



Student Handbook 2026-2027

Welcome to The Oaks School! We are excited to take this journey with you and your students.

The Oaks School

The Oaks School offers academic excellence in a four-day school week with limited homework and a family environment. We champion the development of children from early childhood into mature, responsible, intelligent adults. The Oaks seeks to partner with like-minded families to help their children become high impact leaders who have a secure foundation for facing a changing world. Oaks graduates will be innovators and problem solvers in their respective vocations.

School Hours

The school will open for drop off at 7:30 each morning. K-6th grades will report to auditorium and 7th-12th grades will go to their homerooms. Students are considered tardy after 7:50 am. If students are tardy more than 3 times in a semester, a meeting will be scheduled with parents and students to determine the best option to avoid future tardies. We want students to learn the important skill of being on time and honoring our other teachers and students by showing up at the scheduled time. Chapel is a required credit elective for students in 9th-12th grades. School dismisses at 3:15 pm. If you need to make arrangements for someone else to pick up your student, please notify your child's teacher.

Car Line

Parents may go through the car line to pick up students. Parents of students in 6th grade or older may park on Executive Park Lane, the street adjacent to our green space, and notify your student to come out. Please do not block entrances to the other businesses close to the school as you are waiting in line. In consideration of other nearby businesses, please do not arrive prior to 3:00 for carline.

Parent Involvement

We know that great schools don't just happen. They are created by a team of creative teachers and administrators, as well as parents. We look forward to partnering with you on this educational and spiritual journey for your child. We welcome your input and involvement, so please let us know if there are ways you would like to get involved to help advance the school.

School Communication with Families

Consistent communication and partnership between the school and our families is an important part of supporting student success. Families are encouraged to regularly check school communication platforms and stay informed about classroom updates, assignments, events, and important reminders.

Elementary Communication (K–5th Grade)

Elementary classroom communication will be provided through the following platforms:

- **Kindergarten:** Monday Message via Text
- **1st–5th Grade:** ClassDojo

Teachers will use these platforms for weekly updates, classroom information, upcoming events, reminders, and other important communication. Parents are encouraged to monitor these platforms regularly to stay connected with their child's classroom.

Communication for 6th–12th Grades

Middle and high school teachers will provide regular parent communication through email updates. These communications may include important information regarding classroom activities, assignments, assessments, upcoming events, and student progress. Each secondary course will also have a Remind class available for parents and students. Remind will be used for quick reminders such as test dates, schedule updates, class announcements, and directing families to important information.

Schoolwide Remind Communication

All families are encouraged to join the schoolwide Remind group. This platform will be used for important schoolwide announcements, including weather delays or cancellations, time-sensitive reminders, and other important updates.

Parents are responsible for regularly checking school communication platforms and ensuring contact information remains current so they receive important school information.

School Closings

We receive direction from the Lee County Emergency Management Agency regarding weather or other reasons for school closings. We will announce closings via the Remind app.

Attendance Policy

Regular attendance is important for student success. Students are expected to attend school daily, arrive on time, and remain at school for the full instructional day.

Absences

Absences may be excused for reasons such as illness, medical appointments, family emergencies, court appearances, school-sponsored activities, or other circumstances approved by administration.

For an absence to be considered excused, a parent/guardian must email all teachers who teach the student to notify them of the reason for the absence.

Students are responsible for completing missed work after an absence. Students should communicate with their teachers regarding make-up assignments. Make-up work should be completed within 3 school days.

Unexcused Absences

Students are allowed a maximum of **4 unexcused absences per semester** without academic penalty.

Unexcused absences include, but are not limited to:

- Failure to provide required documentation
- Oversleeping
- Vacations or personal trips beyond the allowed limit
- Non-emergency errands
- Skipping school or class
- Any absence not approved as excused

Beginning with the **5th unexcused absence**, academic penalties will apply, including loss of credit for missed assignments, quizzes, tests, or other graded work.

Special Exceptions

We understand that unique opportunities or circumstances may require a student to be absent for an extended period of time. Families should consult with Ashley prior to the absence to discuss the situation and receive approval.

Tardies and Early Check-Outs

Students should arrive on time and remain at school for the entire instructional day. Three or more tardies will count as an unexcused absence.

Discipline and Behavior Expectations

The Oaks School is committed to maintaining a safe, respectful, and positive learning environment. Students are expected to follow school rules, demonstrate respect, and take responsibility for their actions. Disciplinary concerns will be addressed based on the severity and frequency of the behavior. Consequences will progress through the following steps:

1. **Teacher Managed Consequence**
2. **Office Referral/Appropriate Consequence/Parent may be contacted**
3. **Parent Conference/Behavior Plan if needed**
4. **Suspension**
5. **Expulsion**

The school administration reserves the right to determine appropriate consequences based on each individual situation. The behavior ladder provides a framework for addressing concerns; however, responses may vary based on the severity, frequency, and circumstances of each situation.

Student Dress Code

- Clothing should not be overly revealing or tight.
- Shorts, skirts, and dresses must be an appropriate length and provide full coverage including when sitting and moving.
- Tops must fully cover the chest, stomach, and back at all times.
- Undergarments should not be visible (shirts with open backs are not permitted).
- Spaghetti straps are not permitted.
- Pants sagging below the natural waste line are not permitted.

Dress code expectations are enforced through the school behavior ladder.

Step 1: Teacher Correction in Private Step 2: Office Referral Step 3: Parent Contact

Lunches and Snack

Students will bring a snack to school every day for the morning break time, including a snack and drink. Students may bring water bottles and fill them during the day.

Students may also bring other drinks from home for snack and lunch. (Parent's choice on type of beverage) Students may choose to bring a lunch or purchase a lunch at school. Lunches may be ordered through the online lunch system. Lunches should be ordered by

3pm on the Wednesday prior to the week you are ordering. You are welcome to bring lunch to your student or join them for lunch. Please sign in and get a visitor pass at the front desk and our receptionist will direct you to the lunch area. Lunch is from 12:05 to 12:35 for all students.

Cell Phone/Technology Policy

Cell phones must be placed in the provided classroom bin upon arrival. Phones are not permitted to be used during class time and will remain in the bin until the end of the class block. All schoolwork should be completed on chrome books or student laptops. Students should not use technology for unrelated activities, including but not limited to YouTube, games, social media, or other non-instructional content during class time. Students may check their devices at break or during lunch, but they are discouraged from extended use such as games or long conversations. PE is considered a class, so students may not have devices during PE.

Chromebook Use

Chromebooks are provided as a learning tool to support classroom instruction and academic activities. Chromebooks should remain at school and are not permitted to be taken home. Students are responsible for using and caring for their assigned devices appropriately while on campus.

Artificial Intelligence (AI) Use

AI tools may be used as a learning resource when they support students understanding, creativity research, or skill development. However, AI should not replace a student's own thinking effort or learning process.

Teachers should clearly communicate expectations for AI use before each assignment. Students should know whether AI tools are allowed and not permitted. When AI is not permitted, students are expected to complete work independently using their own knowledge and skills. Misuse of AI tools, including submitting AI-generated work as a student's own, will be addressed as an academic integrity concern and academic penalties will follow.

Student Drivers

Students in 11th-12th grade have permission to leave for lunch with signed permission form from parents. If a student returns to class late after leaving campus, the student will lose the privilege of leaving campus for the next day. If a student is late more than three times in one semester, the student may lose the freedom of leaving campus for the rest of the semester. (With freedom comes the responsibility of returning to campus on time.)

Communication

We are committed to respecting our students and building a positive, encouraging environment for them, even if they make a mistake. We will contact you if parent involvement is necessary and partner with you to creatively find solutions together. Teachers will not pass on negative information about your student to another teacher or parent removed from the situation. If you have a concern about something happening with your child, please go to the appropriate teacher first. If you feel that the situation isn't resolved after speaking with the teacher, please contact our Principal, Ashley Jeffares. She will arrange a time to meet with you to determine any further steps needed.

Grading Scale

The following grading scale will be used:

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A: 90-100 B: 80-89 C: 70-79 D: 60-69

For determining grade point average, the following scale is used:

A: 4 points B: 3 points C: 2 points D: 1 point F: 0

Report Cards and End of Year Promotions

Report cards are issued at the end of each of the 9-week grading periods. Progress reports are sent home every 4.5 weeks. Year-end report cards will determine promotion to the next grade levels. Please note that students must receive a grade of 60 or above to complete the requirements for a course.

High School Credits and Graduation

Students are required to complete 24 credits required for graduation. Of the 24 credits, the student must take the following:

- 4 credits in English
- 4 credits in Math
- 4 credits in Science
- 4 credits in History/social studies/geography
- 8 credits in any additional subjects or electives*

Suggested:

Health (1/2 credit)

P.E. (1 credit)

Computers (1/2 credit)

Foreign Language (2 credits in the same language required to obtain the Alabama Advanced diploma endorsement)

Other examples:

Community service (70 hours = 1/2 credit)

Mission trips - "International studies" (1/2 credit)

Ballet, music, etc. (70 hours = 1/2 credit)

Driver's education - 1/2 credit

Bible, keyboarding, art, home economics, photography, journalism

Speech, drama, woodworking, clothing design, accounting (all 1/2 credit)

Electives

Students in grades nine and up may work with the Administrator to determine credit for electives for work performed on Fridays or other activities after school hours. An elective is usually considered 1/2 a credit and is equal to 70 hours. We want to partner with the student and parent, so that students may pursue credits that relate to their special interests and goals.

Determining Credits

The Oaks requires a minimum of 24 high school credits to graduate. Credits will be awarded in the following ways:

1. Most of the traditional high school courses will be covered over the course of an entire year and will equal one credit. (science, history, English, math)
2. Credits can also be earned based on the number of hours completed for work. One semester is usually 70 hours, or 1/2 credit).
3. Credits may be earned when the student completes 80-85 percent of material in a textbook and passes exams covering material (regardless of completion time).
4. Competency based credits may be awarded for work done in a course without a textbook. When the student demonstrates the skills needed to meet the course objectives, he or she is awarded the credit. (keyboarding, computers)
5. Vocational training: Credits may be earned for job experience in the junior and senior years. If the job is 20 hours per week for the entire year, 2 credits will be earned. Ten hours per week for the entire year would equal 1 credit.

Math Courses

Students will take Algebra, Geometry, and Algebra 2 with Trigonometry. Other possible math courses are integrated math, advanced math, consumer math, business math, calculus, trigonometry, statistics, and transition to college math.

Science Courses

Science courses include Anatomy, Biology, and Physical Science. Additional science courses could be physics, chemistry, anatomy, marine science, environmental science, food and nutrition, etc.

English/Language Arts

High school will include literature, grammar, and writing for each year of high school. High school literature will include reading, discussing, and writing about good literary works. Spelling will be related to building and using vocabulary and to spelling correctly when writing.

Summary

We are thrilled that you have chosen to be a part of The Oaks School family. We know there will be many opportunities for us to learn and grow together. Our hope is to create a community of like-minded families who can enjoy seeing their children excel academically and spiritually. We are committed to honoring you and your students and want to train the students to honor and respect their teachers. We want to raise up self-motivated learners who will work hard to do their best and achieve the highest standards. We want students to catch a vision for the strengths God has given them, so they can pursue their dreams with diligence and excellence. This work ethic will carry them throughout life and set them apart as employees and individuals in the future. As students navigate their way through elementary, middle school and high school, we want them to know they have a team of supportive teachers and staff who believe in them and see the best in them. Again, we are thankful for every one of you and appreciate your support.

