Students may leave w/parents <u>AFTER 12:00 Noon Friday. ALL students return no later 7:00 pm Monday, April 26.</u> )
April 24	Saturday	No Saturday School
April 26	Monday	No School. <b>ALL</b> students return no later than 7:00 pm.
May 2	Sunday	Brunch 10:30 am; Vespers 2:30 pm
May 8	Saturday	--No School--                      SAT Testing
May 12	Wednesday	EXAM DAY (Period 1)
May 13	Thursday	EXAM DAY (Periods 3,5,7)
May 14	Friday	EXAM DAY (Periods 2,4,6)
		Semester Exams MUST be completed to receive credit. <b>ALL EXAMS MUST BE TAKEN AS SCHEDULED.</b>
May 15	Saturday	4 <sup>th</sup> Quarter Ends; 2 <sup>nd</sup> Semester Ends
May 15	Saturday	<b>Graduation 10:30 am</b> (Dorms close at 2 pm.)

### NOTES TO CALENDAR:

**•Dates to be set after school begins: athletic schedules, special social events, performances and other student activities.**

- January 10     Returning students not using school transportation MUST be on campus by 7:00 pm Sunday, January 10, 2021.(The Oak Hill Bus will pick up students at the airport in Charlotte, NC, on Sunday, January 10.)
- April 22       Students may leave with parents AFTER 12:00 Noon on FRIDAY, April 23 (return by 7:00 pm Monday, April 26).
- Teacher Workdays: Saturday, Aug. 22; Sunday, Aug. 23; Sunday, Jan. 10; Sunday, March 28; Monday, May 17

## TRAVEL INFORMATION

Mrs. Regina Cooper, Transportation Coordinator  
rcooper@oak-hill.net  
Office 276-579-2619

### FLIGHT GUIDELINES

Each break we are tasked with coordinating ground travel for, and supervision of, all students who will be flying. In order to make this possible, it is necessary that flights be booked within certain time constraints, and that guidelines be observed:

- All flight arrangements must be made to and from Charlotte Douglas International Airport (CLT), in Charlotte, NC.
- All flights must be made within the specified time frames for that particular break (see below).
- Flight itineraries (round trip if during a school break and school transportation is needed for each date) with the airline confirmation codes must be submitted by the parent/guardian directly to the OHA Transportation Coordinator at least 10 DAYS IN ADVANCE of travel. Advance notice is required to ensure Academy ground transportation to and from the airport. After the 10-day advance deadline, Academy ground transportation is not guaranteed, and *Special Transportation* charges may apply.
- Travel plans submitted by a student will *not* be accepted, even if he or she is 18 years old.
- If your student is flying as an “**unaccompanied minor,**” please notify the Transportation Coordinator **before flights are booked**, and at least 10 DAYS IN ADVANCE of travel so that special requirements by the airline can be met.
- If a flight is delayed, missed or canceled, contact the OHA Transportation Coordinator immediately so that ground transportation plans can be adjusted. This includes any flight changes made by the airlines.

Travel plans that cannot meet the specified time frames as published will be considered *Special Transportation* and charged accordingly. This may mean that transportation will be provided by a commercial service rather than Academy personnel.

### SEMESTER BREAK INFORMATION - 2020

**Departing flights must be scheduled for Tuesday, November 24, 2020, at 5:30 pm or later (International flights--6:30 pm or later).**

#### Tuesday, November 24, 2020 – Beginning of Break

11:55 am - Students may leave campus

12:30 pm - Oak Hill Bus to **depart** from CAMPUS

4:30 pm - Oak Hill Bus will **arrive** at the AIRPORT in Charlotte, NC

#### Sunday, January 10, 2021 – End of Break

6:00 pm - Oak Hill Bus to **depart** from the AIRPORT in Charlotte, NC

*When scheduling return flights, please allow time after arrival at the airport for baggage pickup, dinner, and customs clearance (international flights) to meet the bus departure deadline of 6:00 pm. On the way back to Campus, the bus will not stop.*

## SPRING BREAK INFORMATION – 2021

**Departing flights must be scheduled for Friday, March 5, 2021, at 5:30 pm or later (International flights--6:30 pm or later).**

### Friday, March 5, 2021 – Beginning of Break

11:55 am - Students may leave campus

12:30 pm - Oak Hill Bus to **depart** from CAMPUS

4:30 pm - Oak Hill Bus will **arrive** at the AIRPORT in Charlotte, NC

### Sunday, March 28, 2021 – End of Break

6:00 pm - Oak Hill Bus to **depart** from the AIRPORT in Charlotte, NC

*When scheduling return flights, please allow time after arrival at the airport for baggage pickup, dinner, and customs clearance (international flights) to meet the bus departure deadline of 6:00 pm. On the way back to Campus, the bus will not stop.*

## OAK HILL CHARTER BUS TO CHARLOTTE, NORTH CAROLINA, AT THANKSGIVING, CHRISTMAS AND SPRING BREAKS

- Cost per one-way trip is **\$100.00** (subject to change dependent upon fuel cost). All flights **MUST BE SCHEDULED WITHIN OUR SPECIFIED TIME FRAMES**.
- Oak Hill Charter Bus reservations are nonrefundable and nontransferable, and cannot be charged to the Student Expense Account. Checks made payable to Oak Hill Academy must be mailed to: Transportation Coordinator, OAK HILL ACADEMY, 2635 Oak Hill Road, Mouth of Wilson, VA 24363.
- Any deviation from the specified time frames due to unusual circumstances must be discussed with the OHA Transportation Coordinator **before flights are booked to be certain ground transportation can be arranged**.
- Minimum cost for Special Transportation (outside specified time frames) will be \$200 one way, plus an additional \$15.00 per hour for any delays or wait time.
- Please remember that all flight itineraries requiring Academy ground transportation must be submitted to the OHA Transportation Coordinator a minimum of **10 DAYS IN ADVANCE** of the travel date.

## HOTEL POLICIES

If your student needs to stay in a hotel overnight prior to catching an early morning flight, all arrangements must be made through the OHA Transportation Coordinator **before flights are booked**, and additional fees will apply. The student must be chaperoned at the hotel by an Academy staff member, and is not permitted to stay alone or in groups. All such students are required to meet with the OHA Transportation Coordinator prior to leaving campus, and must sign a contract agreeing to abide by the Academy's policies and procedures for overnight stays. Any infractions will be reported to the Director of Student Affairs.

## TRAVEL AT OTHER TIMES

Ground transportation to the airport will also be offered at other times including the beginning of school in the fall, open weekends, and at the end of school in May. If your student needs travel for any of these occasions, please contact the OHA Transportation Coordinator **before flights are booked** as they must be scheduled within our specified time frames. OHA can assist with ground transportation to the airport for college visits or in the event of emergency. In these cases, the OHA Transportation Coordinator must be contacted **before flights are booked** to discuss how transportation can be arranged, the cost of such transportation, and how payment will be made.

**WEEKEND LEAVE OFF CAMPUS – See Page 26 of the Student/Parent Policy Manual**

## **TRAVEL WITH ANOTHER OHA STUDENT**

If your student plans to leave campus using school transportation to spend a break, part of a break, or an open weekend with another OHA student, the following **MUST** be met:

- (1) **Written Permission** (by fax or email) is given by the parent for the student to leave campus using school transportation; and
- (2) a **Written Invitation** (by fax or email) is received from the host parent; and
- (3) all OHA travel guidelines are observed and fees associated with school transportation are paid.

Written permissions/invitations from all parents are required when a student leaves campus with a host student. **Permissions and invitations must be received by the Director of Student Affairs and the OHA Transportation Coordinator 10 days in advance of the travel date.**

## GENERAL POLICIES

We expect students to abide by our established rules and regulations. Community requires a level of cooperation that includes each student working within the spirit of our handbook requirements. The following policies are not exclusive and therefore we reserve the right to add or amend regulations to best serve the entire community.

- Students are not to have access on campus or nearby campus to a car, truck, four-wheeler, motorcycle, bicycle, or hoverboard.
- Secret organizations such as fraternities or sororities are not permitted.
- Obscene language and profanity will not be tolerated.
- Gambling in any form is prohibited. Gambling monies will be confiscated and become the property of the school.
- No inappropriate form of public displays of affection is permitted.
- No student may touch any other student in a way that could be interpreted as initiating or inviting sexual interaction.
- No sexual interaction among students is permitted. Offenders are subject to expulsion.
- The administration reserves the right to search the individual student, their room, or their possessions at any time.
- To conform to the State of Virginia Code, any student possessing a firearm or explosives of any kind on school property may be charged, arrested, and expelled from the school.
- Knives, bows and arrows, mace, BB guns, slingshots, and water pistols are prohibited.
- The use or possession of tobacco products (including e-cigarettes) is prohibited.
- The possession or use of matches, lighters, incense, candles, and fireworks of any kind is prohibited.
- Students are not permitted to display or possess objectionable pictures or those depicting drugs, alcohol, alcohol containers, tobacco, or advertisements of a questionable nature.
- Students are not to have “R” or “X”- rated movies or music containing profane, racial or gender-demeaning language.
- Supernatural or occult items such as Ouija boards, tarot cards, magazines or spell books will be confiscated.
- Students are not permitted to have laser pointers.
- Students are not permitted to have pets on campus.
- Students are not to possess extension cords, hot plates, electric skillets, immersion coils, halogen lights, coffee makers, heaters, plug extenders, or microwave ovens, or similar devices in their dormitory rooms.
- The Administration reserves the right to confiscate any prohibited or questionable items, any items considered to be unsafe, or any items considered to be contrary to the mission of OHA.



## **CLOTHING, DRESS, & APPEARANCE**

### **General**

In keeping with the principles and traditions of the school, Oak Hill Academy dress and appearance standards are modest, and are designed to promote a positive, appropriate environment for the school community. Students are expected to keep their person and clothing clean and neat. Any dress or appearance that is considered distracting, disruptive in appearance, or detrimental to the school will not be permitted. The administration has the right to determine if attire or appearance is inappropriate for the school standards.

### **School Dress**

School dress will consist of only school-designated items issued through the Uniform Office and approved as school uniform dress. Such items will be required at most school functions and trips off-campus. The Administration reserves the right to determine what is appropriate school dress.

- Any exchange of uniform items must be completed through the Uniform Office. Students may not exchange uniform items among themselves.
- Parents may authorize purchase of additional school dress items by contacting the Business Office.
- No writing is permitted on the school uniform or shoes. Book bags may have the student's name for identification purposes.
- School-issued shirts must be buttoned except for the top button and neatly tucked in at the waist.
- Only plain, short-sleeved white (or light gray) tee shirts may be worn underneath school shirts.
- All pants must be buttoned at the waist and worn with a school-issued belt.
- School-issued pants that are not worn at the waist will be exchanged for proper fit.
- All pants must be hemmed. Clothing is not to be cut, altered or hemmed except by school personnel. Students removing hems will be in violation of the dress code and have their allowance charged for the repair.
- Students must wear school-issued shoes.
- Lost or damaged uniform items will be replaced at the student's expense.
- All students must carry only school-issued OHA book bags and school-issued OHA athletic bags during the school day.

### **Sunday Church Dress**

- Sunday Church Dress for males is school-issued blue blazer, white or blue oxford shirt, OHA tie, gray trousers, belt, shoes and personal socks.
- Sunday Church Dress for females is school-issued blue sweater, white or blue oxford shirt, navy skirt, criss-cross tie, and shoes and personal socks.
- Church Dress may be worn ONLY to church and special events.

- Vespers Dress is standard School Dress, including shoes.

### **Formal/Semi-Formal Dress**

- Formal or semi-formal dress is required at the Winter Dance and Spring Formal.
- Male students may choose to wear Sunday Church Dress or a suit or sport coat and trousers of their own. Belt, tie, dress socks and shoes are required. **All attire must be approved by the Dean of Boys.**
- Female students may choose to wear Sunday Church Dress or a formal or semi-formal dress.
- Semi-formal and formal gowns may not be backless, strapless, made of thin material, low-cut or slit above the knee. No exceptions will be allowed. We recommend parents seek approval prior to purchase. **All dresses must be approved by the Dean of Girls.**

### **School Sports Dress**

- Students must wear an Oak Hill tee shirt, sweat shirt, hoodie or school shirt, Oak Hill-issued school pants, skorts, or shorts and tennis shoes or school shoes.
- Oak Hill jackets may be worn when appropriate, but students must wear an Oak Hill shirt or tee shirt under the Oak Hill jacket.
- All attire is subject to approval by the Administration.

### **Social Dress**

- Students may wear jeans, tee shirts, sweat clothes, warm-ups, shorts or skorts, tennis shoes and sandals.
- No clothing may depict drugs, alcohol, tobacco or anything deemed objectionable by the Administration of the school (i.e., racial, sexual, or gender-demeaning images or language).
- Pajamas and short shorts may not be worn outside the respective dormitories.
- Students must wear shirts with sleeves at all times outside their dorm rooms. This includes in the gym during social time and in mixed company.
- Any attire considered too revealing or extremely form-fitting will not be permitted.
- Shoes must be worn AT ALL TIMES outside the dorm.
- Shorts, skorts, etc., should reach mid-thigh, and any deemed too short, tight, or otherwise inappropriate by the Administration will not be permitted.
- See-through outfits, bare midriffs, low-cut tops, tank tops, sleeveless shirts, halter tops, etc., are not permitted.
- All attire is subject to approval by the Administration.

### **Graduation Dress**

- Senior boys may choose to wear Sunday Church Dress or suits of their own. **All attire must be approved by the Dean of Boys.**

- Senior girls must wear a black dress, slip, and black shoes for end-of-year activities/graduation.
- The dress must have sleeves, may not be backless, strapless, made of thin material, low-cut or have a slit above the knee, and must be at least knee length. (It is acceptable to use a sleeveless dress with a black jacket or black sweater.) **All dresses must be approved by the Dean of Girls.**
- The first time Graduation Dress and shoes are worn is the Sunday prior to Baccalaureate. They are also worn for Baccalaureate, the Academy Awards Assembly, and Graduation.

### **Off Campus Dress**

- Students participating in a school-sponsored trip off campus are required to wear School Sports Dress or the appropriate athletic uniform, unless otherwise directed.

### **Personal Appearance**

- **The Administration reserves the right to determine what is appropriate or inappropriate clothing, wearing apparel and personal appearance although not specifically referenced in this handbook.**
- Haircuts and hairstyles must avoid extremes. Hairstyles must be neat and clean in appearance.
- Male haircuts must be off the shoulder and out of eyes.
- Males may not wear head covering/do-rags outside the dorm.
- Males may not wear beads or other hair accessories. Girls may wear appropriate and approved hair accessories.
- Males must be clean shaven (no beards, goatees, or excessive side burns). Any exception for medical reasons must be approved by the school nurse.
- Hats and hoods may not be worn inside any building other than the dormitory.
- Students may not pierce their own or others' ears or any other parts of the anatomy.
- Males may not wear earrings or other pierced jewelry at any time. If worn, it will be confiscated.
- Girls may wear pierced jewelry only in their ears. If visible in other places, it will be confiscated.
- Students may not tattoo themselves or others.
- No writing is permitted on arms, legs, etc.
- Students may not cut each other's hair without prior approval of the appropriate Dean.
- Inappropriate haircuts will prohibit a student from participating in any off-campus activities.
- Hair color must be a natural shade. (No unnatural colorings.) All hair dyes must be approved by the appropriate Dean.
- Males may not have pony tails or buns.
- The Administration reserves the right to determine if hair styles are acceptable.

## **ACADEMICS**

### **The School Day...Our Philosophy**

The faculty at Oak Hill adheres to a teaching philosophy promoting “A Student-Centered Classroom.” We believe that students benefit from an enriched classroom experience that includes order, predictability and fairness. We help each student maximize their potential by minimizing obstacles and orchestrating an environment that includes free exchange. The rules, regulations, and policies we employ throughout each school day help us to create an optimal atmosphere for learning. Our schedule and daily routine provide a foundation for the teaching techniques that we utilize.

Oak Hill Academy expects all members of our student body and the learning community at large to respect our rules and requirements. Our faculty is committed to helping students develop new study skills and build academic confidence. We acknowledge the need for high levels of accountability in order to cultivate diligence in our students, therefore we meet all academic shortcomings with a respectful, nurturing mindset and positive encouragement. We expect all students to reciprocate through words and action.

**OAK HILL ACADEMY PROGRAM OF STUDIES  
2020-2021**

**(All elective options are listed, but will be offered depending on student interest.)**

**ENGLISH** (Must complete four units.)

English 8 (No high school credit)

English 9\*

English 10\*

English 11\*

English 12\*

**CC<sup>1</sup> College Composition** ENG 111/112 (may be substituted for English 12)

English as a Second Language – ESL (taken *in addition to* English courses):

ESL 1

ESL 2

ESL 3

**FOREIGN LANGUAGE** (Must complete one unit of a Foreign Language for the College Preparatory Diploma, and three units of the same language, or two units each in two different languages, for an Advanced Studies Diploma. Many four-year colleges require *two units* of the same foreign language.) Students whose native language is not English have met this foreign language requirement, and replace these courses with ESL classes.

Spanish 1\*

Spanish 2

**Honors Spanish 3**

**Honors Spanish 4/5**

Spanish Independent Study

**MATHEMATICS** (Must complete three units for the College Preparatory Diploma and four units--the fourth must be a course beyond Algebra 2--for the Advanced Studies Diploma. Certain colleges/ universities require the fourth math unit.) NOTE: All math students are required to have a graphing calculator: A Texas Instruments 84 Plus (TI-84 Plus) model is recommended, and may be purchased at home or at the Oak Hill Academy Campus Store. We do not allow TI-89 models or higher.

Pre-Algebra (No high school credit)

Algebra 1\*

Geometry\*

Algebra 2\*

**Honors Algebra 2**

Pre-Calculus

**Honors Pre-Calculus**

**AP Calculus AB**

**AP Calculus BC**

**CC<sup>1</sup> Pre-Calculus** (ONLINE)

**CC<sup>1</sup> Statistics** (ONLINE)

**SCIENCE** (Must complete three units, including Biology)

Physical Science

Biology\*

Environmental Science

Astronomy

Chemistry - Students must be enrolled in Algebra 2 or higher concurrently.

Physics - Students must be enrolled in Algebra 2 or higher concurrently.

**AP PHYSICS 1** – Students must have completed Algebra 2.

**SOCIAL STUDIES** (Must complete four units.)

World Geography  
Ancient World History  
Modern World History  
African American History  
Social Justice in History  
**Honors World Cultures**  
U. S. History\*  
**CC<sup>1</sup> U. S. History HIS 121/122** (may be substituted for U. S. History)  
U. S. Government\*

**RELIGION** (Must complete one unit.)

Bible as Literature\*  
Christian Ethics (may be substituted for Bible as Literature)  
**Honors Survey of World Religions** (may be substituted for Bible as Literature)

**COMPUTER/TECHNOLOGY** (Must complete one unit Computer/Technology *or* one unit Fine Arts.)

Yearbook (camera required)  
Introduction to Programming (programming in Python)  
Other computer languages available by approved independent study  
Video Production  
**AP COMPUTER SCIENCE A**

**FINE ARTS** (Must complete one unit Fine Arts *or* one unit Computer/Technology.)

Art 1  
Art 2  
Studio Drawing  
Studio Painting  
Studio Art 3D  
**AP ART** (Teacher recommendation required.)  
Beginning Guitar  
Music Lab (Advanced)

**HEALTH/PHYSICAL EDUCATION** (Must complete two units.)

Health/Physical Education 1\*  
Health/Physical Education 2  
Sports Medicine  
Girls' Advanced Fitness  
Boys' Advanced Fitness  
Basketball Training  
Beginning Horsemanship  
Advanced Horsemanship

## **ELECTIVES**

Applied Learning Skills/Life Skills

Applied Learning Skills Lab

Personal Finance

Speech and Communication

Technical Writing

Sports Management

Introduction to Latin Cultures

**CC<sup>1</sup> courses** (ONLINE) are available in many subjects.

CC<sup>1</sup> denotes a class that may be taken for both high school and college credit. The tuition and textbook fees for college credit classes are set each year by Wytheville Community College. Students registering for these courses must take a placement test administered at OHA by staff from Wytheville Community College.

\*Denotes a course required for graduation.

**Courses listed in bold print are Honors Courses. Students may contract with their teachers to take additional courses for the “Honors” designation.**

All courses given high school credit are counted equally in the grade point average, which is *unweighted*.

# OAK HILL ACADEMY GRADUATION REQUIREMENTS 2020-2021

## COLLEGE PREPARATORY DIPLOMA – 23 UNITS

English	4 units
Foreign Language	1 unit (2 recommended)*
Math	3 units
Science	3 units
Social Studies	4 units
Religion	1 unit
Fine Arts <u>or</u> Computer /Technology	1 unit
Health/Physical Education	2 units
Electives	4 units

Students achieving a College Preparatory Diploma with a 3.0 cumulative GPA or higher will receive the **Board of Trustees Seal** on their diplomas.

\*Please note that most 4-year colleges/universities require at least two years in a row of foreign language.

## ADVANCED STUDIES DIPLOMA - 26 UNITS

English	4 units
Foreign Language	3-4 units
3 units in one language or	
2 units each in two languages	
Math <sup>1</sup>	4 units
Science	3 units
Social Studies	4 units
Religion	1 unit
Fine Arts <u>or</u> Comp. /Technology	1 unit
Health/Physical Education	2 units
Electives	3-4 units

Students achieving an Advanced Studies Diploma with a 3.0 cumulative GPA or higher will receive the **President's Seal** on their diplomas.

For eighth graders, credit on the high school level can be attained in all subjects except English 8 and Pre-Algebra.

All math students are required to have a graphing calculator. A Texas Instruments 84 Plus (TI-84 Plus) model is recommended, and may be purchased at home or at the Oak Hill Academy Campus Store. We do not allow TI-89 models or higher.

<sup>1</sup>Courses completed to satisfy this requirement shall include: Algebra 1, Geometry, Algebra 2, and a mathematics course above the level of Algebra 2.



## Daily Schedule

7:45-8:12 a.m. \*Breakfast (line closes @ 8:05)-(Continental Breakfast Sunday in dorms)

8:15-9:12 a.m. First Period

9:15-10:12 Second Period

10:15-11:12 Third Period

11:15-12:12 Fourth Period

12:15-12:40 Lunch for First Lunchers

12:15-1:12 Fifth Period for Second Lunchers

12:45-1:42 Fifth Period for First Lunchers

1:15-1:40 Lunch for Second Lunchers

1:45-2:42 Sixth Period

2:45-3:42 Seventh Period

3:45-4:15 Office Hours

3:45-5:30 p.m. Campus Store Open (Monday-Friday)

4:15-8:30 p.m. (Extracurricular Activities) - Sports, Practices, Clubs, Cheer, etc.

6:00-6:30 p.m. **DINNER (Monday – Friday)**

**5:00-5:30 Dinner on Saturdays and Sundays**

8:30 p.m. Quiet Time Begins

10:30 p.m. Lights Out—Underclassmen

11:00 p.m. Lights Out—Seniors (11:30 starting 2<sup>nd</sup> semester)

\*Monday and Friday – Breakfast – 7:30-7:55 a.m. (line closes at 7:50 a.m.)/Homeroom – 8:00-8:12 a.m.

**SATURDAY CLASS DAYS (No afternoon classes)**

7:45-8:12 a.m.

Breakfast

**1,2,3,4 Days**

8:15-9:12 a.m.

First Period

9:15-10:12

Second Period

10:15-11:12

Third Period

11:15-12:12

Fourth Period

12:15-12:50

LUNCH FOR EVERYONE

**5,6,7 DAYS**

8:15-9:12 a.m.

Advisory

9:15-10:12

Fifth Period

10:15-11:12

Sixth Period

11:15-12:12

Seventh Period

12:15-12:50

LUNCH FOR EVERYONE

## **Academic Support**

Oak Hill provides support so that students may learn habits of excellence and develop to their fullest potential. In addition to daily advising and a hands-on approach from faculty and staff, assistance is made available through these tools:

**Teachers' Office Hours** are offered Monday through Friday to all students as needed or desired. Office hours may be utilized by any student seeking enhanced understanding or enrichment in a class, and may be mandated by a teacher at his/her discretion. Students earning below a "C" in any class at the interim of any quarter shall be required to immediately begin attending Office Hours with the teacher of record for that class.

**Peer Tutoring** is available to students who find themselves in need of additional tutorial assistance. Peer Tutors are approved by the faculty and assigned through the Counseling Office.

**Applied Learning Skills/Lab** is an elective course for credit that incorporates teacher-directed lessons addressing test-taking strategies, organization, and homework completion.

**Quiet Time** begins at 8:30 each school night in the residence halls. Students are required to be in their rooms, or in some cases in a supervised study area. The purpose is to provide a structured approach to studying. Quiet Time is monitored by the Resident Life staff.

## ACADEMIC BUILDING POLICIES

We expect students to arrive at school each day ready to learn. We strive to instill in each member of the learning community a business-like approach to school work. The learning environment is compromised when one or more students disrupt the atmosphere in the school building. The following policies are designed to create the best environment for all.

### General Statements

- Students are to perform to the best of their ability on all work assigned. Homework is to be completed and handed in on time. Cooperation is expected. Profanity, excessive talking, fighting, and misbehavior are out of place at Oak Hill Academy and will be disciplined appropriately.
- Students are expected to spend the entire class period in the assigned class. Personal needs must be attended to before class. Trips to get water or go to the restroom are not permitted during class time unless it is an emergency. Students may not return to the dorm during the academic day unless the Principal authorizes it. Students may not receive or make telephone calls during the academic day without permission from the Principal.
- Students are to come prepared for class by having books, pencils, paper, and any other materials required by the teacher.
- All non-academic electronic devices are not permitted in the school building without permission of the Principal.
- Water is the only beverage allowed in the school building.
- Candy, gum, or any edible items are prohibited in the academic building.
- Public displays of affection are not permitted in the academic building as outlined on page 29-30.
- If a student is to miss class for any reason (e.g., trip, vacation, etc.), the Principal must be contacted directly by the parent.
- All math students are required to have a graphing calculator: Texas Instruments 84 Plus (TI-84+) is recommended. A Texas Instruments graphing calculator may be purchased at home or after entering Oak Hill Academy. A Texas Instruments 84 Plus (TI-84+) is available in the Campus Store and may be charged to the student's account. We do not allow TI-89 or higher as they cannot be used on SAT, ACT, or any other tests that are given to high school students.

### Grading System

Grades are determined from assessment and participation criteria and are as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

- Quarter grades are determined by class participation, student assessment and mastery of the material presented.
- Semester grades are determined by an average of quarter grades and performance on the semester exam.
- Semester exams are to count as 15% of the semester grade. Final exams in a class are to be based on the semester material rather than the whole year.

### **Honor Roll Requirements**

- The student must be enrolled in at least five academic classes.
- “A” Honor Roll is a 90-100 average with no grade below a 90.
- “B” Honor Roll is an 80-89 average with no grade below an 80.

### **Registration**

- Transcripts from previous school institutions will be required in advance for placement.

### **Absences and Make-up Work**

- Homeroom Teachers will check their homeroom roll each morning and give the names of students absent or tardy to the Principal. A list of all absentees will be sent to the classroom each morning and afternoon from the Principal’s Office.
- Teachers will check the class rolls of each class and report at the BEGINNING of each period to the Principal’s Office those absent or tardy.
- Students are expected to be in class every period. All work missed by the student for an excused absence (e.g., athletic trip, death in the family, illness) must be made up to the satisfaction of the teacher, and it is the responsibility of the student to see that it is done within the time allotted by the teacher. The Principal must approve any excused absence.
- If a student misses class or fails to return from a break or open weekend on the proper date, he or she will be required to make up all the work missed and will receive a reduced grade or zero. Prior clearance should be made through the Principal for any class absence. Professional documentation verifying absences due to student illness, home-based medical/dental appointments, or college visits must be provided to the Principal upon the student’s return to campus.
- Students are expected to be on time for class and other academic obligations.
- All exams are to be taken as scheduled. Failure to take an exam may cause a failing grade to be given for the course.
- Class time is not to be missed except for family emergencies or medical reasons. Family outings, reunions, non-school athletic events, etc., do NOT constitute a valid excuse to miss class. Students in violation of this rule will be subject to an academic and social penalty. In case of a medical issue, a doctor’s excuse must be returned directly to the Principal upon the student’s arrival on campus.
- Excessive absences during a semester will jeopardize the ability of a student to successfully complete the required work. When ten (10) school days are lost due to absences in a semester, the student cannot receive credit for any classes. This applies to **ALL** absences unless the student is representing the school in an official capacity.

- A student must participate in class during the academic day in order to be eligible to participate in extra-curricular activities (sporting events, trips off campus, etc.). The Principal and coaches/sponsors will determine any exception to this rule.

### **Academic Standards for Extra-Curricular Activities**

Clubs and organizations are an important part of the life of a school. These organizations provide an opportunity to interact socially to form other friendships, to develop leadership, and to learn the value of assuming responsibility and following tasks through to completion. At no time, however, should participation be at the expense of academic work. Students who participate in school-sponsored activities should meet the following academic standards in order to be eligible for participation:

- Interim grades will be used to determine initial eligibility.
- A participant earning two “Ds” or one “F” at the interim will be deemed ineligible to participate in activities.
- Once declared ineligible, a student will remain ineligible until such time as grades meet our minimum eligibility standards.
- If a student lapses back into ineligibility (by virtue of year-to-date grades) three times in a single quarter, that student will remain ineligible for the remainder of that quarter.

### **Academic Reports**

The academic year is divided into semesters, with each semester containing two quarters and each quarter containing two interims. Report cards are provided to parents at the conclusion of each quarter. Parents have access to the daily progress of their student via the Parent Portal of RenWeb, and teachers are available via email daily. Teachers will inform parents of any student earning a “D” or “F” at any interim with further conferencing available as necessary.

### **Athletic Eligibility**

Participation in interscholastic athletics is a privilege, and requires student-athletes to maintain acceptable academic standing. Accordingly, Oak Hill Academy requires all student athletes to remain academically eligible to compete based on the following stipulations:

- Interim grades will be used to determine initial eligibility.
- A student athlete earning two “Ds” or one “F” at the interim will be deemed ineligible to participate.
- Once declared ineligible, a student athlete will remain ineligible until such time as grades meet our minimum eligibility standards.
- If a student athletic lapses back into ineligibility (by virtue of year-to-date grades) three times in a single athletic season, that player will remain ineligible for the remainder of that season.

## **College Visits**

Students are allowed three off-campus college visits, to include no more than six missed academic days. These should be reserved for visits to top college choices. For approval, the college visit must include official contact with the Admissions Office. In order to be eligible, students must be in good academic standing. Students must obtain a “College Visit Permission Form” from their OHA college counselor, and the form should be completed and turned in for final approval to the Principal one week prior to the visit. All transportation and lodging arrangements must be arranged by the student’s parents/guardians and submitted to the Director of Student Affairs one week prior to the visit.

## **Other Off-Campus Trips**

If a student is planning to participate in other off-campus activities, such as AAU or EYBL, the parent/guardian must contact the Director of Student Affairs well in advance for permission and trip guidelines.

## **Exam Exemption Policy**

Any student who maintains a 95% overall average in any academic course including English, mathematics, social studies, science, or foreign language, as calculated five class days prior to the exam period for that class may choose to forego sitting for the semester exam in that class. A maximum of two exams may be exempted per semester. This policy does not apply to honors, AP, or college credit courses.

## **Senior Privileges**

Senior privileges are designed to teach responsibility, time management, independence, and autonomy.

List of Privileges:

- Eat dinner/lunch in outside patio area (starting after first interim)
- Later lights-out (11:00 p.m. first semester; 11:30 p.m. second semester)
- No staff wake-up in mornings (starting second semester)
- Keep game systems overnight (starting second semester, subject to change based on the student’s academic performance)

## **Miscellaneous Academic Regulations**

- Religion class is required of all students for graduation unless excused by the Principal.
- A student may request a drop/add within the first two weeks of first semester. The Principal and Director of Counseling must approve the drop/add. Second semester drop/add requests must be made prior to the last week of first semester, except for new second semester students.

- The high school experience is designed to be a 4-year endeavor. Any request to graduate prior to the conclusion of the 4<sup>th</sup> year must be submitted to the Principal by October 1<sup>st</sup> of the prior academic year.
- The Administration reserves the right to prohibit a student from participating in Graduation ceremonies.

### **Academic Building Discipline**

The Administration reserves the right to determine appropriate discipline for any misbehavior or misconduct mentioned or not mentioned in this handbook. Possible discipline includes but is not limited to: warning or verbal reprimand, detention, phone privilege taken, allowance taken, Campus Store privilege removed, table isolation at meals, parent notified, in-school suspension, restriction to campus, conference with administration, and expulsion.

### **Academic Dishonesty**

- Cheating robs the student by preventing the use of his/her full capability. It is considered immoral and harmful to the individual at Oak Hill Academy.
- Students cheating or permitting others to cheat will receive a zero for the attempted work and will be referred to the Principal for further action including appearing before the Honor Court.

### **Detention**

Detention Period is a mandatory after-school behavioral remediation period to be served in the Principal's Office for up to 60 minutes. Students may be assigned Detention by any faculty member or by a member of the academic administration. Failure to report for Detention as assigned will result in further punitive measures.

### **Homework Deficiency**

- Any student who has a homework deficiency must attend Office Hours with the teacher who assigned the missed homework.
- If a student receives more than 5 deficiencies per interim, they will be assigned to a study room in their dorm during Quiet Time from 9:30-10:00 p.m. for a minimum of 2 weeks.
- Once a student receives more than 8 total homework deficiencies, the Principal will call a meeting with the student and a group of teachers and staff to develop a plan of intervention, goals, and to target areas for improvement.



## **Tardy Discipline Policy**

Students are expected to be on time for class and other academic obligations. Tardiness to homeroom or class is not tolerated. Disciplinary action for tardiness may include the following:

- 1<sup>st</sup> and 2<sup>nd</sup> offenses\* – disciplinary infraction write-up
- 3<sup>rd</sup> offense – disciplinary write-up, Campus Store restriction
- 4<sup>th</sup> offense – disciplinary write-up, Campus Store restriction, table restriction
- More than 4 offenses – refer to the Principal for further disciplinary action
- More than 20 minutes late – after school detention

**\*Infractions accumulate each semester**

## **Dress Code Policy**

All students are expected to report to class wearing the appropriate school dress uniform. Failure to report in the appropriate uniform may result in disciplinary action including:

- 1<sup>st</sup> and 2<sup>nd</sup> offenses\* – disciplinary infraction write-up
- 3<sup>rd</sup> offense – disciplinary write-up, Campus Store restriction
- 4<sup>th</sup> offense – disciplinary write-up, Campus Store restriction, table restriction
- More than 4 offenses – refer to the Principal for further disciplinary action

**\*Infractions accumulate each semester**

## **AFTER SCHOOL**

The school day is over at 3:42 p.m. Teachers remain in their classrooms until 4:15 p.m. each teaching day for extra help, academic assistance, or to hold students accountable for work. Activities, clubs and sports practice all begin after 4:15 p.m., allowing students an opportunity to meet all academic obligations.

Students who need a more structured afternoon in order to meet classroom expectations are managed on an individualized basis. The faculty and administration strive to give each student the set of support modalities that promote success. We expect students to comply with the suggestions and recommendations of the faculty and abide by the requirements placed upon them should schoolwork be unsatisfactory. A student can become ineligible for interscholastic sports competition with unsatisfactory classroom performance.

The Campus Store is open every weekday to purchase food and supplies, and to socialize. Students are welcome to return to their dorm room when school obligations are satisfied. There are many unscheduled, non-structured, activities that take place each day initiated by both students and faculty.

### **Sports, Clubs, and Activities**

We believe in the importance of student engagement in campus life at Oak Hill, and place a high value on student participation in athletics, clubs, and other activities. As such, we require that all students join and participate in a school-sponsored club or activity, which meets at least once per week. Students will have the opportunity to change clubs periodically, but must participate throughout the school year.

Below is a non-exhaustive list of sports, clubs, and activities offered to students. Many of our non-traditional offerings are the result of student and faculty interest, and change year to year.

#### **Interscholastic Athletics:**

Fall: Girls' Volleyball, Soccer (Co-Ed)  
Winter: Boys' Basketball (Gold, Red, White), Wrestling  
Spring: Girls' Tennis, Boys' Tennis, Soccer (Co-Ed), Baseball

**Intramural Sports/Weekend Activities:** Flag Football, Paintball, Ultimate Frisbee, Table Tennis, Volleyball, Lacrosse, Trail Rides, Equestrian Team, Trail Running

**Clubs, Social Groups, Activities:** Praise Band, Youth Group, Drama, Hiking, Music Jam Sessions, Leadership Training, Community Service Opportunities, Advisee Trips, Boy Scouts, Dance Team, Cheerleading, Debate Club, Skiing and Snowboarding, Astronomy Club, Mountain Bike Club, Fishing Club, Chess Club

**Campus-Wide Events:** Homecoming Harvest Festival, Thanksgiving Dinner, Christmas Dinner/Dance, Spring Formal, Spirit Days, Music Concerts, Warrior Nights

## **CAMPUS LIFE**

We expect all students to conduct themselves in a respectful, responsible manner. Living in a boarding community requires compromise, tolerance and patience. We believe our students gain a unique perspective through living with others in a communal environment and the lessons learned away from the classroom are lifelong. The following rules, regulations, policies and procedures are designed to develop a healthy community.

### **Resident Life Vision Statement**

Oak Hill Academy challenges each student to exercise unselfish regard for the rights and feelings of others, and recognize the importance of our resident experience in learning to live together in a Christian community. We affirm that developing self-discipline in the areas of time management (academic, extra-curricular, and personal), study habits for academics, and accountability for personal choices will guide students on a path of success in their future.

### **Dormitory Policies**

#### **General Statements**

- Room assignments are made or changed through the respective Dean. The student must have his or her room inspected for damage before moving.
- Dorm occupants are to abide by the regulations established by Resident Managers. Resident Managers will check rooms periodically, day and night. Resident Managers may recommend to the respective Dean the removal from the dormitory of any student whose influence is a detriment to other students or who consistently manifests a non-cooperative spirit.
- Dorm reports for all students are mailed at the end of each quarter with grade reports. Dorm reports evaluate the student's behavior and degree of responsibility in the dormitory and include a written comment from the Resident Manager.
- Each student is responsible for keeping his or her own room clean and performing other cleaning jobs assigned by the Resident Manager. Resident Managers, Deans, and the Director of Student Affairs inspect rooms and dormitories for cleanliness and damages on a regular basis.
- Each dorm is a home for many students and all must be aware of the safety of others. Dormitory use is restricted to normal lifestyles. Active games and sports are assigned to those areas of the campus set apart for them.
- Students should not have more than four people in a dorm room at any time.
- Music is permitted in the dormitory setting so long as it does not interfere with student academic performance or with the rights of others. Music players should be equipped with earphones for personal listening. Each dorm has television and DVD equipment. Students are permitted to have gaming systems, but not during Quiet Time hours.
- Curtains are provided for each dormitory room. Due to fire code regulations, students are not to hang blankets, sheets, flags, or other curtains in the place of or in addition to the provided curtains.

- Microwaves are not permitted in rooms but one is provided in each dorm. All dorm occupants are responsible for keeping the microwaves on their floors clean.
- No heavy objects such as, but not limited to, shoe racks or mirrors may be hung over any doors in the dorm room.

### Visitors

- All relatives or visitors must first report to the Vaughan Administration Building. Prior visitation permission should be obtained from the appropriate Dean and the Director of Student Affairs. Any visitors or relatives must check in with the Resident Manager as they enter the building.
- Relatives, friends of students, or alumni are not permitted to sleep or stay overnight in the dormitory.
- All visitors must comply with school regulations, including tobacco use.
- All visitors must meet with students in common and public areas on campus.

### Telephones

- Students may receive telephone calls only from parents, grandparents, guardians, or immediate family. Any other persons must be approved by the appropriate Dean.
- Students are encouraged to use e-mail and the postal service for communication with parents and others.
- **If a parent is unable to get through to the dormitories on the phone for an extended period of time, please contact the appropriate Dean or the Director of Student Affairs.**
- It is suggested that the student and parent agree on a specific day and time to call once each week.
- Two-way radios or walkie-talkies are not permitted.
- Students may make outgoing calls with a calling card from 4:00 p.m. to 8:20 p.m.
- Students may receive telephone calls after school from 4:00 p.m. to 10:20 p.m. and on Saturday and Sunday from 1:00 p.m. to 10:20 p.m.
- No calls will be received after 10:20 p.m.
- Phone privileges may be revoked for improper language on the phone and for unauthorized use of a calling card.
- Students are not to loan under any circumstances calling card numbers to other students. The Academy is not responsible for unauthorized use of cards.

### Cell Phones

Oak Hill Academy is committed to emphasizing appropriate, limited cell phone use, and setting reasonable boundaries. We value face-to-face interactions, screen-free areas, and social media education. Our goal is to increase appropriate positive usage, and teach self-management and regulation. The school will enforce reasonable, age-appropriate cell phone restrictions.

- Upon first arriving to campus students are required to turn in their cell phones to their Resident Manager.
- Students will not have access to their cell phones for the first 4 weekends of the first semester.
- New students who arrive after the first 4 weeks of school will not have access to their cell phones for the first two weekends after their arrival.
- Cell phone usage is prohibited in the Dining Hall, Chapel, Academic Building, and Young's Chapel Baptist Church.
- The cell phone distribution and collection schedule will be made available through the office of the Director of Student Affairs.

### **Computer and Internet Use**

- Students are required to have a personal laptop upon enrolling at Oak Hill Academy.
- The laptop must have a screen at least 11.5 inches in size, and have a physical keyboard that is either attached or wireless. On-screen keyboards will not be permitted.
- The laptops are the only devices students may use to access the OHA network. Students may bring an iPad or other handheld devices; however, they will not be able to connect to the OHA network (internet).
- Oak Hill Academy strongly recommends anti-theft software with tracking capability. The school is not responsible for lost or stolen devices.
- All student computer and internet use is bound by Oak Hill Academy's Acceptable Use Policy, which is provided to students and parents electronically.

### **iPods**

- iPods are not permitted in the Dining Hall or at indoor athletic events.

### **Videoring, Picture-Taking, Recording Devices**

- Students are permitted to use approved devices to record or take pictures on the OHA campus, EXCEPT in the following areas:
  - Academic Building
  - Chapel
  - Vaughan Administration Building
  - Dining Hall
  - Dormitories
- The administration reserves the right to examine any content on student devices, and confiscate devices that are being used in violation of school policy.
- Students are responsible for all content on their devices, and may not post or distribute private, harmful, or damaging information about themselves, the institution, or any other person.

- All content is expected to be appropriate, and within the guidelines of Oak Hill Academy's Acceptable Use Policy.
- If students witness someone either deliberately or accidentally accessing or posting inappropriate information or using technology in a way that violates policy, they are asked to report the incident to a school administrator as soon as possible.
- The school is not responsible for the accuracy or quality of information posted or accessed through school or student devices.
- Students may not use the school's name, mascot, or logo on a non-school website without express permission from Oak Hill Academy.

## Quiet Time

- Quiet Time hours start at 8:30 p.m. Any student going "off hill" is expected to return to campus by 8:20 p.m., in time for Quiet Time.
- Students are to use Quiet Time for working on their academics and preparing for Lights Out.
  - Students will not be able to do the following during Quiet Time:
    - Make out-going phone calls
    - Play games
    - Watch T.V.
    - Leave the dormitory
    - Socialize or retrieve items from another student's room
- Group study must be coordinated with the Resident Manager before 8:00 p.m.
  - Group study will be done in the common area of the dormitory
  - There will be no group study in individual rooms
- From 8:30 p.m. to 9:30 p.m. students may leave their rooms **only** for the following reasons:
  - Complete laundry (do not start laundry after Quiet Time begins)
  - Take showers
  - Use the microwave (students must sign up to use the microwave)
  - Receive phone calls from parents or guardians
  - Dorm Jobs
  - Med Call
- After 9:30 p.m. students will not be allowed to leave their rooms except to use the restrooms and receive phone calls.
- Students are allowed to observe early Lights Out after 9:30 p.m. only if they have completed their homework and dorm jobs.
- Music should be kept off or at a level that only the student can hear at their desk.
- DVD players are to be off until the students have their academic work completed; all DVD players and computers will be turned off at Lights Out.
- Laptops are to be used for academic purposes only until homework is complete.

## **Laundry**

- Washers and dryers (no charge) are located in all dorms for students to do their own laundry.
- A schedule is posted and times are assigned. The Resident Manager oversees the schedule.

## OTHER POLICIES AND PROCEDURES

### Dining Hall Guidelines

- Students are expected to be polite and courteous to the Dining Hall staff.
- Acceptable dress for the Dining Hall during breakfast, dinner and weekend meals prohibits midriff tops, pajamas, lounging pants, sleeveless tops, low-cut tops, thin material pants and tops, halter tops or clothing deemed inappropriate by the Administration.
- Normal conversation and laughter contribute to a relaxing and pleasant eating time. Boisterous noises, loud talking, yelling across the dining hall and smacking the tables are not acceptable.
- Students cutting line or leaving line will be sent to the end of the line.
- If you spill something, YOU MUST CLEAN IT UP. If you need help, please see one of the supervisors on duty.
- To prevent congestion at the window when it is time for everyone to leave, please take your plate and related items to the dish room as soon as you finish eating, being careful not to throw bowls, cups, or utensils in the trash. You may continue to socialize at the table until it is time to leave. Please leave your table clean and all chairs pushed in.
- At the conclusion of breakfast and lunch, ALL students exit through the boys' door. At the conclusion of the evening meal, the girls exit at the girls' door and the boys exit at the boy's door. STUDENTS ARE NOT TO ENTER OR EXIT THROUGH THE FACULTY DINING ROOM.
- No food, drink or materials may be taken from the dining hall. This includes ice cream and fruit.
- There should be only six chairs per table. Do not move chairs from other tables.
- No laptops, cell phones, headphones, or other electrical device should be visible or in use in the Dining Hall.

### Restricted Areas

- Students are not allowed to leave the immediate campus area without permission.
- Students may not take hikes without adult supervision. Trespassing is illegal. Violators are subject to: (1) prosecution by the land owner, and (2) disciplinary action by the Academy.
- Campus is divided into a "Boys' side" and a "Girls' side." The Administration building serves as the dividing point.

### Outside Vendors

- Food deliveries and other services to students from outside (off-campus) vendors require permission from the Deans.



## Church Attendance

- Attendance is required of all boarding students at Sunday morning church service at Young's Chapel Baptist Church and at all quarterly Vespers services.

## Weekend Leave Off Campus

- Certain weekends are designated as “closed” and all students should remain on campus.
- Certain weekends are designated as “open” and any student departing campus must follow the guidelines indicated below.
- **THE PARENT SHOULD MAKE THE REQUEST IN WRITING (by fax or e-mail) to the Director of Student Affairs** for the student to leave for a weekend by Wednesday at 5:00 p.m.
- **A student may spend weekend leave as the guest of another student ONLY if the following guidelines are met: (1) WRITTEN permission is given by the parent for the student to leave campus; and (2) a WRITTEN invitation is received from the host parent. Permission and invitation must be received by the Director of Student Affairs by 5:00 p.m. of the Wednesday before the weekend leave.**
- Parents are encouraged to visit or to take the student off campus only at times that do not interfere with work, study, mandatory school functions, or disciplinary restrictions.
- Students may leave after the final class of the week if they have obtained permission. Parents must make certain that the student is returned to campus by 7:00 p.m. on Sunday. *Parental cooperation in this matter is vital.* An arrival time later than 7:00 p.m. must be pre-approved by the Director of Student Affairs.
- If the student is to be off campus for any reason, the Director of Student Affairs must be contacted.
- In the best interest of the student, the Academy reserves the right to deny a visit even though permissions may have been obtained from all concerned.

## Unlawful Acts

- Any Oak Hill Academy student who is charged with a crime will be immediately suspended and/or expelled.
- A student charged with a crime or arrested on an off-campus trip will be immediately suspended and/or expelled. This includes but is not limited to athletic trips, choir trips, visiting the home of another student, shopping trips, advisee trips to restaurants, etc.

## Vandalism

- Students shall assume responsibility for an act(s) of vandalism or damage and restitution must be made by the student or student's parents. The Academy reserves the right to withhold student allowance for restitution.
- All damages done in the dormitory rooms will be charged to the occupants of those rooms unless a person of known identity is reported as being responsible for the damage. The Resident Manager will report such damages to the Deans or Director of

Student Affairs and to the Business Office for appropriate charges to the responsible person(s).

- If damage occurs in the public areas of the dormitory and the Resident Manager cannot determine the responsible party, the charge for repairs and replacement will be prorated to the occupants using those public areas.

### **Personal Property**

- Students are not to ask faculty and staff to purchase items for them. All purchase-items needed by students should be channeled through the Campus Store Manager.
- Students are not to sell or trade personal property (clothes, watches, electronics, musical instruments, etc.) without permission from their parents and their respective Dean or the Director of Student Affairs.
- Loaning clothes and other items often presents problems; therefore, students should refrain from lending to one another.
- Students are to mark all their personal and school belongings with their name.
- The Academy is not responsible in any way for the student's personal possessions.

### **Tobacco and Nicotine Use**

- The possession, use, or distribution of tobacco products including e-cigarettes and vaping devices and supplies is prohibited. Any student who violates this rule is subject to disciplinary action. This rule also applies to on-campus and off-campus activities sponsored by the Academy.
- We will provide students with educational materials regarding the risks related to these products. We are aware that some students may already be dependent on these substances and we are committed to helping them develop and follow a cessation plan.
- If any of these products (including supplies and paraphernalia) are found on school grounds, they will be immediately confiscated and tested by OHA administration for possible illegal drugs. The charge for this test will be applied to the Student Expense Account, regardless of the test results.

### **Substance Abuse Policies**

- Possession, use, or distribution of narcotics, intoxicating beverages, drugs, drug paraphernalia, inhalants (including all aerosols), marijuana, and improper use or possession of prescription drugs is strictly forbidden. A violation may result in immediate expulsion. Possession of drugs, alcohol, or a prescription medicine in the dormitory room or on the person on campus will be considered prima facie evidence and cause for expulsion.
- The Administration may search or authorize the search of any room or area where a student is suspected of having or using drugs or alcohol. The Administration reserves the right to search the individual student. Drug dogs will be used at the discretion of the Administration.
- All packages will be opened by the Deans or the Director of Student Affairs.

- A student may be chemically tested for drugs under the authorization of the Administration. All test results will be confidentially forwarded to the parent or guardian.
- Since a positive drug test indicates use of an illegal substance, and since use alters behavior, **NO DISTINCTION IS MADE AS TO WHETHER THE SUBSTANCE IS USED ON OR OFF CAMPUS.** For disciplinary action, please see page 34.

### **Theft and Items of Value**

- A student caught stealing will be subject to the standards of the Honor Code and subsequently will be severely disciplined.
- A student is not to enter or remain in another student's room when that student is not present.
- Doors are to be locked at all times when the student leaves the room. Each student is provided a key to the door of their room. It is the responsibility of the student to lock the door upon exiting the room.
- Students are not to leave money in their rooms. Money or valuables should be deposited in the school Business Office. Students should not ask staff members to hold money or valuables.
- Students receive \$25.00 per week allowance and must deposit any other monies in the Business Office in a Personal Account. Any other monies provided to the student by parents or other relatives must be deposited in the Business Office. At no time should students have more than the \$40.00 in their possession.
- Articles of considerable value including jewelry (especially family heirlooms) should not be brought to the campus. Oak Hill Academy cannot assume responsibility for valuables that may be lost, damaged, loaned or stolen.
- Students may obtain locks from the Business Office. Only school-issued locks may be used in the dorm. All other locks will be removed by the respective Dean.

### **Noonkester Park Guidelines**

- Noonkester Park is designated as the Girls' side of the campus.
- Girls must sign out (and back in) with the respective Resident Manager before going to Noonkester Park and cannot swim without adult supervision.
- Girls are required to wear one-piece bathing suits that are modest in style. Boys are required to wear modest boxer style swim trunks or board shorts.
- Boys are to be escorted across campus. Boys will meet at a designated time in front of the Vaughan Administration Building and be escorted to the park. Shirts must be worn to and from the park.
- Students are not permitted to be in the park after dark. During the spring semester students should not be in the park area after 7:30 p.m. or time designated by the Resident Manager.
- Roughhousing, pushing and shoving others in the lake are forbidden.
- All rules and policies in the manual apply to Noonkester Park.

## Equestrian Center Guidelines

- Parental permission is required for participation in the Equestrian Program.
- The Equestrian Center is designated as the Girls' side of campus.
- If the Equestrian Director or adult supervisor is not at the barn, students are to return immediately to their dorm area.
- No one is allowed at the Equestrian Center for any reason unless prior arrangements have been made with the Equestrian Director **AND** the respective Deans or the Director of Student Affairs.
- Only students and staff of Oak Hill Academy are authorized to ride on school premises.
- No horse is to be removed from a stall or pasture unless told to do so by the adult supervisor.
- Trail rides are offered and announced by the Equestrian Director. Slots are filled on a first-come, first-served basis. Students must sign up before seventh period on the sheet posted in the Academic Office and these names will be published on the after-school list indicating which students have permission to be at the barn.
- If students are on the after-school list authorizing them to ride, they should arrive at the barn no earlier than 10 minutes before the designated time to ride, and may leave after the horses have been taken care of after the ride.
- Acceptable Social Dress is required for all Equestrian Center activities.
- All arrangements for trail rides on Saturday or Sunday must be completed on Friday and the Equestrian Director must submit your name to the respective Dean or the Director of Student Affairs by 5 p.m. on Friday authorizing students to be in the barn area on Saturday or Sunday.
- **ALL STUDENTS MUST WEAR HELMETS WHILE MOUNTED – NO EXCEPTIONS.**
- Disrespect to the Equestrian Director or fellow students, or abuse of the horses will not be tolerated.
- Anyone abusing the horses or being at the barn without permission will be permanently banned from the barn and referred for the appropriate disciplinary action.

## Public Displays of Affection (PDA)

- Oak Hill Academy recognizes that students may form relationships with one another and wish to exhibit public displays of affection (PDA). Oak Hill Academy prohibits inappropriate displays of affection and inappropriate contact between students while on campus or while attending and/or participating in school-related activities.
- Being overly affectionate at school can be offensive and is generally in poor taste. PDA includes any physical contact that may make others in close proximity uncomfortable or serve as a distraction for themselves as well as onlookers.
- Some specific examples of prohibited PDA include but are not limited to:
  - Kissing
  - Fondling
  - Cuddling
  - Inappropriate touching

- Lap-sitting
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging
- Some specific examples of approved PDA include:
  - An arm around the shoulder
  - Holding hands
  - Sitting side-by-side
  - Brief hugging
- Oak Hill Academy administration reserves the right to determine what is an inappropriate display of affection, and use discretion in addressing specific behaviors.
- Students are subject to disciplinary action when found in violation of our PDA policy.

### **Social Guidelines**

- Socials are designated times that students get together and socialize with other students in an informal setting. The guidelines for socials are as follow:
  - When there is no Saturday school there will be a social on Friday night from 7:30 p.m. – 9:00 p.m. (not mandatory).
  - There will be two socials on Saturday: 2:30 p.m. – 4:00 p.m. (not mandatory) and 7:30 p.m. – 9:00 p.m. (mandatory).
  - There will be one social on Sunday: 2:30 p.m. – 4:00 p.m. (not mandatory). Student dress for social is “social dress” as outlined on page 3.
  - Students may not arrive at the social venue until the announced time.

### **Rules for Social**

- Students are not to arrive early for social.
- PROFANITY WILL NOT BE TOLERATED.
- Inappropriate public displays of affection are not permitted.
- Students may not lie down during social.
- Students may not sit on or stand between each other’s legs.
- The weight room/locker room is off-limits during all socials.
- When a movie is being shown, students must be in the movie area at the beginning of social.
- Guitars are allowed without amps.
- Students must stay in the social area during social.
- Students will be asked to return to the dorm during non-mandatory socials for inappropriate conduct or behavior. Disciplinary referrals will be written for inappropriate behavior, language, and conduct.
- During non-mandatory socials, students may not return to social after leaving.
- There are to be no full-court basketball games during socials.
- There are to be NO practices during socials.

## STUDENT HEALTH and WELLNESS

### Medications

- Students are not permitted to possess prescriptions or over-the-counter medications in their rooms or on their person. This includes aspirin, Tylenol, cold medications, etc. **ONLY STAFF MEMBERS ARE PERMITTED TO DISPENSE MEDICATIONS.**
- Students are required to turn in all medications to a member of faculty/staff. All prescription medications should be in their original prescription bottle with a label that has student information, medication information and administration instructions. All of this information must be in English.
- Students should receive regularly prescribed medications during meal times and nighttime med call. It is the student's responsibility to see the Nurse to receive their medications. Failure to get prescribed medications from the Nurse during those times can result in disciplinary action.

### Illnesses and Injuries

- If a student wakes up feeling ill, they are required to be **in School Dress** and see the Nurse in the Dining Hall at breakfast, before dismissal to class or homeroom. If they are not there by the end of breakfast, they will be considered tardy.
- The Nurse will assess the student's needs and decide whether the student should stay out of class and remain in the infirmary. A student may not return to class unless they have been given permission to do so by the Nurse.
- If a student is in the infirmary for over 60% of the school day **OR** during the last period of the school day, they will be placed on Medical Room Restriction that night. They are ineligible to attend social events, participate in athletic activities (including practices) and off campus trips.
- Students may be placed on Medical Room Restriction at the discretion of the nursing staff.
- If a student becomes ill during the school day and seeks attention in the school office, they will be reminded they are to see the Nurse during breakfast, lunch or after school for assessment and treatment then sent immediately back to class.
- If a student has an obvious need for immediate medical attention, a Nurse will be called and the student then sent to the infirmary for assessment and treatment. If the student does not have an emergent need, they will be sent to class with instructions to see the nurse at lunch or after school.
- If a student is suspected of having a concussion or showing symptoms of a concussion, they will be assessed by our nursing staff who follows a published concussion protocol. For detailed information on Oak Hill Academy's concussion policy, please refer to our website ([www.oak-hill.net](http://www.oak-hill.net)) for our Concussion Policy under the Parents' tab and click on "OHA & Health."

## **Counseling**

- Since students at Oak Hill Academy are usually a distance from family and home, the Academy provides counseling to any student who may request it. Please be assured that members of our staff are willing and able to give their time and energies to the students in the area of support and concern. Any issue a student may have will be treated with courtesy, respect, and confidentiality whether it is about academics, personal problems, dorm problems, or if there is just a need for someone to talk with.
- The Director of Counseling is in charge of our counseling program. The counselor is available to speak to students in regard to personal problems, crisis intervention, and substance abuse. The Director of Counseling is also in charge of college counseling.
- In addition to the Director of Counseling, the Principal, Director of Student Affairs, Campus Minister, and Deans have extensive experience and/or training in counseling. Each has an office in the Vaughan Administration Building or English Academic Building, and students should feel free to contact any of them if the need arises.
- Each student is assigned a faculty/staff advisor who acts as a resource person for the student during the school year.

## **Medical Services**

- The Academy Nurse is on call 24 hours a day with “Med Call” at meal times and during Quiet Time.
- Medical issues, such as injury or illness, that require physician attention will be managed on a case by case basis. Doctor appointments and follow-up care are arranged by the Nurse in consultation with the parent.
- Routine dental/orthodontic appointments are to be scheduled at home during school breaks.

## **Energy Drinks**

- Energy drinks, defined as any beverage containing a stimulant which is designed to increase the consumer’s mental or physical energy, are not allowed on Oak Hill Academy school grounds. Students are also not permitted to purchase these products during off campus trips.
- Administration reserves the right to determine what is an energy drink.

## **Athletic Supplements**

- Written permission regarding the use of athletic/workout supplements must be obtained from the student’s parent/guardian by the Nurse.
- Students are permitted to keep these products in their room and self-administer, understanding they are expected to use them responsibly as directed. Students are not allowed to share their approved supplements with other students as this will lead to disciplinary action.

## DISCIPLINARY POLICIES AND PROCEDURES

**The Administration reserves the right to determine appropriate discipline (including expulsion) for any misbehavior or misconduct not specifically referred to in this handbook. Additionally, the Administration will evaluate each disciplinary matter according to the nature of the transgression, circumstances surrounding the incident, needs of the student and goals of our institution.**

- Students who receive three (3) in-school suspensions in the Academic building will be referred to the President for possible expulsion.
- Students serving work detail 25% of the school year will be referred to the President for possible expulsion. Parents will be notified by letter prior to reaching this disciplinary point.
- **OFFENSES REQUIRING CAMPUSING, WORK DETAIL OR OTHER DISCIPLINARY ACTION**
  - Disrespect to faculty, resident managers, staff members, administrators, students, or any other adult in the school community
  - Profanity
  - Physical attack on others, harassment of others, or attempts to do serious harm to self
  - Willful or deliberate damage to property or vandalism
  - Visiting between boys and girls at inappropriate hours or in inappropriate places (Subject to expulsion)
  - Tampering with fire extinguishers, smoke alarms, fire alarms, or other fire prevention equipment
  - Incident of stealing (subject to Honor Code violation procedures)
  - Incident of lying (subject to Honor Code violation procedures)
  - Unauthorized absence from church
  - Out of room during Quiet Time
  - Out of dorm after Quiet Time begins
  - More than 4 people in a dorm room
  - Being up past curfew/Lights Out
  - Lights on after “Lights Out”
  - Gambling
  - Inappropriate public display of affection
  - Inappropriate dress or dress code violation
  - Music too loud
  - Unexcused early departures from campus or late return to campus after an off-campus visit



## **Cell phone violations**

- Late in turning in phone: No phone the next two eligible days
- Possessing phone outside prescribed times:
  - 1<sup>st</sup> offense:
    - 3 days work detail
    - 3 days table restriction
    - Loss of cell phone for 5 weeks
  - 2<sup>nd</sup> offense:
    - Refer to Honor Court

## **Tobacco and Nicotine Products**

- The consequences for use or possession of tobacco or nicotine products on campus are as follows: Placed on Work Detail List, loss of allowance for one week, designated to a smoking fund used for student enrichment, Level I Campused until work detail is completed. In addition, the following action will be taken:
  - 1st violation: Letter home to parents and the student will be counseled by the Nurse regarding the health risks involved with this behavior.
  - 2<sup>nd</sup> violation: Conference with the Nurse and Director of Student Affairs, including call home to parents.
  - 3rd violation: The student will meet with the Nurse to create an intervention plan for cessation. This will be communicated to the Director of Student Affairs, and the student's parents.
  - Any further violations: Referral to the Director of Student Affairs for further disciplinary action and possible dismissal.

## **Drugs or Alcohol**

- If a student uses drugs or alcohol, the following actions will be taken:
  - Level II Campused
  - Placed on Work Detail List
  - Periodically drug tested for the remainder of the school year
  - May be referred to the Director of Counseling
  - Subject to expulsion with any remaining balance owed to the school becoming immediately due and payable. (All grades and transcripts will be held until the entire yearly costs are paid in full.)

## Definitions of Disciplinary Action

- **RESTRICTION** (Failure to comply with restriction regulations may result in suspension or expulsion.)
  - **Social Restriction** – Social restriction entails no communication with a designated student for a certain length of time.
  - **Dorm Restriction** – All social privileges are removed during the period of restriction. This includes such activities as movies, all socials including Sunday afternoon social, ball games, store privileges, or any other school activity scheduled at the time of restriction.
  - **Room Restriction** – Confined to the dormitory room except for class attendance. May not visit another student’s room or have visitors in his/her room. One who is on room restriction loses all privileges for off-campus trips or visitation at home on weekends. All social privileges are removed during this period of restriction, including socials, ball games, movies and other activities. Electronic devices will be taken from the room. Student must eat all meals in the dormitory. (The Resident Manager will provide meals.) Student loses all telephone privileges. Student cannot attend club meetings.
  - **Campus Store Restriction** – Students may be restricted from the Campus Store. Students may not secure Campus Store items from other students or be present at the Campus Store.
- **WORK DETAIL** – The student is assigned to work wherever there is a need to improve the campus, e.g., clearing brush, cleaning buildings, mucking out the barn, picking up trash, raking leaves or any other work assigned by the supervisor of the Work Detail. The student will have no Campus Store privileges until work detail is completed.
- **CAMPUSED**
  - **Level I** – The student cannot leave campus for any purpose during the stated period of time EXCEPT for an academic trip or participation on an interscholastic sports team.
  - **Level II** – The student cannot leave campus for any purpose during the stated period of time.
- **DETENTION** – Each teacher has a published set of classroom rules and regulations. When a student disrupts learning by chronically disobeying or egregiously violating a classroom rule they are subject to an after school detention. Students who are sent out of class are automatically eligible for detention. Detention is a one hour reflection penalty served immediately after the school day is over. Students will write some form of reflective work to explain their action and describe how they will prevent another incident. A teacher may elect to hold the student after school in the classroom rather than take official disciplinary action.
- **IN-SCHOOL SUSPENSION** – A student may be placed on “in-school suspension” by an administrator. During any such designated time, the suspended student will have no contact with other students during the school day. Assignments will be carried out under the direction of the Principal or someone designated by the Principal.

## **Non-Discriminatory Statement**

- Rules for acceptance and participation in all activities and programs are the same for all without regard to race, color, religion, sex, age, disability, handicap, or national origin. This institution is primarily a special agency geared to meet the needs of the individual student, 13 through 18 years of age of average to high intelligence with minimal physical, social, emotional or behavioral limitations and geared only to take care of those types of conditions. Individuals with other disabilities or handicaps will be referred to another institution with appropriate services.

## **Hazing, Assault and Battery, Sexual Harassment**

- Any student guilty of assault and battery on any person is subject to arrest and immediate expulsion.
- Oak Hill Academy is committed to a mutually respectful school environment. Students, employees, guests and vendors can expect a daily experience free from verbal or physical conduct which harasses, disrupts or interferes with academic or work performance. At no time will intimidating, degrading, or hostile behavior be tolerated on campus.
- Harassment of any type is strictly prohibited. This includes verbal or physical conduct and/or written or graphic material that denigrates or shows hostility toward an individual for any reason. Prohibited conduct includes but is not limited to epithets, slurs, negative stereotyping, and threatening, hostile or intimidating acts.
  - Physical – Physical harassment is defined as any unwanted touch or act. Such acts include but are not limited to a punch, kick, slap or shove that is unprovoked and hostile.
  - Emotional – Emotional harassment is defined as any unwanted nonphysical act of aggression. Such behaviors include but are not limited to gossip, notes, name calling, taunting/teasing, and threatening language intended to degrade another.
  - Sexual – Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, written communication and/or other verbal or physical conduct of a sexual nature. Sexual harassment takes many forms which may be offensive to others. Such conduct includes but is not limited to:
    - Sexual flirtation, touching, advances, propositions.
    - Verbal abuse of a sexual nature.
    - Graphic or suggestive degrading words to describe another.
    - Use of sexually degrading words to describe another.
    - Displaying sexually suggestive objects or pictures.
  - Hazing – Hazing is a violation of the laws of the State of Virginia. Any types of physical punishment, humiliation or intimidation including sexual harassment or verbal harassment are designated as hazing and are not permitted. Cyber-bullying is considered a form of hazing.

- Reporting:
  - Person offended tells offender to stop.
  - Report offense to adult/refer to administration.
  - Submit harassment complaint form/all referred to administration.
  - Complaint investigated.
  - Meeting with complainant/investigation results.
  - Contact parents by phone and letter to inform of investigation results.

**Oak Hill Academy Student Honor Code**  
*Honoris Causa – Veneratio – Equitas*  
**For the Sake of Honor – Respect – Justice**

**Purpose and Objectives**

As Oak Hill Academy seeks to provide a challenging and structured academic environment, it is necessary that standards of ethics and academic integrity be followed by all students, and enforced by all faculty members. Also, the Oak Hill Community is made up of a socially diverse student body. It is therefore necessary that a standard of ethics, honesty, fairness, and respect be maintained. It is the purpose of the Oak Hill Academy Student Honor Code to outline these standards and inspire a commitment to the principles outlined in this document so that the Oak Hill mission will be fulfilled in a community based on trust, security and mutual respect.

Academic Honor Code: Complete all assignments in an honorable manner.

**Section I. Cheating on homework, tests and other written assignments**

In strict accordance with the academic standards set forward by the Administration of Oak Hill Academy, cheating of any nature will not be accepted. This includes but is not limited to turning in any work that is not the result of the student's own efforts, using any unauthorized materials to complete tests or quizzes, or the sharing of information during tests or quizzes.

**Section II. Plagiarism and written work that is improperly credited**

It is a basic principle of the Honor Code that all work presented for credit will reflect the student's own efforts and mastery of the material. Any sources used should, therefore, be properly credited as set forth by classroom instruction. All information used to complete research papers, essays and other similar written assignments should be free of any copying, liberal paraphrasing or any other methods that constitute plagiarism.

**Section III. Classroom discussion and participation**

Given Oak Hill's diverse student population and challenging academic environment, it is essential that all classroom discussion be productive and valued. Respect must be shown to all fellow students' viewpoints and contributions, and ridicule or belittling of any nature will not be tolerated.

**Section IV. Lying**

All students are expected to follow a code of honesty that will foster trust and the formation of an ethical framework for our society here on campus. Lying will not be tolerated. Lying is grounds for an appearance before the Honor Court. Lying to the court will be taken very seriously. Perjured testimony in the face of other evidence will constitute lying. Any other mistruth or misleading information will be viewed as lying.

## ***Resident Life Honor Code***

### **Section I. Respect of Personal Property and Space**

All unauthorized use of fellow students' property will be subject to Honor Code violation procedures. This includes, but is not limited to: vandalism of any nature, unauthorized entry of dorm rooms, theft of personal property or unauthorized borrowing of student property. It is essential that we maintain a community of trust and security.

### **Section II. Respect of all School Property and Space**

Similarly, all school property and faculty material must be kept secure. Any unauthorized use or theft of school property including, but not limited to, books, uniforms, furniture, computers or other devices will be subject to Honor Code violation procedures. All classrooms and their contents are the property of the assigned faculty member.

### **Section III. Harassment of other students and Respect of each student's dignity**

All interactions between students of Oak Hill should reflect a sense of mutual respect. In such a diverse community, care should be exercised to value the dignity and worth of each individual. Hazing, ridicule, or any other form of harassment will not be tolerated. Sexual comments or advancements of any nature will be subject to Honor Code violation procedures. Great care should be given with regards to personal space and physical contact. Any comments or gestures that reflect insensitivity about gender, racial, ethnic or religious differences will be unacceptable, and will be subject to Honor Code violation procedures.

### Student Agreement

After reading the Honor Code and understanding its principles and procedures, the student should commit to adhering to the Code. It is through this commitment that the Oak Hill Community will be of a like mind where ethical standards are consistently followed and expected.

I have read the Oak Hill Student Honor Code and agree to abide by its standards and procedures. I pledge to practice honesty, academic integrity, respectfulness to my community, and to accept responsibility for my actions.

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Student Signature

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Date

August 2010 Revision

# **Oak Hill Academy**

## **Alma Mater**

Far above the winding Wilson  
With its banks of green  
Stands our noble Alma Mater  
Fairest ever seen.  
Swell the chorus, let it echo  
Over hill and dale  
Hail to thee, our Alma Mater  
Hail to thee, Oak Hill.

School Colors: Cardinal Red and Bright Gold