Mighty Oak Academy
Family Handbook

2026-2027

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about the School. Mighty Oak Academy reserves the right to modify the curriculum, change programming, change policies or otherwise make changes in the best interests of the School and at the School's sole discretion.

Nondiscriminatory statement:
Mighty Oak Academy admits students of any race, color, nationality, religion and ethnic origin. Such students are given the rights, privileges, programs, and activities generally given to all students at the school. Mighty Oak academy does not discriminate on the basis of race, color, nationality, religion and ethnic origin in administration of educational policies, admissions, and athletic and other school-administered after school programs.

The Executive Director Welcome

Hello Mighty Oak Academy Family:

We are excited to welcome you to the Mighty Oak Academy and the Love City family. Mighty Oak Academy began in January of 2021 to meet a need for a true neighborhood community school. We are excited that you have made the choice to enroll at Mighty Oak Academy.

As a part of Love City Inc. Mighty Oak Academy continues to focus on loving people as they are and building up children who dream big dreams and become lifelong learners who empower their neighborhood and community.

Our commitment is to your entire family, not just your student attending Mighty Oak. We strive to empower our students and parents/guardians to become their best selves full of dreams and assured that they can reach those dreams.

We are at the start of an incredible journey, and we are excited to be on this journey with you!

Inga Arvin
Executive Director
Love City Inc

The Pillars of Mighty Oak Academy

We Believe

- Students all are unique in their needs, their learning styles and thought processes; therefore, they are motivated in different ways.
- Parental engagement and family support are necessary to motivate students for optimum success in education.
- Students are entitled to a socially, emotionally, and physically safe learning environment.
- Students learn to be productive citizens, when given a stimulating environment, have enough time to learn, and experience diverse opportunities through community and collaborative partnerships.

Values

- Community
- Achievement
- Self-Sufficiency
- Humility

School Motto

We Deserve Better

Our Mission Statement

Mighty Oak Academy's Mission is to shift the cultural mindset in our community to reawakens dreams and create lifelong learners who become global citizens that empower their community.

Our Priority Goals

1. Mighty Oak Academy priority is to advance **Student Achievement** with integrity so that students begin by acquiring basic read, writing, and math skills that they can authentically engage in standard curriculum components such as literacy, language arts, social studies, and Science, Technology, Engineering, Art and Math (STEAM).
2. Develop Students that are Socially and Emotionally healthy in school, home, and community interactions.
3. Develop **Student Leadership** that builds character through active engagement in their community and homes.
4. Build **Collaborative Partnerships** with families that support them being actively engaged in their children's educational journey and to inform and involve the Portland community (i.e., health providers, social services, and employers) in deliberate and purposeful partnerships.

School Schedule

School Hours
PreK-5th
8:30 a.m. – 3:30 p.m.
Monday – Friday

School Address
344 North 26th Street
Louisville, KY 40212

School Email
admin@mightyoakacademy.org

School Phone
(502) 272-0786 #3

Staff Hours
Classroom Staff
8:00 a.m.– 4:30 p.m.
Monday - Friday

School Mascot
The Lions

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Accidents

In the case of an accidental injury at school, parents will be informed of the injury/incident with an email, phone call or in writing based on the nature of the injury. Parent(s) will be consulted as to the remedy to be initiated or the need to be seen by a medical doctor. In cases of emergencies, first 911 will be called and parents will be notified thereafter. If parents cannot be reached, the emergency contact will be called.

When a student is recovering from an injury or illness and will miss physical education or recess, parents should send in a note to the front desk. If this illness or injury impacts physical education or recess for more than two days, a doctor's note should be sent to administration. In addition, if any student suffers from a concussion, the protocol from the doctor must be shared with the Administration so proper precautions can be taken.

Arrival and Departure

Morning Drop Off
All children will enter the building through the front door. The front doors will open at 8:15 am each morning. Please know that students are not supervised on school property before 8:15 am.

Afternoon Pick Up
All children will be dismissed from the front door. If you pick your child up in a car please form a carline that begins at the front of the school facing south on 26th street and continuing around

the corner onto Slevin St. For student and staff safety we will not allow students to cross 26th street at dismissal. Please do not pull your car fully onto the sidewalk for pick up.

ATTENDANCE

Attendance is IMPORTANT!

According to state law, children must attend school regularly. Daily attendance is represented as 0%, 50% or 100%. Please refer to the chart below to assist with understanding the calculations for tardiness, half-day and whole-day attendance values. Regular attendance and promptness to class is necessary to assure the continuity of our educational program. **Time lost in class is irretrievable and absences can interrupt continued learning.**

Mighty Oak Academy takes attendance very seriously and has a very strict approach to absenteeism. Time out of the classroom impacts learning. As Mighty Oak Academy is a private choice school, students that have excessive unexcused absences will be dismissed from enrollment.

Once a student accumulates 6 unexcused absences in a semester, the student will be referred to administration for dismissal from Mighty Oak Academy for non-attendance. Accumulation of unexcused absences will re-start at the beginning of the next semester. For example, if a student has 5 unexcused absences at the end of the first semester their unexcused absence total will drop to zero at the start of the next semester.

Parents and guardians can appeal non-attendance dismissals to the attendance committee. The attendance committee can either uphold the dismissal or put in place an attendance plan students can follow to remain enrolled at MOA. If a student is given an attendance plan but fails to adhere to the plan that student is dismissed from Mighty Oak Academy without another opportunity to appeal.

ABSENCES INTERVENTION

Mighty Oak will make every effort to work with students and their families prior to a student reaching 6 **unexcused** absences in a semester.

- When a student accumulates 2 unexcused absences a phone call conference will be held between the parent/guardian and the school administration to discuss any barriers to attendance and how MOA can assist in ensuring the student is at school every day.
- When a student has accumulated 3 unexcused absences an in-person conference will be held between the parent/guardian and the school administration to address any barriers to attendance and develop a plan for the student to follow to ensure they are at school every day.
- When a student accumulates 4 unexcused absences a warning letter [IS1] and phone call will be sent home that the student is in danger of being dismissed from Mighty Oak Academy for non-attendance.

· When a student accumulates 5 unexcused absences a phone call will be made to the parent to let them know that one more unexcused absence and the student will be dismissed from Mighty Oak Academy.

· When a student has accumulated 6 unexcused absences the school administration will notify the parent in writing [IS2] and through a phone call, that the student is dismissed from Mighty Oak Academy for non-attendance.

- The parent then has 1 day to request an appeal to the dismissal for non-attendance.
- The student may remain enrolled and come to school during the appeals process.
- Any absences during the appeals process will still count toward the unexcused total if the parent is unable to provide a valid excuse.
- The Attendance Committee will meet with the parent and the student to gather information to decide whether the dismissal will be upheld, or a student attendance plan will be offered.
- If the attendance committee upholds the dismissal decision the student will be dismissed from school on the day the committee makes its decision and will not be allowed to return to school the next day. The decision to uphold the dismissal will be communicated to the parent/guardian through a phone call with school administration as well as a written letter [IS3] informing them of the committee's decision.
- If the attendance committee agrees to place the student on an attendance plan, the student, parent/guardian, school administration and a representative from the attendance committee will meet to go over the plan. The student and parent/guardian will sign acceptance [IS4] of the plan with the understanding that the first failure to adhere to the plan will result in immediate dismissal from Mighty Oak Academy.
- Any Attendance Plan will remain in effect for the semester in which it is given.

Academic Impact of Absences

Attendance at school is important for each student's learning and building skills from one grade level to another. When a student misses a significant portion of instructional time, even for excused absences it impacts their learning and ability to build skills from one grade level to the next. Mighty Oak Academy is focused on the success of each student and wants to ensure that every student has mastered the required skills prior to moving on to the next grade. If a student has missed 20% of the instructional days in a school year for either excused or unexcused absences their absences will be factored into the decision as to whether they have to repeat their current grade. Administration will look at the whole picture of a student's academic, social emotional, participation, grades, and attendance to determine whether a student needs to repeat a grade.

Absences Reporting

Absence should be reported to the school via email, text, or phone call before school starts on the day of the absence. When calling please state the child's name, teacher, and reason for the absence.

If absences are not reported by 8:45 a.m., a MOA staff member will reach out to check on your child by text or call.

Excused Absence:

- Illness (less than 3 days without doctor's note, doctors notes must be provided to the school within 1 day of the absence to count the absence as excused)
- Religious holiday
- Death of a family member (as defined by Love City bereavement policy)
- Removal of CPS/Law enforcement and related days
- Healthcare Professional appointment (with note – for the student only)
- Court proceedings that require students presence (with documentation)
- Welfare/WIC benefit appointments that require the student's presence (with documentation)
- Communicable Diseases: Please see the communicable disease section for a list of common illnesses.

Unexcused Absence:

- Any absence for which no excused reason is given by parent/guardian.
- Failure to bring required doctor's note
- Doctor's appointment for someone other than the child
- Family reunion, wedding, other family members' appointments, award ceremonies i.e. (siblings), etc.
- Transportation Issues (car trouble or no one to drive)
- Welfare/WIC appointments where the student does not need to be present
- Lice in another member of the household but not on student
- Family Vacation
- Suspension

If your child has an appointment during the school day, please do not let that be a reason your child does not come to school. Students may come to school as late as 11:00 a.m. to avoid being counted absent. Every hour of learning is important.

Truancy

In the state of Kentucky 6 full or partial days missed by a student is considered habitually truant and in violation of the Kentucky state law. State law requires schools to send written notice to parents when a child has been tardy or absent a total of three times, and again at 6 missed days. Mighty Oak Academy's Absences Intervention Policy will be followed.

Bullying

Mighty Oak Academy recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying, hazing, and intimidation can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. Any incidents big or small that impact the school environment will be addressed regardless of location of the incident. Mighty Oak Academy works to maintain learning and working environments that are free of bullying. Bullying is prohibited within the Mighty Oak Academy community. Cyberbullying is another form of bullying that we do not want at Mighty Oak Academy. However, the school staff do not have any means to monitor the activities of students outside of school hours and must rely on families to eliminate any form of Cyberbullying.

Celebrations

We want to celebrate milestones with your children. They are all unique and special. Creating lifelong learners is paramount at Mighty Oak, and while we want to celebrate milestones, education is the priority, we will acknowledge birthdays but not have birthday parties in the classroom. We do ask that you follow the below guidelines as closely as possible.

Birthdays

We ask parents **not** to bring in sweet treats or any gifts for their student's classmates on their student's birthday. Birthdays are acknowledged at school but parties are not allowed in the classroom. We want to maintain a focus on education while at school, and while we want to build a strong school family we believe that is still possible by acknowledging birthdays rather than having a party in the classroom. We also ask that you refrain from sending any type of invitations to school for distribution without sending to the entire class.

Holidays

It is our desire to honor the diversity that makes up our school. Therefore, we will learn about and explore diversity as it relates to all aspects of life. Student's will be encouraged to learn about diverse groups, cultures, and traditions. Our approach will include learning about different types of celebrations and practices. Individual holiday parties in the classroom are not permitted. Should the school decide to celebrate a holiday, it will be a school wide event and not individual parties in classrooms, this includes Halloween, Christmas etc. Please do not send any sweets, candy, or gifts to school on holidays. Please do not send any candy to school on Halloween, it will be confiscated at the front desk. We will celebrate holidays by first learning about them and then exploring their meanings and traditions.

Change of Address

Please inform us immediately of any changes to your telephone number, address, or the identification of an emergency contact person. Please keep the office aware of changes in

contact information. Proof of Address will be required at the beginning of each school year to ensure that we remain a community school.

Cheating

Mighty Oak Academy takes cheating seriously. Cheating is the opposite of learning and the goals of Mighty Oak to create lifelong learners. If a student cheats to get a grade on an assessment then they are not learning the material which harms their long term success. If a student is caught cheating the student will meet with the head of school and the parent will be notified. Depending on the severity, cheating could lead to dismissal from Mighty Oak Academy. Cheating can take many forms including but not limited to:

- looking up answers on the internet during a test
- creating computer programs to do work for the student
- plagiarizing content from the internet, books, periodicals or any other published or non published content that is not the student's own work
- asking another student for answers
- looking at another student's work to determine answers
- using calculators when not allowed by the teacher

Classroom Communication

All teachers have an email address and will correspond first by email/phone and then write you a communication. Please give teachers and administrators 24 business hours to reply to your correspondence. If you are in need of an immediate emergent answer, please reach out to the school.

Conferences

Parent-teacher conferences are scheduled in the fall and late winter. The fall conference provides an opportunity for parents and the teacher to share information about the student and develop an individual learning plan as well as teach parents to learn their child's academic progress to that point. During the late winter conference, the teacher informs parents about their child's successes and gains in school. Please make every attempt to attend conferences during the designated period. Additionally, parents or teachers may request special conferences at any time during the school year. An administrator may sit in on these conferences as deemed necessary.

Contagious Diseases

Staff is expected to immediately report to the administrator any contact with <u>any</u> contagious disease. Parents are also expected to report to the school principal any contact that their family may have had with any contagious diseases. This can be by phone or email.

Coronavirus (COVID-19)

As the CDC and State Health Department issues guidelines for COVID-19 caused by the novel coronavirus SARS-CoV-2, we will share our guideline and write policies accordingly .

Positive Testing

If students or family members are sick with symptoms associated with Coronavirus (check CDC guidelines for symptoms) you are required to get a COVID test before coming to school.

The school requires proof of a positive test for the student to receive an excused absence. The school requires proof of a negative test to return to school. If one student from the same family tests positive and another tests negative, the student testing negative may come to school as long as the positive student is quarantined from the other family members.

Vaccine's

Currently, taking the coronavirus vaccine is a personal choice. Not taking the vaccine does not exclude a student from school.

Wearing Mask

Students are always welcome to wear a mask and or face shield when in school or on school grounds, but they are not required. Please understand that these guidelines could change throughout the year. We follow the most updated CDC and state guidelines.

Hand-washing and Hand Sanitizer

The school requires students to wash their hands frequently. In addition, hand soap and hand sanitizer are available throughout the school. Please talk to your student about the importance of washing their hands. It is one of the easiest ways to prevent the spread of many different types of diseases.

Daily Temperature Check

Currently, we are not performing temperature checks on a daily basis. This is subject to change as CDC guidelines and risk levels change.

Flu

Currently, taking the Flu vaccine is a personal choice. Students with flu symptoms or flu-like symptoms should stay at home until well. The school should be notified of a flu diagnosis.

Illness

One of our goals is to assure a healthy environment. Many students and families are frequently concerned about whether a student should attend school. The following information is intended to help with this decision:

1. If a student has a fever of 100 degrees or more, he/she should stay home for 24 hours after the temperature returns to normal without fever-reducing medication and he/she feels well enough to participate in classroom activities.
2. Please notify the school if your child has a recent onset of a cough or sore throat with a fever.

3. If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
4. If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
5. If a student is ill at home, please call the school attendance line daily to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported.

Other Communicable Diseases

Any student or employee exhibiting symptoms will have a physician diagnose and prescribe suitable treatment. Common diseases listed below will automatically result in exclusion from school and school activities.

- Chicken pox - 7 days after eruption appears
- COVID 19 - 5 days from positive test
- Measles - 4 days from rash
- Mumps - 9 days after glands swollen
- Hepatitis - clearance from Physician
- Conjunctivitis (pink Eye) - Until proper treatment and oozing resolved
- Impetigo - until proper medical treatment
- Lice - (1 day excused) not allowed back into school until no lice are present and proof of treatment
- Bed Bugs / Scabies - until properly treated
- Ringworm - until proper treatment

Lice

Lice guidelines established by the American Academy of Pediatrics and the Centers for Disease Control. Head lice are not a health hazard or sign of poor hygiene, nor are they responsible for the spread of disease. Once lice have been identified, the child must be treated appropriately before returning to school. If an administrator deems it necessary, a document verifying treatment might be requested. When there is a confirmed case of head lice, a letter will be sent out to the parents in the class of the affected student. The classroom will be cleaned according to protocol.

Custodial / Non-Custodial Parents

Mighty Oak Academy encourages parents to be involved in their child's education and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following:

- Receiving and inspecting school records and consulting with school staff concerning the child's welfare and education; and
- Authorizing emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order

is issued. Non-custodial parents will not be granted visitation or telephone access to the child during the school day. The child will not be released to the non-custodial parent without written permission of the custodial parent or in compliance with parenting time obligations outlined in a court order provided to the school. In the case of joint custody, the school will adhere to all conditions specified and ordered by the court. The school may request in writing any special requests or clarifications in areas concerning the child and the school's relationship and responsibilities.

Dress Code

We would like parental support for appropriate dress. Students should dress according to the weather and occasion. Please encourage students to wear proper footwear to be ready to participate in Physical Education or outdoor play. In times of warmer weather, shorts are permitted. In winter months please encourage coats, boots, hats and mittens for all students. If you need assistance with this please reach out and we will do our best to provide winter wear. Please write students' names in any clothing item that is taken off at school.

- No spaghetti straps, or undergarments as outer garment.
- No shorts or skirts more than four(4) inches above the knee
- No pajamas
- No clothing with negative undertone that appear derogatory or discriminatory
- No clothing or accessories that are profane, suggestive, or inflammatory
- No bare midriffs, or clothing improperly fastened
- No clothing to accessories of prohibited organizations or street gangs
- No bandanas, Do-Rags, hats, or hair bonnets. Hoodies may be worn without the hood up
- No clothing that exposes underwear, buttocks, or clothing worn as undergarments

PreK & Kindergarten Specific Dress Code

- No decorative belts
- No buttons or zippers
- PreK and K students need 2 complete sets of clothing in case of accidents (including underwear)

Drug and Alcohol Use or Possession

The use of drugs and alcohol is a serious problem, which impacts the well-being of individual students and the school community. The use or possession of drugs, drug paraphernalia, look-alike or synthetic drugs, alcohol, bath salts or synthetic bath salts, volatile solvents or inhalants, controlled substances, and over-the-counter (OTC) medications by students is prohibited on school property, while participating in or attending a school-related activity, and while traveling to or from school. Students in violation of this policy will have a multidiscipline group conference to discuss this issue and consequences up to dismissal from the school.

Tobacco Use by Students

Tobacco/nicotine use by students, staff, and the public on the campus presents a health and safety hazard that can have serious consequences for both users and nonusers. For the

purposes of this policy, tobacco/nicotine use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; smokeless tobacco in any form; electronic cigarettes; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/ nicotine produces. Tobacco/nicotine use and possession by students at any time in a school building and on any property, vans, and vehicles that are owned, leased, or controlled by the school is prohibited. Smoking or the use of tobacco in any form (snuff/chewing tobacco), or possessing smoking paraphernalia (cigarettes, lighters, matches, pipes, etc.) on school property, and at any school-sponsored activity is prohibited. These items will be confiscated and parents/guardians will be notified and possible disciplinary actions taken against the student or students.

Early Dismissal Procedure

In order to provide the safety for each student and the school, the following check out policy has been put into place. Before the student may be released from the school, a parent, legal guardian, or person authorized by a parent/guardian must come to the school office and sign the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. Appropriate picture identification is required to check out a student. Whenever possible, a written note can be sent to school or emailed to admin@mightyoakacademy.org.

Student leaves at:

- 0%: Absent
- 25%: Leaves by 10am
- 50%: Leaves by Noon
- 75%: Leaves by 2pm
- 100%: Present all day

Electronic Devices (Cell Phones, iPad, Chromebooks, etc.)

Electronic devices are NOT to be used at any time during the school day. All electronic devices must be turned off and checked in at the front desk each morning. Devices will be returned to the student at the end of each day. If you have an emergency and need to reach your child during the day, please call the school, and we will either take a message or let you speak directly to your child. It is recommended that students do not bring electronic devices to school at all. Electronic Devices includes but is not limited to: Cell Phones, iPods, iPads, Chromebooks, Tablets, Smartwatches, Cameras, etc.

Emergency Contact Information

The emergency contact listed on your child's profile must be someone who lives in the local area and cannot be the parent. This person is contacted in an emergency if parents cannot be reached. Please notify the school immediately if there is a change in your child's emergency contact information. The emergency contact form is located at the front desk.

Emergency Procedures

Practice drills of emergency procedures are conducted at regular intervals, as required by law, and are an important safety precaution. These drills are unannounced and may require staff and students to leave campus for a short period of time. At the sound of an emergency announcement, students should move quickly, following the directions of their teachers to assure everyone's safety.

Extracurricular Activity/Athletics

Participation in extracurricular activities is highly encouraged but remains a privilege. Students choosing to participate in these activities accept the responsibility of representing Mighty Oak Academy positively both in the community and at school. These extended responsibilities include holding students to a higher standard of conduct as a condition of participation. This conduct includes behavioral and academic performance. The goals of an extracurricular program are to offer student direction in developing healthy living habits, discipline, leadership, teamwork, citizenship skills and respect for structure, rules and responsibilities. Students will need to maintain a passing grade in all subjects to be eligible to participate. The student must also be present at school to be able to engage in any type of after school activity.

Family Changes

If your family has experienced a difficult change in family circumstances due to illness, death, or divorce, please contact the school. Many resources are available to assist your child to manage these changes. Please speak to the school administrator, classroom teacher or other administration. Many family changes can bring on behavior and/or learning difficulties for your child. It will be helpful to partner with us to make learning as easy as possible in the event that such changes were to occur.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips and/or volunteering to chaperone. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian for the student to participate in a field trip. Students without signed permission slips will remain at the school in another class. Participating students will be provided a bagged lunch if the trip spans during this time period. Children of any age who are not enrolled in the school, may not accompany parents assisting with the field trip.

Gang Activity

Mighty Oak Academy takes gang behavior in our school and at school-sponsored events very seriously. Gang related behavior creates a climate of violence and disruption in our schools that

causes students and staff to feel unsafe. It may also put the students engaged in gang behavior at risk of violent attacks by rival gang members. A “gang” is defined as, but not limited to, a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory. Incidents involving initiations, hazing, harassment, menacing, bullying, intimidation and/or related activities of such group affiliations are prohibited. Any student wearing, carrying or displaying club, gang or secret society paraphernalia or exhibiting behavior or gestures which symbolize club, gang or secret society membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will not be tolerated. For additional information and materials regarding gang related activity, please visit https://www.nationalgangcenter.gov

GIFTS

Mighty Oak Academy recognizes and appreciates the generosity of students, parents, and other family members who may wish to express their gratitude to faculty and staff through the offering of gifts. While we value these expressions of appreciation we discourage bringing gifts to faculty and staff. It is essential to maintain a transparent and ethical environment to prevent potential conflicts of interest and uphold the school's mission and values. Should you still feel the need to show appreciation to faculty and staff please use the below guidelines.

Policy Guidelines:

A. Acceptance of Gifts:
    a. Faculty and staff members are permitted to accept gifts from students, parents, or family members as gestures of gratitude.
    b. Gifts may include handmade items created by students or other tokens of appreciation.

B. Gift Value Limit:
    a. To ensure transparency and prevent conflicts of interest, faculty and staff members are not permitted to accept gifts that are reasonably estimated to be worth in excess of the school-determined limit.
    b. The school establishes a limit of $15 as the maximum value for acceptable gifts. This includes both tangible items and gift certificates.

C. Examples of Acceptable and Unacceptable Gifts:
    a. Acceptable gifts may include modest items such as a $15 gift certificate to a coffee shop..
    b. Unacceptable gifts include extravagant gestures such as all-expenses-paid vacations, use of vacation properties, or gifts that significantly exceed the established limit.

D. Reporting of Gifts:

a. Faculty and staff members who receive gifts reasonably estimated to exceed the established limit must promptly report such gifts to the School Head.
b. The School Head will review the reported gifts to ensure compliance with the policy.

In addition staff and faculty are prohibited from giving gifts to students or families. It is essential to uphold a transparent and ethical environment and giving gifts to students and/or families can create potential conflicts of interest. Giving the same gift to all students in the class is also prohibited.

Grades

At Mighty Oak Academy, we created and follow a system called The MOA Way. The MOA Way takes a big picture approach to defining what education means for young learners as well assessing the progress of each student as an individual. As such, our report cards are composed of three parts:

A report detailing a student's progress in their work habits, social/emotional learning, and practical life skills. Becoming a lifelong learner takes much more than becoming proficient at academic subjects and/or subject areas; becoming a lifelong learner takes developing life skills that are necessary for continued growth and progress through all stages of life.

A report detailing a student's progress in acquiring the Kentucky Academic Standards (KAS). The KAS detail the skills students should know for each grade across all content areas. A report detailing a student's results on an IXL diagnostic assessment. IXL diagnostic assessments provide an ongoing measure of a student's proficiency in Math and English Language Arts (ELA). IXL diagnostic assessments utilize scores that are aligned to grade levels then provide educators with personalized action plans detailing areas where more practice and/or instruction is needed.

These three reports, together, provide a more comprehensive view of a student's strengths and areas for growth in both academics and character development.

Grading Scale

Grading Scale: Below is The MOA Way scale that we use to measure a student's progress in both life skills and the Kentucky Academic Standards. Note: the IXL diagnostic assessment follows its own scoring system which, as mentioned in the Report Card section, is aligned to grade levels.

0	I haven't been introduced to this skill yet.
1	I am beginning to learn this skill.
2	I possess this skill but sometimes need support with putting it into action.
3	I possess this skill and can demonstrate it consistently.
4	I fully possess this skill and can independently utilize it in furthering my learning and my life.

5	I fully possess this skill and show leadership in teaching it to others.

Report Cards

Report cards reflect the student's performance for a 9 week quarter of work. Every 9 weeks, students will be given a report card for each subject. Student achievement is graded by subject. Student progress is also reported in effort, work habits, study habits, social growth, and behavior.

Promotion or Retention

If a student is in danger of failing, or the teacher feels it would be in the best interest of a child to be retained in a grade, the teacher and administration will have regular communication of the students' achievements and deficits with the parent. This should never be a surprise for a parent at the end of the year but should be an ongoing conversation with student, parent, and teacher. The parent, teacher, and administrator will meet before a final decision is reached as to what is best for the child.

Health Requirements

1. Kentucky Immunization Certificate (Required within two weeks of enrollment)
2. Preventative Health Care Examination Form
3. Kentucky Vision Examination by a qualified examiner–Kindergarten
4. Kentucky Dental Examination by a qualified examiner –Kindergarten
5. Birth Certificate
6. Proof of Address
7. Previous school records if available
8. Additional medical requirements that need to be shared (prescription, non-prescription medication forms)

Needs to also have a preventive health exam, vision screening (students 3-6y), and dental screening (students 5-6y entering school for the first time). Prior to school starting.

Inappropriate Behavior

(please review with your student, this is not an exhaustive list, but examples)

- Teasing/name calling
- Bullying
- Bringing weapons or replicas of weapons of any kind onto school property
- Cheating
- Disrespect of School property or others personal property
- Stealing
- Disrespectful gestures
- Lying
- Blurting out

- Leaving the classroom or school grounds without permission
- Throwing objects
- Items/behaviors that disturb the class and interrupt learning
- Overly rough play during any activity including sports/games
- Touching other people without prior permission from the person
- Destruction of property

Leaving Campus

Students are not permitted to leave campus once they have arrived inside the building. Leaving the campus without authorization causes a safety issue for the student and will result in the student, parent and staff conference.

Lunch

Students are not permitted to bring outside food into the building for consumption. This includes any type of sugary drinks, or any type of snacks. Daily we will provide lunch as defined by the USDA School Lunch Program. We offer a small a la carte breakfast for students that come in to school hungry or have not had the opportunity to have breakfast. Breakfast is offered between 8:15 and 8:30 only. If your student would like to eat breakfast they must be at school at 8:15. School starts at 8:30 and breakfast will no longer be served. Our meals are prepared at the old Porkland BBQ restaurant. If your students have dietary restrictions or allergies, please reach out to administration to see what options might be available for your student. You can contact the school by calling and leaving a message or emailing admin@mightyoakacademy.org

Table Manners

Students are expected to use table manners while eating in the school cafeteria or any other designated area in the building.
Table manners include but are not limited to:

- Using utensils appropriately
- Not talking with food in mouth
- Not throwing food
- Not touching other students' food
- Saying please and thank you
- Using napkins
- Staying seated while eating
- Raise hand if need assistance
- Appropriate table conversation and volume

1. Lunchroom staff monitor eating and encourage sampling of all food items served.
2. Students are asked to move to another seat if they are having difficulty.
3. When students are finished eating, they should follow recycling and trash procedures and dispose of their own items.

Medications

If a student needs to take any prescribed medication during school hours, please completely fill out and sign the Medical Authorization form, located at the front desk, have the form signed by the prescribing physician and return it to our front desk to be placed in the student's folder. **All prescriptions must be in the pharmacy containers and must be current and match the authorized prescription, with the Child's name, date of birth, and administration instructions clearly visible on the container**. If there are any changes to the medication at any time it is the parents' responsibility to inform the school of those changes. Parents will need to pick up medications at the end of the school year.

Over-the-counter medications can only be given with an OTC Form filled out and on file for the student. This Form can be picked up at the front desk.

Neglect and Abuse Reporting

All Mighty Oak Academy employees are mandatory reporters of abuse of a child and are subject to state and federal regulations. The reporting obligation under state law states whoever has reasonable cause to believe that any child with whom the employee has encountered has suffered abuse, as defined in state law, by any adult or by a student with whom the employee is in contact has abused a child, to immediately report to the local law enforcement agency and Department of Human Services. The employee shall also immediately inform his/her administrative supervisor, principal or school administrator. This school administrator is required to report any notification by an employee to the executive director if the report involves suspected abuse by any employee or volunteer. A log of any call will be kept in the administration office. Abuse is defined but not limited to the below.

Emotional Abuse

Can severely damage a child's mental health or social development. Examples of emotional child abuse include:

- Constant belittling, shaming, and humiliating a child or Calling names and making negative comparisons to others
- Telling a child he or she is "no good," "worthless," "bad," or "a mistake"
- Frequent yelling, threatening, or bullying
- Ignoring or rejecting a child as punishment, giving him or her the silent treatment
- Limited physical contact with the child—no hugs, or other signs of affection
- Exposing the child to violence or the abuse of others, whether it be the abuse of a parent, a sibling, or even a pet

Physical Abuse

Involves physical harm or injury to the child. It may be the result of a deliberate attempt to hurt the child, but not always. It can also result from severe discipline, such as using a belt on a child, or physical punishment that is inappropriate to the child's age or physical condition.

Sexual Abuse

An especially complicated form of abuse because of its layers of guilt and shame. It's important to recognize that sexual abuse doesn't always involve body contact. Exposing a child to sexual situations or material is sexually abusive, whether or not touching is involved. Sexual abuse usually occurs at the hands of someone the child knows and should be able to trust—most often close relatives.

Neglect

A pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, or supervision. Child neglect is not always easy to spot. Sometimes, a parent might become physically or mentally unable to care for a child, such as with a serious injury, untreated depression, or anxiety. Other times, alcohol or drug abuse may seriously impair judgment and the ability to keep a child safe.

CPS will not be allowed to visit your child at school without your prior consent except for a court order in writing, or an emergent episode called in by school administration.

Our Beliefs

Unlike public schools Mighty Oak Academy does not take any federal funds. We do not ask families to pay tuition to attend Mighty Oak Academy. We want all students to be able to access high quality instruction in their community. We solely rely on private donations. This enables us to have flexibility with our curriculum and the way we teach our students. Mighty Oak Academy will not be separating our fundamental faith beliefs and our school. While we will not be teaching the Bible as a class nor will we actively impose our beliefs on any student or family, we will also not shy away from sharing faith-based topics when asked. If you have concerns about this, please reach out to the school and administration.

Pesticide Information

Pests of any kind can cause a health issue, because of this all the Love City properties are regularly sprayed by a third-party company to mitigate any infestations. According to regulation:

– Staff, parents, and health officials have the right of notification in the use of pesticide to control pests in the building. Should you have further questions about the third-party company, or the pesticide being used please contact administration.

Recess

Recess is a valuable part of the day for our Elementary grades. It is an opportunity for our students to learn through play and get out some energy. Recess will be outside unless it is raining or the temperature is 31 degrees or below at the time of recess. Please be mindful of

the weather forecast and dress your student accordingly. Students will be outside for recess everyday unless the temperature is 31 degrees or below.

Safety and Security

To assist in providing a safe and healthful environment for students, employees, and visitors, Mighty Oak Academy **has established a campus safety and security program.** This program is a top priority for Mighty Oak Academy. The Executive Director of Love City and the School Administrator of Mighty Oak Academy has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

- Only authorized individuals will be allowed in the facility at any time. Unauthorized individuals will be escorted out of the facility, the appropriate authorities will be called in the event unauthorized individuals refuse to leave the premises.
- Mighty Oak Academy staff will maintain access control of the building doors at all times during school hours.
- All visitors must be directed to the front desk to sign in. Visitors during normal school hours that are not part of a predetermined volunteer group or arriving for a meeting cannot join any programs in progress and must check in with front desk staff to be interviewed first.
- No tours will be given of the facility without prior approval from the executive director.
- If a team member needs access to the building outside of either building open hours, or their normal School hours, that access needs to be approved by the school administrator, Love City executive director.
- Designated Staff members will be allowed to keep keys to the building only on the approval of the school administrator, executive director.

Love City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee and student are expected to obey safety and security rules and to exercise caution in all school activities. Employees and/or Students must immediately report any unsafe condition to the appropriate supervisor. Employees and students who violate safety standards, who cause hazardous or dangerous situations, or who fail to report a remedy (where appropriate), such situations, may be subject to corrective action, up to and including termination of employment and expulsion.

Playground / Outdoor Play Safety

When weather permits, we will be encouraging our teachers to take students outdoors to learn from the world around them. This will include both class time and play time. All safety and security rules that apply when students are inside the school building also apply when they are

outside the building. In addition, teachers are trained on outside safety precautions such as always walking in a group between campuses and never going inside a private residence.

School Closures

The directive to close school comes from the school administrator/executive director. When weather or other emergencies pose danger for students the decision for school cancellations or late starts will be announced by 6:30 am. It is important for parents to plan for their children in case of early dismissal from school. Please be sure to communicate this plan carefully to your child as well as the school.

Snow Days

Predictions of snow and snowfall is not an automatic school closure. Because we serve students that live in our community and students are within walking distance of the school, a closure is not always our first option. When making decisions about school closures or delays the safety of staff and students will always be in the forefront in our mind.

School closures and delays will be announced at 6:30 a.m. by email or text and Facebook.

When the school is on a two-hour delay, students may be dropped off at the school as early as 10:00 a.m. Please call the school to verify appropriate staff are on site before your student is dropped off.

Weather Related Early Dismissal

Early dismissal is announced via text, webpage, Facebook, and email. No child will be dismissed without an authorized adult pick up or being contacted for a dismissal plan.

Selling Items at School

Students are not allowed to sell anything at school for personal gain or fundraising. Items will be confiscated and a meeting with the students parents /guardian will be conducted by a member of the school administration team.

Sending Money to School

Any money sent to school should be sealed in an envelope with your child's name, the teacher's name, and the purpose for sending the money to school. Please do not allow your child to bring extra money to school, there should be no reason for money at school at any time. The school is not responsible for the theft of any money.

Social Media Policy

Mighty Oak Academy (MOA) recognizes the growing use of social media. The same principles, policies and guidelines that apply to a student's activities in general, as found in MOA's Code of Conduct, apply to a student's activities on-line. This includes forms of online publishing and

discussion, including blogs, wikis, file-sharing, snap chat, user-generated video and audio, virtual worlds and social networks.

In general, what you do on your own time is your personal business. However, activities in or outside of school and on-line activity outside of school hours that affect your academic performance, the academic performance of others, or the community, are a proper focus for MOA policy. Students who fail to follow MOA's recommended protocol for social computing are subject to disciplinary action up to and including expulsion. The following is a list of MOA protocols concerning a student's use of social computing sites both during and outside of school hours:

1. Know and follow MOA's Code of Ethics.
2. Students are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media.
3. Be aware of your association with MOA in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself with staff, parents, and other students. Identify yourself—name and, when relevant, role at MOA—when you discuss MOA or MOA-related matters. You must make it clear that you are speaking for yourself and not on behalf of MOA.
4. If you publish content to any website outside of MOA and it has something to do with the school or any teachers, staff, or students associated with MOA, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent MOA's positions, strategies or opinions."
5. Respect copyright, fair use, and financial disclosure laws.
6. Don't cite or reference teachers, students, staff, or suppliers without their approval. When you do make a reference, where possible link, back to the source.
7. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in MOA's school. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
8. Revealing personal information (i.e., name, phone number, address, etc.) about other students, teachers, or faculty.
9. Try to add value. Provide worthwhile information and perspective. MOA's brand is best represented by its students and faculty and what you publish may reflect on MOA's brand.
10. You should make sure that your online activities do not interfere with your education or commitments to peers.
11. Above all else, Mighty Oak Academy is founded on the principle of loving one another. Please ensure that anything you post on social media or in online forums show love to your neighbors and community either inside or outside of Mighty Oak Academy.

SCHOOL'S RIGHT TO INSPECT

The school reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. The school also reserves the right

to assess information in the public domain on the Internet and to invoke disciplinary action for any violation of these guidelines.

Student's Identity Online

Students are responsible for all of their online activity conducted with or without a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets. Any post or anything a student publishes on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

Student Conduct and Discipline

Mighty Oak Academy supports the teachers right to teach and the students right to learn. Behavior, which stops the teacher from teaching and/or the student from learning will not be tolerated. We believe that every student is a unique individual with unique personal, educational needs, and social needs. Which means every disciplinary situation is unique and will be addressed in a way that maintains student's dignity and self-respect.

Our Core Beliefs are:

- Mistakes are opportunities to learn. The goal is to teach children a new skill rather than punishing them for lacking skills we think they should possess by now.
- Students need to experience mutual respect in a secure and nurturing learning environment. We will hold high expectations for our students and ourselves.
- Misbehavior should be seen as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

Conscious discipline is a method of discipline that eliminates the need for a reward and punishment-style of discipline. It is intended to create stronger communication within the classroom and/or home environment. Conscious Discipline gives children a voice and empowers them with the ability to achieve behavioral goals. There is research supporting this method for classroom use. According to Conscious Discipline, the creation of healthy connections with other people wires the brain for improved impulse control and a willingness to cooperate. Conscious Discipline techniques can be used both in school as well as at home.

Student Behavior Expectations

- Students are expected to take an active role in their learning, participate in class and in learning activities.
- Students are expected to learn and follow classroom rules and expectations in order to keep school a safe and healthy place to grow.
- Students commitment to take a considerate and supportive attitude towards adults, visitors, and to one another at all times whether on or off campus.
- Students are to work together with school staff and volunteers to actively participate in learning by honoring their time and efforts by making every effort to attend to tasks to the best of their abilities.

- Students listen and respond to adults and classmates' words (whether given praise, redirection, or instruction) and actions.
- Students treat staff, teachers, and volunteers with kindness and with respect for their role.
- Students treat one another with patience and respect for the ways each other learns best.
- Students can ask about, respect and honor the needs of others by listening to their wishes regarding personal space, decisions, belongings, etc.
- Students who come to school ready / prepared to learn, grow, and contribute with the tools they have and those they are given.
- Students respect safe use, care for, and store school property and the property of others.
- Students are required to show a desire to work as part of a team by showing good sportsmanship and courtesy in every effort to participate.
- Students can use words and actions that build trust and safety and encourage exploration in the community.
    - Students assertively speak their needs and to work with staff and students to find solutions that see their needs as well as the rights and other needs of others.
    - Students take time to listen to and see how others see things.
    - Students who choose not to say or use harassing, threatening, or intimidating actions and words whether online, by phone, or in person to any student or staff.
    - Students who choose not to use words said to hurt another by pointing out differences.
    - Students who agree not to curse, use vulgar, profane, or otherwise disruptive language while at school.
- Students are expected to be honest about their words, actions and harms as they occur within the community.
- Students who choose healthy choices that set their peers up for success by choosing not to fight, play tricks on, or horseplay with others while at school.
- Students who agree to resolve conflicts safely and with respect for the needs and feeling of others.
- Students who agree to try new things and to increase flexibility by teaching other skills and learning from others.

Students participating in any of the inappropriate behaviors listed above or failing to meet any of the student behavior expectations will be counseled and a meeting will be set up between the administration and the family to discuss the student's behavior, the motivations

Suicide Intervention

Mighty Oak Academy takes suicide concerns very seriously. School staff will follow the Suicide Intervention Protocol as depicted in the Policy and Procedures handbook for all students identified as being at risk for suicide. Trained suicide screeners (student support

specialist/School Administrator) will interview students of concern to assess risk, notify the parent/guardian immediately, and develop a comprehensive Student Support Plan to ensure safety and ongoing monitoring. Interventions may include additional assessment/evaluation and safety planning through outside agencies. If you have concerns about your student, please contact the school administrator to discuss how the school can best provide support. If you need immediate assistance, please call 911 or the 24 hour National Suicide Prevention Lifeline at 1-800-273-8255.

Suspension and Expulsion

Suspension and expulsion are the most serious of all disciplinary actions. Mighty Oak Academy is a community school that is a choice for students to enroll. As such Mighty Oak Academy is not bound by the same rules of discipline, suspension and expulsion. Suspension will be avoided as a means of addressing student's behavior as much as possible. While student's safety is paramount, suspension will only be used when student's safety is at risk in staying at school. Any expulsion decisions will be made by the school administration and will take into account all aspects of the situation at hand. Expulsion will be decided upon by the school administrator and the executive director of Love City. Mighty Oak Academy reserves the right as a privately run school to execute these disciplinary actions as deemed necessary.

Students with failing grades will be counseled by the administration to determine a plan to improve. Should a student continue with failing grades after continuing interventions, their enrollment at Mighty Oak Academy will be re-evaluated, to determine if Mighty Oak is a place where that student can succeed.

Tardies

Repeated tardiness or absences can be considered truancy and will result in an intervention by the school staff. Tardy is defined as arriving at school after the beginning of the school day has already sounded at 8:30 a.m. or after. Arrival after 8:30 a.m. until 8:45 a.m. results in a tardy. After 8:45 a.m. it is a 25% unexcused absence.

Student arrives at:

- 0%: Absent
- 25%: Arrives by 2pm
- 50%: Arrives by Noon
- 75%: Arrives by 10am
- 100%: Present all day

Technology Policy

The use of technology and computer resources at the school is a revocable privilege. Failure to abide by this policy may render a student ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, tablets, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, calculators, software, Internet, e-mail and all other similar networks and devices.

Users are expected to be responsible and use assigned Technology appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy will result in disciplinary action.

The use of the School computer hardware and network system should be in support of education and research consistent with the educational mission or objectives of the School. Each student and family will be asked to sign the Technology use consent form before allowed to use any school owned devices.

Teachers and Staff do their very best to monitor students activity while on any Love City devices during school hours. However, please discuss acceptable use of the internet with your students on a regular basis.

Tuition and Fees

Unlike public schools Mighty Oak Academy does not take any federal funds. We do not ask families to pay tuition or fees to attend Mighty Oak Academy. We want all students to be able to access high quality instruction in their community. We solely rely on private donations. This enables us to have flexibility with our curriculum and the way we teach our students.

Tutoring

Tutoring may be offered during the school year for students who may need extra support. Parents of applicable students will be contacted regarding the opportunity to participate. Mighty Oak believes in nurturing students who may need additional learning experiences to help their development. These sessions will usually take place after school. Student academic and behavioral expectations remain the same during tutoring sessions.

Use of Bicycles

Riding a bicycle to and from school is a privilege, not a right. Students who fail to follow the rules set by the administration and the teachers will have the privilege of bike riding revoked and may also be subject to additional discipline. The school will make an intensive effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage

children to respect each other's bikes; however, the school cannot be responsible for stolen, "borrowed", or damaged bicycles. We will provide bike locks to be used by students. Your child may ride his or her bike to school if the student meets the following requirements:

1. Parks his/her bike in the rack provided by the school and locks their bike with a lock either school provided or their own lock.
2. Always observes the rules of safety including watching for cars in front of the school
3. Wears a helmet

Valuables

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. Students are not to bring any personal stuffed animals, toys, playthings, balls, trading cards, or anything that can be disruptive to the school day unless they are specific to a school project or a sharing activity. When brought for a school project or sharing activity, items are not to be played with at recess or other undesignated times. The best practice is to not bring the items to school that are valuable to children and/or parents and leave them at home.

Lost and Found

The school is not responsible for lost or stolen property. The student must assume the responsibility of taking care of belongings and books. Although not responsible for lost articles, the school will do its best to help locate and retrieve the lost item. Our lost and found closet is located in the front hallway and front desk. Unclaimed items will be cleaned out every two weeks. It is helpful if parents label personal items and clothing.

Backpacks

Students are not permitted to bring backpacks to school. All school supplies are provided at school for students to use, and homework is not sent home. This also includes small bags of any kind. Purses, shoulder bags or belt bags are also not permitted at school. Students that bring any kind of bag to school will be required to check them in at the front desk and will not be permitted to access them throughout the day. They can pick them up from the front desk when they are dismissed for the day.

Water Bottles

Students are also permitted to bring a water bottle to school. Water bottles should be mostly clear and only contain water ***(contents need to be visible)***. Should school staff have reason to believe water bottles contain other than water a student may either lose the privilege to have a water bottle or may be required to have their water bottle inspected.

Visiting Classrooms

To protect other students' privacy we do not typically allow families to visit classroom's during the instructional day. The family is welcome to visit our website at www.mightyoakacademy.org for school updates. You are also encouraged to join us on Facebook and Instagram.

Volunteering

We need you! We value your time and commitment to our school and your students. There will be numerous opportunities for you to get involved throughout the upcoming school year. Anyone interested in volunteering needs to fill out the volunteer liability form and background check as soon as possible. To add safety to our students, these forms will need to be completed prior to volunteering with any direct supervision of students.

Weapons

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Mighty Oak Academy is committed to providing a safe environment for students, staff, and Visitors. Students are prohibited from possessing and bringing weapons and replicas of weapons into any school building, onto school property or to any school-sponsored activity. Weapons shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's desk, backpack, purse or attire of clothing; otherwise under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school. This is a serious offense and will be dealt with by school administration and law enforcement as needed. Please note this can lead to expulsion from school.

Threats

Threats in any form verbal, written, or drawn will be investigated. The school will take all threats seriously, this includes practical jokes or offhand comments. Including those threats from students threatening to inflict serious harm to themselves, other people, or destruction of property. Anyone that becomes aware of any type of threat being made should immediately report it to a teacher, counselor, and/or a member of the School Administration Team. School Administration will fully investigate the threat and determine appropriate next steps. Next steps include but are not limited to: conference with the student's parent, up to inclusion of law enforcement, assess the need to call local law enforcement depending on the type and severity of the threat.

Withdrawal and Transfer

Parents/Guardians should notify the school administration in writing that they will be withdrawing their child from school. Parents/Guardians should inform the School Administrator regarding the date of the move, the new mailing address and the name of the school their child will be attending. Upon written request, the school will forward an up-to-date reporting of grades, health records, and other requested reports.

Student Handbook Acknowledgement Form

I have thoroughly read and agreed to the expectations outlined in the handbook. As the parent/guardian of: _____ (Student's Name) I have read and discussed the Mighty Oak Academy Parent and Student Handbook with my child.

Parent/Guardian's Signature: _____ Date:_____

Parent/Guardian's Signature: _____ Date:_____

Student's Signature: _____ Date:_____