

DOUBLE OAK CHRISTIAN ACADEMY

FAMILY HANDBOOK

2026-27

ESTABLISHMENT OF DOUBLE OAK CHRISTIAN ACADEMY

Double Oak Christian Academy is a ministry of South Oak Ridge Baptist Church established in 2025 to enrich the education of children to love God with all their mind and to encourage a joyful pursuit of His truth. It provides kindergarten through second grade with a highly traditional, classically based curriculum stressing the development of moral character, important skills, logical analysis, and the establishment of a biblical worldview.

STATEMENT OF NONDISCRIMINATION

Double Oak Christian Academy does not discriminate on the basis of race, color, or national origin. The school reserves the right to exercise its religious freedom and mission in accordance with its Christian values. This includes the right to make decisions regarding admissions, employment, and school policies consistent with its faith-based mission, as protected under federal and state law.

DOUBLE OAK'S MISSION

Our mission at Double Oak Christian Academy is to develop Christ-like character and academic excellence in our students. By partnering with parents, church, and community, we are committed to equipping students to discover and fulfill God's plan for their lives.

VISION OF DOUBLE OAK CHRISTIAN ACADEMY

Our vision is to provide a foundation built on knowledge of Truth, guide students to develop qualities reflecting the character of Jesus Christ and provide opportunities for students to function as the body of Christ in service to God and in outreach to others.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, infallible, authoritative Word of God and inerrant in its original writings. (II Timothy 3:16-17, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His future return in power and glory to establish His kingdom. (Acts 1:11, Revelation 19:11)

4. We believe there is only one way to heaven, through a personal faith in Jesus Christ. Salvation is only by admitting one's sin, believing that Jesus died on the cross and rose again, and confessing Jesus as Savior and Lord. (John 3:16, Romans 5:8, John 14:6)
5. We believe in and practice the holy ordinance of water baptism, which signifies the believer's death, burial, and resurrection into new life with Christ Jesus, and the regular celebration of Holy Communion as commanded by our Lord. (Matthew 3: 15-17)
6. We believe that God made man and woman in His image. (Genesis 1:26-27)
7. We believe that marriage is between one man and one woman (Genesis 2:18-25)
8. We believe that all human life is sacred and created by God in His image. We are therefore called to defend, protect, and value all human life. (Psalm 139)
9. We believe that all believers are a part of the body of Christ and should live in unity with one another. (Ephesians 4:11-13, I Corinthians 12:12-27)
10. We believe in the imminent return of Christ. We believe in the resurrection of both the saved and the unsaved; those that are saved into the resurrection of life and those that are unsaved into the resurrection of damnation. (Titus 2:13, 1 Thessalonians 4:15-18, Revelation 22:20)

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, incest, bestiality, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12: 28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

REGISTRATION – Current & New Students

Parents register their child by completing the online registration form for each child on the Double Oak Christian Academy website.

For our Kindergarten programs, we determine the eligibility of your child based on their age of five as of August 31st. Any request for an exception to the birth date requirement must be worked out with the Principal or Administrator, who will guide you through the process.

DOUBLE OAK ACADEMY – New Students

Kindergarten

To be accepted into our Kindergarten program, the child must have attained the age of five by the August 31st of the current year and be able to function independently in the restroom.

1st – 2nd Grade

To register in 1st – 2nd grade, the applicant must have been promoted to that grade by previous school or they must have completed their Home School program for the previous grade, tested at the grade level they have requested to be enrolled in. Once the registration has been verified students will complete assessment test for proper grade assignment at Double Oak. Finally, applicants will have a family interview with school administration. Then, a decision will be made for enrollment based on our admissions policy.

EARLY WITHDRAWALS

If a child is withdrawn, the parent(s) must email or call the office and notify them of the pending withdrawal. The parent(s) must then write a letter in which they state the date and specify reason(s) for the withdrawal. Registration and Enrollment Fees will not be reimbursed.

Teacher contracts and operational budgeting needs are written with and understanding that students will be enrolled for the entire year. You are responsible for the annual tuition beginning August 1, 2026. Should your pre-enrolled student withdraw for any reason a tuition adjustment will be made as noted below and you are responsible for remaining balance.

| | | | | | |
|---------------------|--------------|---------------|---------------|--------------|---------------|
| WITHDRAWAL AFTER | MAY 1 | JUNE 1 | JULY 1 | AUGUST 1 | SEPT 1 |
| TUITION DUE | 100% | 90% | 80% | 70% | 60% |
| WITHDRAWAL AFTER | OCTOBER 1 | NOVEMBER 1 | DECEMBER 1 | JANUARY 1 | FEBRUARY 1 |
| TUITION DUE | 50% | 40% | 30% | 20% | 10% |

TUITION & FEES

This ministry is self-sustaining and thus dependent on the faithfulness of everyone to pay on time. The yearly fee for children will be divided into ten equal payments and will be debited from bank account on the 1st day of every month beginning August 1st and ending May 1st. We do not bill each month unless you have an outstanding balance. If you choose to pay for the entire year when school begins August 1, you will receive a 4% discount on the total yearly tuition.

REGISTRATION FEE – New Students Only

A registration fee of \$150.00 per child is required at registration for you application to be considered for approval. This fee is non-refundable.

ENROLLMENT FEE – New and Returning Students.

A yearly enrollment fee of \$250.00 for each student purchases student's curriculum, handbooks, enrichment supplies, and grade specific classroom literature. This fee is due at enrollment for current students and upon approved enrollment for new students. This fee is non-refundable once enrollment is confirmed and must be paid to complete enrollment. If fee is not paid by April 1st your child's spot for the following school year at their grade level could be forfeited.

DOUBLE OAK CHRISTIAN ACADEMY TUITION

Tuition covers the costs associated with administrative staff, classroom teachers, encore teachers, daily operation costs, activity fees, and other associated costs. Tuition includes supplies and most field trips.

HOURS OF OPERATION

| PROGRAM | DAYS | DROP OFF | HOURS | PICK UP |
|---------|-----------|----------|-----------------|----------|
| K-2 | Mon-Thurs | 7:45 | 8:00am -2:30 pm | 2:30 pm |
| K-2 | Fri | 7:45 | 8:00am-12:00pm | 12:00 pm |

SEVERE WEATHER AND CLOSINGS

WXII 12 and Social Media posts will be made concerning closings, delays, and early dismissals. These decisions will be made and posted as early as an informed decision can be made. We will also post on our website at:

DROP OFF AND PICKUP INFORMATION

Children will be dropped off on the Fellowship Hall side of the church adjacent to the ground floor, back door of the church building from 7:45-7:55 am.

If you arrive after 8:00am for drop off, an adult must bring children in to the office and sign them in.

If you are later than 2:45 on Mon-Thurs, or later than 12:15 on Friday to pick up your children, you will be given two grace periods during the school year. If you are late more than two times, you will be billed \$25.00 each time you are late.

No child will be allowed to ride with anyone who is not on the school's list of acceptable pick up people unless a written note or phone call is presented to school personnel prior to the designated pickup time.

Each family will be issued pick up cards with the child(ren) names which must be placed in the window or dashboard of the vehicle during carline pick up. If an individual does not have a card and/or prior arrangements made with the office, then the individual must park until pick up is complete for all children and then enter the office to verify pick up.

Parent(s), if you should have a reason to deny anyone other than you or your designated caretakers to visit or pick up you child(ren), you must have a notarized letter, which adequately identifies the said person(s), on file in your child's permanent record folder. In this situation, it is advisable that the parent have his

legal advisor to write the letter for him. Only the parent who initiated the restriction may withdraw or make changes to this letter.

EARLY PICK UP

If your child(ren) must leave school early, please provide a written note or speak with a school administrator stating the time and reason that the child(ren) needs to be excused. A parent/guardian must come to the office to pick up child. The child will be brought to the office.

CHURCH PROPERTY

Double Oak Christian Academy will minister on the property of South Oak Ridge Baptist Church unless otherwise noted. Please take care of the facilities and help us steward what God has given to the church.

WEAPONS AND DANGEROUS OBJECTS

All objects that can kill or cause serious bodily harm are prohibited on church property. Firearms, knives, martial arts weapons, lighters, matches, and other types of weapons or facsimiles of any of the above are prohibited while Double Oak is in session. This includes replicas of weapons that could be mistaken for a real weapon. In this instance, it could cause alarm of children and staff. It is the responsibility of each parent/guardian to ensure that their child(ren) adheres to this rule. According to the type of weapon brought, the police may also be contacted.

PERSONAL PROPERTY

Radios, tape recorders/players, electronic game devices, laser lights/pens, I-pods, MP3 players, cellular phones, smart watches, etc. are prohibited for child use in class. Skateboards, Heelys, and rollerblades are not allowed on campus unless these items are part of an approved activity and children have been given permission to use them. It is the responsibility of each parent/guardian to ensure that their child adheres to these rules. Double Oak is not responsible for lost, damaged, or stolen items per the release and hold harmless agreement.

CELL PHONES/ELECTRONIC DEVICES

Children may leave cell phones and electronics with their class teacher or in their book bag, but if they are out during the day, these devices will be secured by the teacher. This rule also applies to smart watches or any similar technology. Those devices may not be worn during the school day.

LUNCH

The school will not provide lunch for students. Packed lunches sent with your child should not require heating. We are not able to provide refrigeration so lunches should contain an ice pack to keep your child's lunch cold.

SNACKS

Each teacher has the prerogative of having snack time for their class, once a day for no more than 15 minutes. Parents should provide a snack each day for their child if the teacher establishes a snack time. Parents may be asked on occasion to provide snacks for their child's class in order to accompany a holiday or curriculum related food. Children may bring bottled water to drink during the day.

MEDICINES

Rules applying to medicines are as follows:

- If a child must take a prescription medicine or over the counter medicine while at Double Oak Christian Academy, the parent(s) must obtain a Medication Form for the office and have it completed and on file. This completed form and the prescribed medicine, in its original bottle or an appropriately labeled bottle must be kept locked, in the office and administered by someone on the administrative staff. Any exception to this rule must have the approval of the administration.
- If a child is diagnosed with any learning disability and has been placed on medication, they must take their medication as prescribed by their doctor to be eligible to participate.

COMMUNICABLE DISEASES

If the administration has any suspicion that a child has a communicable disease, the following actions will be taken:

- The parent will be contacted and will be expected to pick up the child within an hour of notification. If the parent is unable to accomplish picking up in the allotted time, the next person on the list will be notified with the same restriction of time. If someone cannot be reached, and the child is not picked up, Double Oak reserves the right to have the child transported to local hospital via ambulance at the parent's expense.
- A child with an infectious/contagious disease or intestinal virus may not attend until they have been given clearance to return to Double Oak from a medical doctor or been symptom free for 24 hours.
- A child who has been placed on an antibiotic must have been on the medication for a 24-hour period prior to returning to Double Oak

- Children must be fever and GI symptom (stomach) free for 24 hours before returning to Double Oak. A fever will be defined as a body temperature of 100 degrees F or higher before medicine to reduce fever has been given.

LICE

When a child is exposed to lice, or contracts lice, it is imperative that the lice be treated topically with an agent that kills them. Families must take precautions to eliminate the lice from the home. Children who contact lice will not be permitted to return to school until the problem is eliminated. Double Oak reserves the right to ask a child with ongoing problems with lice/nits to withdraw.

ACCIDENTS

Any accident must be reported to the office as soon as possible, if it is deemed to be more urgent than can be managed easily by the child's teacher. Because accidents are often related to throwing objects and/or improper use of chairs and table, the throwing of any object and standing on chairs and/or sitting on tables is forbidden. Accident/Incident forms must be completed by a staff member who will then communicate with the office to notify the parent/guardian.

LOST AND FOUND

Please label your child's coats and outerwear with their name. Any property found without a name will be placed in lost and found in the administrative area of the school. Please check the lost and found location once a month in order to claim your child's lost belongings. At the end of the year, items left unclaimed will be donated to a local charity.

LOST, STOLEN, AND DAMAGED ITEMS

Double Oak cannot accept the responsibility for lost, stolen, or damaged items on church grounds. Children should not bring valuable items or excessive cash. If they do, they accept full responsibility for those items or cash.

RESOLUTION OF PROBLEMS

In any group setting, there will be a need to resolve disagreements that arise between members of a group. God has told us that the correct way to solve a disagreement or problem is by the people involved getting together and calmly talking through the problem. For these meetings to be effective, it is important that each participant recognizes the need to let everyone talk, and for each participant to

listen carefully to what each party is saying. The desire is to experience the good that God can bring for all involved.

Guidelines for Problem Solving

These are the steps to be followed in solving a classroom behavior problem:

Step One: The teacher will use an appropriate, corrective action to correct the problem.

Step Two: Notify the parent through a telephone call, sealed note, or email describing the problem and asking for the parent's assistance with the problem.

Step Three: The child will be sent to the Administrator/Principal, who will work with the child and the parent(s) to correct the behavior.

Step Four: If the above steps fail to solve the behavioral problem, we reserve the right to expel the student from Double Oak Christian Academy.

If a parent should have a concern about a rule or procedure that is being enforced in either Double Oak Christian Academy or the classroom, he should call the office and ask to set up an appointment after regular school hours with the teacher, administrator, or staff member involved with the child's problem. The office will set up the appointment date and time as quickly as possible and call the parent back confirming the appointment. If either the parent or employee desires, he may ask the administrator to sit in on the meeting. If the administrator is personally involved with the problem, the parent may ask that another member attend the meeting.

During the behavioral problem resolution process, we expect the individuals involved with the resolution to remember to approach the situation out of love for the child and desire to help that child to develop his God-given potential to the fullest extent. This is not a time to make comments in regard to one's thoughts or feelings. If all the steps have been followed, and the matter has not been resolved, then the parties involved may submit in writing a letter to the administration stating the situation with attempts to resolve the issue. If any party is dissatisfied with the resolution of the administration, then he may submit a letter to the School Board of Double Oak Christian Academy to intervene.

Learning Problems

- These are the steps to be followed in solving learner problems. When a child is having difficulty comprehending the concepts in each subject, the grade teacher will:
- Arrange time for a one on one tutorial session. This time may occur before or after Double Oak's ministry hours, or during a time when other children are involved in another activity, such as physical education or encore activity.

- The teacher will notify the parent of the problem by note or phone and explain how the parent might help the child to understand the concept.
- If the first two steps fail to assist the child in learning the concepts, an administrator will assist the teacher and the parents in trying to identify a solution.

Learning Disabilities: If at any time a teacher suspects a potential learning disability or inability to interact in a socially appropriated manner, that teacher will notify parent and make the administration aware of concerns or observed difficulties. Concerns should be in writing with each behavior clearly noted. A conference will be scheduled with the teacher, possibly including an administrator and the parent(s). If the child needs further evaluation or testing, the parents/guardians will be required to schedule and facilitate this process. A copy of the evaluation from the testing center or physician's statements must be provided to Double Oak and placed in the child's record. Double Oak reserves the right to refuse admittance or retain children in their program whose needs cannot be met through the current team of teachers and tutors. We will advise and recommend educational alternatives or counseling services if the need of the child cannot be met at Double Oak. If we recommend counseling or testing, the child must attend and required reports provided to Double Oak for future attendance. If reports and required appointments are not made, Double Oak will not allow admittance or continued enrollment to the program.

PARENTAL AND CLASSROOM VISITATION GUIDELINES

Parents will not be allowed in the classrooms.

We invite parents to visit during chapel and some special activities, but you must follow the following guidelines:

- Upon arrival to campus, you must go to the school office, identify yourself, sign in, and fill out a visitor's tag before going to the area where the activity is taking place.
- Visitor tags should be worn to the area where the activity is taking place and shown or presented to the person in charge of the activity. For safety reason, you must return the tag to the office administration and sign out at the end of the visit. Visitors must always be identified in case of an emergency on campus.

Any parent who continuously disregards these rules may be required to remove his child/children from Double Oak.

DRESS CODE

A learning environment must have rules concerning proper dress for its children. This is extremely important for a Christian ministry if it wishes to portray an image of a personal relationship with God and academic excellence in its communities. Children are expected to be neatly dressed and well groomed to attend class each day. It is expected that clothing be appropriate and that extremes in styles (including hairstyles and jewelry) be avoided.

Modesty and neatness are of utmost importance.

If a child's dress is deemed inappropriate by not being modest or displaying inappropriate language, slogans, pictures, or other content that is inconsistent with the philosophy of Double Oak, the parents may be contacted to bring a change of clothing to the school or take the child home until appropriate dress can be obtained.

Parents are asked to dress neatly and modestly when coming the Double Oak. Please follow the same guidelines for dress as the children, since they learn by example.

STANDARDIZED TESTING

At minimum, each child in grades 1st through 2nd will be required to take appropriate standardized test each year. The Woodcock-Johnson Abilities, CLT Tests or other approved tests have been verified for validity and offer parents an opportunity to see how a child is performing relative to a national and local educational group at the same level.

DISCIPLINE

(All Discipline is ultimately subject to administrative discretion)

We believe that God wants each of His created children, while being individually unique, to be able to work in a group and while in that group to show concern and respect for and acceptance of each member of the group. Therefore, to help children of all ages to develop the behaviors of concern and respect, rules that encourage growth of these attributes must be established.

The following guidelines are established for our program:

Child Conduct/Discipline Process

Children are asked and required to:

- Respect authority

- Respect others
- Respect property

Double Oak will operate an assertive discipline program in all of our programs and ministries. Teachers clearly explain their expectation to children, positive reinforcement for correct behavior and negative consequences for inappropriate behavior are explained. In general, we feel that no child has the right to behave in a manner that disrupts or interferes with the right to teach or to learn. Two simple guidelines apply in all of our programs and ministries:

1. Follow directions the first time they are given.
2. Treat fellow children and teachers in the courteous, cooperative way you would like to be treated. (The Golden Rule)

Children will be given class rules to obey to maintain proper classroom management. We will treat each child with respect, love, and genuine concern. Should a discipline concern arise, parents will be contacted for communication purposes and to work to establish positive behavior of the child. We will do everything possible to meet the needs of the child.

Minor Breaches of Conduct

Minor breaches of conduct will usually be handled by the classroom teacher. These include but are not limited to classroom rules and disruptions. If the problem warrants, the child may be referred to the administration.

Major Breaches of Conduct

Serious breaches of conduct include but are not limited to the following: fighting; extortion; profanity or verbal abuse of others; harassment in any form: bullying, name-calling, touching, inappropriate written or drawn messages, posting on social media, emails, text messaging, etc.; dishonesty in any form, such as stealing, cheating, plagiarism; vandalizing or destroying church property; arson; immorality; unauthorized absence from Double Oak or assigned class; possession of weapons or their facsimile. Serious breaches of conduct include violations occurring on and off campus.

First Offense: 5 days suspended from participation followed by a 30-day probationary period. The administration determines the status of the child at the end of the probationary period.

Second Offense: Expulsion from Double Oak Christian Academy, per the determination of the administration. Any child who refuses to correct any

disruptive or improper behavior will be asked to withdraw from the program. Financial obligations will still be the responsibility of the parents/guardian.

ALCOHOL, DRUGS, TOBACCO, VAPES

No alcohol, drugs, tobacco, or vapes are allowed at Double Oak Christian Academy.

VANDALISM AND IMPROPER USE OF BUILDINGS AND GROUNDS

A child involved in willfully or negligently damaging Double Oak Christian Academy's property or property of South Oak Ridge Baptist Church or another person's property will receive an automatic suspension from Double Oak for up to five days, with consideration of expulsion based on the nature of offense. Pranks, especially those involving safety equipment such as fire extinguishers or fire alarms, will be treated as vandalism and will be dealt with accordingly. The child will also pay the costs of repair or expenses associated for any damage, regardless if he is permitted to return to the program.

CHEWING GUM

No chewing gum is allowed at Double Oak

ADVERTISEMENTS AND FLYERS

No personal posters or flyers may be displayed in the classrooms

LANGUAGE

All staff, administrators, parents, and children of Double Oak are expected to use language that reflects a desire to please God. Therefore, using the Bible as our source for truths concerning "The words that proceed out of our mouth," each member of the Double Oak family will refrain from using coarse or vulgar language/stories, as well as gossip, angry outburst, and slander. Appropriate action to assist the offender in these areas will be taken by the teacher and/or the administration. We are committed to assisting each other in the use of correct English in speech and writing.

PUBLIC DISPLAY OF AFFECTION

We emphasize to all children that the improper display of affection between two children, heterosexual or homosexual, is not proper behavior and should not occur on church grounds.

PARENT CONDUCT

The administration and staff will strive to maintain an atmosphere that will promote positive behavior. The class teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, it is imperative that parents cooperate and reinforce the same. Following are some guidelines for parent conduct:

Pray daily for the leaders and children of Double Oak Christian Academy

- Be positive about the program in front of the children
- Be encouragers; build each other up
- Be a team player
- Do not gossip and do not assume. Know the facts and support them
- When there is a concern or suggestion, please take the following steps: (a) Pray, seek the will of God. (b) Get all the facts. (c) Make an appointment with the teacher to discuss the concern. If not satisfied, make an appointment with the teacher and administrator and address your concern

FACULTY AND STAFF CONTACT

It is our aim to treat each child and his family fairly and equitably. We strive to have Christ-like character at all times. All faculty and staff should always glorify God in speech and action while at Double Oak and in the community.

PARENT AGREEMENT

(Please sign and return to the school administration)

I have received and read the Parent and Child Handbook of Double Oak Christian Academy

I understand and will abide by the terms and policies as presented in the document.

All children can be listed below:

Child(ren)'s Names

Parent/Guardian Signature

Date

REVISION HISTORY

| Date | Version | Description | Revised By |
|-----------|---------|-------------|------------|
| 4/14/2025 | V1.0 | Original | T. Clark |
| 1/29/2026 | V1.1 | REVISION | TGC |