

Family Handbook

2020-21



OAK GROVE

CLASSICAL ACADEMY



Christ-Centered. Classical. University Model.

TABLE OF CONTENTS:

CHAPTER I: THE SCHOOL

- A. Foundations
 - 1. Mission Statement
 - 2. Vision
 - 3. Distinctives of Oak Grove
 - 4. Primary Aims and Objectives
 - 5. Equipping Students for Controversy and Challenge

- B. School Profile Snapshot
 - 1. Certification & Accreditations
 - 2. The Model
 - 3. Non-Discrimination Policy
 - 4. Christian and Non-Denominational
 - 5. Statement of Faith

- C. School Structure
 - 1. Board
 - 2. Administration
 - 3. Support Staff
 - 4. Directors and Teachers

- D. School Campus
 - 1. Hoffmantown Church
 - 2. Parking
 - 3. OGCA Office
 - 4. Classrooms
 - 5. Arrival, Dismissal, and Visitation
 - 6. Delays and School Cancellations
 - 7. Other (Lunch, Field Trips, Recess)

- E. Health and Safety
 - 1. Emergencies
 - a. Medical Emergency Procedures
 - b. Emergency Response Procedures
 - c. Threat of Violence Policy
 - d. Safety Drills
 - e. General Safety Reminders
 - 2. Student Health
 - a. Medication
 - b. Immunization
 - c. When to Keep Your Child Home
 - d. Communicable Diseases

- F. Admissions
 - 1. Non-Discrimination Policy
 - 2. Admissions Process
 - 3. Registration
 - 4. Grade Placement
 - 5. Mid-Year Enrollment

- 6. Student Placement
- 7. Student Files
- 8. Tuition and Fees
- 9. Discounts
- 10. Withdrawal and Refunds
- 11. Late Payments
- G. Academic Programs and Policies
 - 1. Graduation Requirements
 - 2. Advanced Courses and Dual Credit
 - 3. Assessment (Policies, Report Cards, Grading Scale, etc.)
 - 4. Academic Status for Students
 - 5. Modifications to Instruction
 - 6. Student Work
 - 7. Workload
 - 8. Attendance
 - 9. Athletics Eligibility

CHAPTER II: THE PARENTS

- A. Roles and Responsibilities
 - 1. Code of Conduct
 - 2. Roles in the UMS Model
 - 3. Additional Needs and Roles
 - 4. Ways to Support the Mission of Oak Grove
 - 5. POG (Parents of Oak Grove)
 - 6. Special Events
- B. Grievance Procedures
- C. Communication Procedures and Principles
 - 1. Communication Process
 - 2. Communication Folders
 - 3. Lesson Plans
 - 4. Parent Conferences
 - 5. Delegating Home-day Work
 - 6. Gradebook Policy

CHAPTER III: THE STUDENTS

- A. Code of Conduct
- B. Discipline System
- C. Dress Code
 - 1. Grammar School
 - 2. Logic School
 - 3. Rhetoric School

FAMILY COMMITMENT STATEMENT

Appendix A: Logic and Rhetoric School Specific Policies

Appendix B: Discipline Referral Form

Appendix C: Quick Reference Guide

Appendix D: Classical Education Resources

Appendix E: Rhetoric School Extended Planned Absence Request Form

CHAPTER I: THE SCHOOL

A. Foundations

1. **Mission Statement:**

We strive to partner with parents in providing a Christ-centered, classical education utilizing a university-model. We seek to inspire our students to love learning, to face life's challenges with courage and character, and to apply God's truth in their spheres of influence.

2. **Vision**

The vision of Oak Grove can be summed up in this phrase, "Learn for Life, Live for Christ!" In further detail, the vision looks like this:

For Parents:

- Assume responsibilities of the intentional partner in education
- Live out the role as the most influential spiritual advisor for children
- Encourage one another in training children to glorify God

For Educators:

- Display a love for God, a love for children and a love of learning
- Demonstrate a passion for classical education and excellence in teaching
- Assist parents in their role as spiritual and academic mentors
- Cultivate effective communication skills to motivate and inspire students toward learning
- Serve as a positive role model for students, parents, and the community

For Students:

- Develop a biblical worldview and a heart for those who have yet to hear the gospel
- Display Christ-honoring character and humility
- Cultivate personal expression and creativity
- Learn to communicate persuasively and eloquently
- Demonstrate respect and honor for elders and fellow classmates
- Develop a love of learning
- Desire to grow in understanding and wisdom

3. **Distinctives of Oak Grove**

Passionately Christ-centered

What is the difference between a good education and a great education? We believe that a great education inspires students to pursue the Truth and understand the world around them. At Oak Grove we recognize that the pursuit of Truth is not a subjective venture. Rather, all truth belongs to and stems from God. Pointing students to their compass, the Word of God, is the only way they will discern truth from error, right from wrong, and good from evil. Because all learning is premised on a defined worldview, Oak Grove seeks to present language, history, science, and the arts as tools through which we learn more of God's character and His design of our world.

Uniquely Classical

For centuries, a classical philosophy of education has informed the education of children and inspired them to think and learn for themselves. The founders of this Republic and its great thinkers were educated under the influence of classical education. Only in the past century did the mainstream of educators in Western civilization depart from this vision. By structuring the curriculum around the Trivium, classical education focuses on critical thinking skills, the classic languages, Latin and Greek, and a defined body of content knowledge. The Trivium capitalizes on age-appropriate strengths of students at each of three primary stages of development:

- **Grammar/Knowledge Stage (Pre K-5th grade):**

Students grasp the basic building blocks foundational to lifelong learning by applying meaningful memorization and mastery of content knowledge. Focus is placed on delivery of factual information through poetry, vocabulary, mathematics, literature, geography and historical narrative.

- **Logic/Understanding Stage (6th-8th grade):**

Students critically analyze more complex issues applying the difficult “why” and “how” questions to each subject area. Studying formal logic, they develop reasoning skills, recognize and avoid invalid conclusions, and construct persuasive arguments.

- **Rhetoric/Wisdom Phase (9th-12th grade):**

Students emphasize the integration of academic content by understanding the connections between bodies of knowledge and building the power of persuasion within the world of ideas. Based on the knowledge and reasoning skills developed through the grammar and logic stages, students culminate their academic experience by applying the art of both written and spoken presentation.

University-Model®

Premised on a biblical foundation, we believe parents to be the child’s first and most influential teachers (Deuteronomy 6 and Ephesians 6:4). Because parents are the single most influential factor in a child’s emotional, social, and spiritual development, Oak Grove seeks to become partners with parents in their God-given task to teach their children spiritually, academically, and physically. The University-Model provides parents the tools of time, curricular flexibility and academic expertise in order for them to be confident and effective partners in education.

Cultivation of Delight and Wonder

At Oak Grove, our goal is to challenge our students without exasperating them. While we will maintain rigorous academic standards for our students, we will foster joy in learning through connecting their classroom efforts with hands-on activities, real-life experiences, field trips, and special academic events. A classical education should not be rigid or dull, but full of life! We want our children to not only learn, but to love learning.

4. Primary Aims and Objectives

First Aim

Our first and most important aim at Oak Grove Classical Academy is to love and glorify God in all that we do (1 Cor. 10:31, 1 Pet. 4:11).

Second Aim

Our second aim is to do everything, including academic teaching, in a way that helps fulfill Christ's commission to go and make disciples (Matt. 28:18-20).

Third Aim

Our third aim is to affirm, encourage and equip parents in their God-given roles and responsibilities (Deut. 6:6-7; Pro. 22:6).

Fourth Aim

Our fourth aim is to educate students with excellence using the classical approach, providing preparation for college that is both excellent in nature and Christ-centered (Luke 2:52; Pro. 1:2-7; 3:13-20; 4:1-9; 9:9; and 10:14).

Fifth Aim

Our fifth aim is to effectively and systematically integrate the home and school throughout the curriculum design and student activities in order to keep facilitating parents' relational involvement with their children while also preparing those children for college.

Sixth Aim

Our sixth aim is to reach out and serve people in other communities who need and want what university-model schooling offers (Matt. 9:37; Matt. 25:34-36).

Seventh Aim

Our seventh aim is Servant Leadership: Emphasizing the humble service of our Lord, our seventh aim is to instill in our students a genuine desire to lead with a heart for serving others (Mark 10:42-45).

5. Equipping Students for Controversy and Challenge

Oak Grove will follow these guidelines concerning the relationship between sound education, that is both biblical and college-preparatory, and the treatment of difficult or controversial issues.

- *Engage, Don't Retreat:* Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.
- *Build Bridges:* Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people.
- *Articulate your Worldview:* Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and in its principles, we will teach our students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.
- *Develop Critical Thinking:* Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.

We do not intend to shield students from the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to have an impact on the world without becoming part of the world.

B. School Profile Snapshot

1. Certification & Accreditations

Our school has met and maintained the honors of accreditations by achieving high standards including, but not limited to, areas of academics, staff development, training and retention, community and communication, finances and governance.

- Oak Grove received certification as a University-Model school with NAUMS in 2010
- Oak Grove received dual accreditation with Christian Schools International (CSI) and AdvancEd in 2011 and renewed them for another 5-year term in April, 2017.

2. The Model

Oak Grove is privileged to be a part of a growing a movement in education called University Model Schools (UMS). UMS integrates challenging academics with Christ-like character development. As a UMS, we affirm the parents' roles as the primary influence in their children's lives by redirecting time from the school back to the family. At Oak Grove we offer:

- University style schedule - classes meet 2-5 days a week on a semester and quarterly schedule, which parallels the normal school year length
- Flexible scheduling
- Clearly articulated course descriptions
- Integrated parent/teacher instruction
- High academic standards and strong work ethic
- Low student/teacher ratio

For more information on the University Model of Schooling, go [here](#).

3. Non-Discrimination Policy

Oak Grove Classical Academy does not discriminate based on race, gender, color, national and ethnic origin with regard to rights, privileges, programs, activities, educational policies, admissions policies, scholarship and loan programs, or other school administered programs. It also shall not be discriminatory in fellowship, acceptance, membership, employment, or leadership.

4. Christian and Non-Denominational

Oak Grove Classical Academy is a private, Christian school and an independently governed 501(c)(3) nonprofit organization. It is not a ministry of any particular church or denominational body, nor does it promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student, avoiding any dissension that may be caused by denominational distinctives. As a Christian organization, all Board, faculty, and staff profess faith in Jesus Christ.

5. Statement of Faith

Teachers, Administrators and Board Members of Oak Grove Classical Academy embrace the historic tenets of Christianity as presented in the following Statement of Faith. Beyond these primary doctrines, we respect and acknowledge many secondary doctrinal questions exist among the true Body of Christ. We defer to parents and their local evangelical churches to clarify these issues.

The Bible

We believe the Bible to be the only inerrant, authoritative Word of God, and is therefore, the final authority in matters of faith and practice (2 Tim. 3:16, 2 Pet. 1:20-21).

The Trinity

We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; John 10:30; Colossians 2:9; 2 Corinthians 13:14).

- God the Father: We believe the Father is fully God, and His fatherhood is eternal and personal. He is the Father of our Lord Jesus Christ, and of all who believe in Christ. (Genesis 1:1; 2 Corinthians 1:3; Ephesians 4:4-6; 2 Corinthians 6:18)
- God the Son: We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, salvation through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His coming return. (Matthew 1:18-25; John 1:1-2, 14; 3:16-18; Acts 1:9-11; Romans 5:8-11; 2 Corinthians 5:21; Ephesians 1:20-23; Philippians 2:5-11; Hebrews 4:14-15; 7:25; 1 Thessalonians 4:16-17)
- God the Holy Spirit: We believe that the Holy Spirit indwells all believers. He, likewise, convicts of sin, increases desires for righteousness and obedience, leads in truth, brings assurance, empowers, and gives spiritual gifts to the church. (John 3:3-8; 14:16-17; 16:7-11; 1 Corinthians 2:13; 12:11-13; 2 Peter 1:20-21)

Human Nature

We believe all people are created in the image of God, to be like Him in character. Our sin alienates us from God, makes us liable for His judgment, and ultimately results in eternal death apart from God's salvation. (Genesis 1:26-27; Romans 1:18-23; 3:23; 5:12; 6:23; Ephesians 2:1-3)

Salvation

We believe it is through Christ's death on the cross, where He took our sin upon Himself, that we can be made right with God on the basis of Christ's righteousness and atoning death. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ alone can we be forgiven for our sin, overcome our separation from God, and be saved from God's judgment. At salvation, we are justified by God; meaning that we are declared positionally righteous before God because of our identification with Jesus Christ. (John. 1:12-13, 6:37-40, 10:28-30; Ephesians 1:7-13, 2:8-9; 1 John 5:11-13)

The Christian Life

We believe it is God's will that through the Holy Spirit, we continually grow in grace, in obedience, and in our love for Him until we get to heaven and are made perfect in Christ. (Romans 6:1-8; 1 Corinthians 6:11; Philippians 1:6, 2:13)

Eternity

We believe in the bodily resurrection of all people. We believe in a literal heaven and hell, and that all men will either spend eternity under God's just and holy judgment or in His glorious presence. (Daniel 12:2; Matthew 25:31,46; John 5:28-29; 1 Corinthians 15:51-52; 2 Thessalonians 1:9)

The Church

We believe that believers comprise the Church which is the Family of God, the Body of Christ and the Temple of the Holy Spirit, and that it is expressed in local churches. It was created by God to display His glory on the earth by reaching out to people who do not know Him, lifting up worship to Him, loving one another as His family, growing in maturity to be like Christ, and serving others in His name. (Matthew 26:26-29; 28:18-20; Acts 2:42-47; 1 Corinthians 12:1-27; Ephesians 1:22-23; 3:10; Colossians 1:18; 1 John 3:14-18)

Oak Grove Statement on Marriage and Sexuality

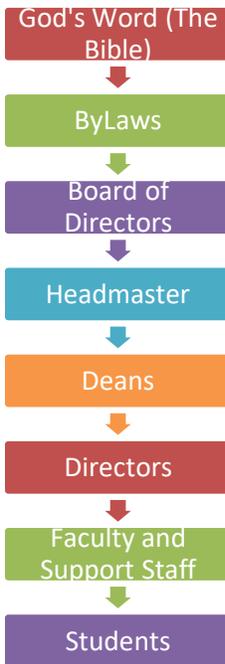
Oak Grove Classical Academy maintains that the God of the Bible has instituted marriage, sexuality, the family, and biologically determined gender. Oak Grove believes that all people, as His creatures, must therefore seek conformity to His will in and for these things. In order to foster a biblical worldview and biblical practice, Oak Grove reserves the right to deny admission, to revoke admission, and to expel any family and student(s) who do not conform in belief and practice to the following Biblical truths as understood by Oak Grove Classical Academy:

1. God created man and woman (and creates men and women) in His image with intrinsic worth and an obligation to obey Him.
2. God's will for a biological male is to act like a boy/man, living in accordance with God's purpose in and for masculinity, never seeking to identify as a female/girl/woman.
3. God's will for a biological female is to act like a girl/woman, living in accordance with God's purpose in and for femininity, never seeking to identify as a male/boy/man.
4. God instituted marriage in order to provide all of creation with a picture of Jesus Christ (the bridegroom) and His bride (the church composed of all who are in Him by faith). As such, marriage must be between one man and one woman who mutually and lawfully agree to love and help one another in life and faith. Homosexuality, as well as bisexuality, and any other non-heterosexuality is sin.
5. The only righteous and lawful occasion for sex and sexual behavior is in marriage between a husband and wife. Sex and sexual behavior should not be engaged in outside of marriage.
6. God has given men and women distinct roles in marriage that accord with their respective biological gender.
7. Should the Lord bless a husband and wife with children, through biological reproduction or adoption, the parents have an obligation to seek conformity to God's will as revealed in the Bible for themselves and their family, and children must obey their parents.

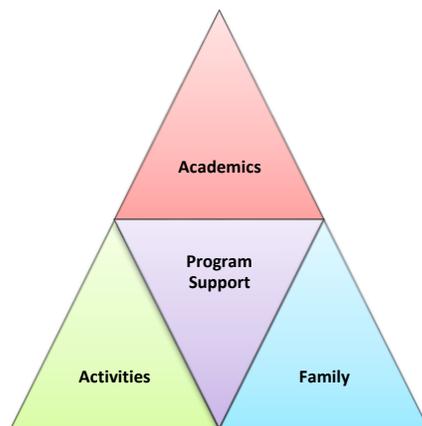
(Gen.1:26-28; 2:18-25; 3:1-20; Ex. 20:12; Deut. 6:4-9; Josh. 24:15; Ps. 78; 127; 128; 139:13-16; Prov.1:8; 5:18-20; 6:20-22; 12:4; 18:22; 22:6, 15; 29:17; 31:10-31; Eccl. 9:9; Mal. 2:14-16; Matt. 5:31-32; 19:3-9; Mark 10:6-12; Rom. 1:18-31; 1 Cor. 6:9; 7:1-16; 16:13; Eph. 5:22-32; 6:1-4; Col. 3:18-21; Titus 2:3-5; Heb. 13:4; 1 Pet. 3:1-7)

C. School Structure

Oak Grove Classical Academy is a school wholly governed and staffed by professing Christians. Oak Grove's organizational structure is as follows:



A fully developed University-Model School® consists of three interdependent, educational programs. They are the Academic, Family Ministry, and Student Activities Programs. All three work in support of and in dependence upon each other for their optimum effectiveness. To coordinate the interdependent work of the three programs, it is also necessary to provide centralized Program Support functions, including administrative, business, and property management.



OGCA Board of Directors

The School Board is composed of members who care deeply for the School Mission and Vision. By application, Board members serve the school and community by ensuring that the Vision and Mission of the school remains central and vibrant. Additionally, the Board provides strategic counsel and oversight for their sole employee, the Headmaster, so that he/she is fully equipped to carry out the responsibilities of leadership. New Board members are chosen by the current Board and serve on a voluntary basis for 2-

year terms after a careful vetting process to determine alignment with school Mission and Vision as well as spiritual maturity. As in any organization, Board members only function as a Board when acting collectively. Members hold no school authority when acting as individuals.

Administration

Headmaster:

The Headmaster is responsible for the oversight of Oak Grove, its students, faculty and staff. He/she serves as the CEO of the school, acting under the delegation of the Board of Directors. His/her responsibilities include providing visionary leadership for the community, supervision of administration, staff, and faculty; ensuring instructional quality at all levels; prudent and fiscal management of all school resources; institutional advancement and property management.

Dean of Academics:

The Academic Dean mentors the School Directors and teachers and helps maintain the academic integrity and excellence of Oak Grove. The Dean of Academics' primary job is to help the teachers to work with the parents as partners in education.

Dean of Activities:

The Dean of Activities, in addition to teaching ASICS (our PE program), manages all athletic programs and Whole Man activities.

Dean of Family Outreach:

The Dean of Family Outreach provides support and encouragement to both new and returning families. Through college advising, service projects, counseling, and POG (Parents of Oak Grove), the DOFO seeks to support the families of Oak Grove.

Dean of Program Support:

The Dean of Program Support serves the Oak Grove Community by effectively managing and cultivating communication, marketing, and logistical processes integrating and undergirding all school programs.

Support Staff

Registrar:

The Registrar has the ongoing task of taking applications, and registrations throughout the year. He/she assists with and oversees the registration process.

School Nurse:

Our School Nurse assists our teachers in caring for our students by providing medical assistance and training. Additionally, the nurse works with staff to make sure Oak Grove meets and maintains high standards for medical and health safety.

Administrative Assistants:

The Administrative Assistants work in the front office and cover a myriad of tasks including phone communication, support of the Headmaster and Deans, and student needs that are outside of the classroom.

School Directors:

Our School Directors serve our community by providing oversight and leadership for Faculty and students within each of our 3 schools: Grammar, Logic, and Rhetoric. Directors work primarily under the direction of the Dean of Academics to manage and provide ongoing curriculum and program development.

Faculty: Our Faculty serves our students as role models of our Vision: "Learn for Life, Live for Christ." They are the point person of contact for all classroom and lesson plan questions.

D. SCHOOL CAMPUS

1. Hoffmantown Church

Students are expected to be good stewards of the physical resources of both Oak Grove and Hoffmantown. They are also expected to be models of good citizenship by keeping the church's facility clean and by refraining from actions that are destructive to property or disrespectful to others. Students are permitted to be in the section of the church where Oak Grove has classes or where they are escorted by OGCA staff.

- Students are only allowed to chew gum on campus with a doctor note.
- Students are expected to treat all school materials and facilities with respect and care. Students may be charged for any damage they cause to the school's property.
- Students should not have guns, knives, or any other weapons on school property. School staff will immediately confiscate any weapon on school property. The offending student will be taken to the school office where the Headmaster will contact the student's parents and determine appropriate consequences.
- Oak Grove is not responsible for lost or stolen property.

2. Parking

It is imperative that the parking lot be a place of safety for all students and staff of Oak Grove. For this reason, please observe the following rules/guidelines:

- **Do not** park in the parking lot directly across from the church (north parking lot). The pickup line moves across this road and it is dangerous for families to cross this road.
- Parents or guardians dropping off or picking up students may park in the far **east** and **west** parking lots only.
- Please drop students off only when OG staff are on duty.
- Please drive no faster than 5 mph.

3. Oak Grove Main Office

The Main Office is located in a portable on the south side of Hoffmantown Church (behind building B). The office serves as the check in and drop off point for late arrivals and early dismissals/special pickups. It is the primary place to handle any and all official school business. The Headmaster, Deans, Registrar, and Support Staff operate from this location. Additionally, special OG merchandise, souvenirs, and snacks from *The Perch* may be purchased here.

4. Classrooms

Oak Grove will use classrooms that are also used by Hoffmantown Church for their ministry. It is imperative that we are good stewards of the space Hoffmantown is sharing with us. Please help keep the "footprint" of Oak Grove as minimal as possible.

5. Arrival, Dismissal, and Visitors

Arrival

Students may be dropped off as early as 7:40. Prior to this time, **teachers and staff are preparing and will be unavailable to supervise students**. Morning Meeting begins promptly for all grades at 8:00 thus students need to have their items settled in classrooms prior to 8:00. Tardy students (after 8:10) must be signed in at the office by a parent. More information on absence and tardy policies can be found [here](#).

Dismissal

Pick-up begins at 3:30 for all students. If a parent will be late, he or she should call the school phone number to tell the expected arrival time or make other arrangements. If another authorized person (other than the mother, father or legal guardian) is picking up a student, the authorized person must be listed on the student's release form and show ID. Specific drop-off and pick-up procedures will be communicated at FEW (Family Education Week) in August.

Students are released only at the end of the scheduled classes. Early dismissal disadvantages students academically. If a student is leaving school before the end of the day, a parent must sign a child out at the office.

Visitor's Policy

By its very nature, Oak Grove requires a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, Oak Grove requests that the presence of "visitors" (all individuals other than staff or students on their respective class days) be minimal.

The doors of the building will be locked from the outside throughout the school day. Visitors must check in with the office staff upon arriving on campus.

Late Fee

Parents who have not picked up their students by 3:45, may be charged a late fee to their account. Fees will be \$5 for the first 10 min and \$1 per minute thereafter.

6. Delays and School Cancellations

In the event that inclement weather causes a two-hour delay or closure for APS schools, Oak Grove will also have a two-hour delay. In the case of a two hour delay, a modified schedule will be implemented. There will be no Pre-K classes in the event of a delay.

In the event of severe weather during the school day, teachers will be instructed to move their students to a secure location within the facility.

Oak Grove reserves the right to make the final decisions about school closure or delays, whether in the case of inclement weather, dangerous driving conditions, or other scenarios that might cause closure to APS schools. Parents will be notified of all closures and delays by way of email and notifications on our app.

7. Other (Lunch, Field Trips, Recess, etc.)

Lunches

Students will eat lunch at school. Students will not have access to refrigeration or microwaves. There is not a cafeteria. Students bring lunches every day on campus.

NOTE: Because food allergies are increasingly common, please be sensitive to this, and do not pack peanuts or nuts as snacks. If other serious food allergies exist at Oak Grove, school officials and teachers should be notified. While every reasonable effort will be made to minimize risk regarding nuts on campus, Oak Grove cannot ensure that all activities on or off campus are nut-restricted. Parents with serious concerns about this should meet with teachers and administration before enrollment to determine whether or not our policy is sufficient for the medical needs of their child.

Field Trip Guidelines

Field Trips are encouraged to enhance and extend learning. Because of limited class time in school and the workload on home days, Grammar field trips should take place outside of school hours and within these guidelines:

- Field trips will be parent-led and organized.
- Parents must accompany their students on field trips or assign that task to another willing parent.
- If the school endorses or organizes a field trip, it will not be mandatory.
- Because students are under the care and supervision of their parent or chaperone, Oak Grove Classical Academy assumes no responsibility for injury or loss during a field trip.

Logic School field trips usually take place on Fridays and are usually school-sponsored. Rhetoric School field trips may take place on T/Th and are usually school-sponsored.

Recess

Students must always be accompanied by a supervising adult while on the playground. OGCA personnel will monitor all recesses.

Classroom Parties and Celebrations

Due to the limited classroom time at Oak Grove, we ask that all parties be scheduled outside of school, unless there is a specific curricular component.

E. HEALTH AND SAFETY

The safety of Oak Grove students and staff is a top priority of the school. Students are under the supervision of teachers or staff members at all times during school hours. If a student becomes ill during class, he or she will be sent to the office. Our School Nurse or designated office personnel will assess the child's condition, and call if a student needs to be sent home early. Otherwise, a note will be sent home with the child, explaining the symptoms and treatment given.

Emergencies

If a parent needs to contact the child's teacher or another staff member during the school day, they should call the Main Office: 505-269-2696. Parents will be contacted immediately if their child is injured or has an accident at school requiring urgent medical attention. If a situation is deemed an emergency, 911 will be called first. Please make sure that all contact information is current at all times.

a. Medical Emergency Procedures

Each school year, all parents are asked to fill out Health/Emergency Information. It is the responsibility of the parents to keep the information updated throughout the school year. In case of serious illness or injury, the school will use the information on the Health/ Emergency Information to make decisions regarding the care of the student.

b. Emergency Response Procedures

In the event of an emergency or cancellation of school, Oak Grove will notify all parents via email and app notification. Please make sure that the school always has all updated cell, home and other contact phone numbers. If you have a smart phone, please be sure to keep your notifications turned on the school app.

c. Threat of Violence Policy

The following policy exists to ensure as far as we can that all students, families, and staff at Oak Grove are safe and healthy. This policy is to be used when deemed necessary by the Headmaster, Administration, Staff, and/or students and families at Oak Grove.

In the case of any student or family member who is, seems to be, or is in any way reported to be a threat to his or her self and/or others, Oak Grove will contact the parents or guardians to address the real or supposed threat and then will remove the student from campus. Such threats include, but are not limited to, threats of suicide, violence toward others, and harm to persons or property.

It is the responsibility of parents to notify Oak Grove of their awareness of a potential threat (whether real or imagined), so that the Headmaster may take adequate provisions for the safety of the school. Such instances will be handled with utmost care to protect all students, families, and staff. The Headmaster will determine if the student is allowed to return to school before and/or after a professional licensed medical doctor's official analysis. After conversation with the parent assuring the safety of the child, the student may be allowed to return to campus.

If a student is hospitalized for psychological and/or suicidal reasons, Oak Grove requires that a doctor's release statement be provided to Oak Grove's Headmaster for review. It is the Headmaster's assumed responsibility to determine whether or not the student should be allowed to return to Oak Grove after such a hospitalization.

The Headmaster reserves the right to contact the New Mexico Department of Children, Youth, and Families, or Police Department if suspicious, persuaded, or convinced that a child or family member is a threat to his or her self and/or others and his or her parent(s) are unwilling to cooperate with Oak Grove for the safety of all parties.

d. Safety Drills

According to New Mexico Law, Oak Grove is required to conduct several fire and Lockdown drills each school year. Teachers are trained where to go and how to evacuate their classrooms. Each class will be given specific instructions on how to conduct a fire drill. Oak Grove students will also participate in age-appropriate active shooter drills throughout the year.

e. General Safety Reminders

Because Oak Grove rents space from a church, certain areas of the campus are open to the public during the hours of Oak Grove operation. Students will not be left unsupervised when traveling through the campus during school hours. However, please assist us in providing the safest experience possible by not leaving your children on campus outside of supervised school hours **(7:40-3:40pm)**.

1. Student Health

a. Medication

Over the counter medication will only be given with a Medication Authorization form completed and on file in the office. Only the School Nurse or designated office personnel should administer medication. Students are not to take medication on their own, unless other arrangements have been made, as in the case of an asthma inhaler.

If a student requires medication during school hours, parents must bring the medication to school and hand it to an administrator. *Students who have prescriptions for epinephrine and/or inhalers should keep those items with them during the school day, unless other arrangements have been made.* A Medication Authorization Form must also be completed before medication can be left at school. All medication must be in the original container. Prescription medication must have the

student's name, dosage and directions for administration on the label. Over-the-counter medications must be within the expiration date and contain the correct dosage for the student. Medication left at school more than one week will be discarded. Students are not allowed to carry medications, besides the above exceptions, to and from school or to have medications in their possession at school. Students with chronic medical conditions that require them to have medication in their possession must have the appropriate information detailed in their registration paperwork.

b. Immunizations

A current copy of each student's immunizations records or state approved exemptions must be on file with the office. Exemptions must be approved by the state each year. Students must have exemptions or up to date immunization records before school starts or they will not be allowed to attend class. Families who chose not to immunize their child must also accept the fact that their child may be more susceptible to contagious diseases.

c. When to Keep Your Child Home

Please keep a child home if he/she has any of the following symptoms the night before a school day or in the morning before school starts:

- Fever of 100 or greater.
- Suspected contagious illness (such as flu, unidentified rash, strep throat)
- Contagious condition (such as head lice, pinkeye or impetigo)
- Vomiting or diarrhea
- Severe stomachache or stomach cramps
- Severe headache, sinus infection or earache
- Runny nose with yellow or green drainage
- Persistent cough
- Anytime your child feels poorly enough to be a disruption to their own, or others, ability to learn

d. Communicable Childhood Disease and Fever

Upon having the following diseases, a child should have written consent from either a physician or the State Health Department to be readmitted to school. Communicable childhood diseases include the following:

- chicken pox
- measles
- mumps
- pneumonia
- whooping cough
- pin worms
- scabies
- impetigo
- head lice
- fifth's disease
- and others determined by the Health Department

In the case of fever, children are **not to return to school** until they are free of fever for at least 24 hours.

F. ADMISSIONS

1. Non-Discrimination Policy

Oak Grove Classical Academy has implemented a thorough admissions process in an attempt to be inclusive of families who demonstrate a strong desire for a classical, Christian education with an emphasis on character development and parental involvement.

2. Admissions Process

The admissions process involves the following steps:

- a) **Pray:** Pray. Seek God's direction with Oak Grove.
- b) **Get Info:** Attend an Informational Meeting to receive an overview of the school and access to an application form. Parents must attend at least one Informational Meeting before beginning the application process.
- c) **Read:** Please take time to do some reading on Classical Education. This free ebook is essential reading on classical and Christian education: [An Introduction to Classical Education By Christopher A. Perrin](#) **Additional recommended resources can be found in [Appendix F: Classical Education Resources](#).
- d) **Apply:** Complete an online application form for each student.
- e) **Interview:** Participate in a family interview to be scheduled after the application has been received and reviewed. This interview is to discuss and determine if the family's goals are compatible with the school's goals, methods and philosophy and to establish academic climate. Parents must complete required reading prior to the family interview.
- f) **Test:** Students complete an admissions test for proposed grade. Incoming K-12th grade students take an incoming test administered by Oak Grove.
- g) **Acceptance:** Receive letter of acceptance.
- h) **Register** using a provided link.

3. Registration

Registration is open to current Oak Grove families the day after our State of the School event in late January. New Family Registration is open one week later. Registration is done online with a nominal registration fee and 1/2 of the school fees per student (prior to June 1st). Payments are processed through Curacubby, our online payment system. All families must sign up for a Curacubby account.

4. Grade Placement

Applicants for *Pre-K* should have their 4th birthday before October 31st of the year for which they are applying.

Kindergarten students should have their 5th birthday before October 31st of the year for which they are applying. Exceptions to this guideline will be made on a case-by-case basis and with the consent of the parents, and at the discretion of the Headmaster and the Administration. Because of the rigorous nature of the school, especially in later grades, parents of students whose birthdays fall between May 1 and September 1 are strongly encouraged to err on the side of having their children be older rather than younger for their grades to allow for more developmental maturity. Corresponding age guidelines will be used to determine grade placement for students entering OGCA in other grades.

All applicants will be assessed for readiness based on a family interview, references by previous teachers or caregivers, and parental consultation. Social maturity will be assessed along with academic ability. All students will be assessed by an incoming academic test, standardized test scores (if those are available), previous schoolwork, references by previous teachers or caregivers, and parental consultation. OGCA reserves the right to recommend students for the grade levels at which it deems them most likely to succeed and to refuse admission or re-enrollment for reasons it deems sufficient.

5. Mid-Year Enrollment

Given the demanding and sequential nature of the school's curriculum, students applying for admission during a semester in progress are handled on a case by case basis. Qualified candidates may enter after the start of the school year only with the Headmaster's approval. Late applicants must pay the late application fee and complete the admission process in a timely manner. Any student admitted at any time after the beginning of the first semester will be required to pay the entire year's tuition and is responsible to order and pay for books and will be responsible for any fees associated with enrollment. Such fees include any special curriculum training necessary for the families to know and complete assignments. Students admitted at the beginning of the second semester will pay half of the year's tuition and are still responsible for all other costs including books and enrollment fees.

6. Student Placement

Students will be prayerfully placed in classes by the Academic Team (Dean of Academics and Directors). In order to best honor the students and teachers, teacher requests will not be accepted. The Academic Team will diligently work to ensure balanced classes that meet the academic needs of the students.

If your student has a pertinent academic need that the Academic Team is not already aware of, you may email the Director of the incoming grade making him or her aware of your student's academic need in order to honor and prepare your student and teacher for the school year ahead.

7. Student Files

Student files are kept in a locked file cabinet in the school office. All information in these files is considered highly confidential. Parents may have access to the contents of their child's file, but all documents in the files are the property of Oak Grove. They are only released to another school with written permission from parents. Student files include (physical or digital formats):

- Application Forms
- Attendance Record
- Copy of records from previous schools
- Emergency Contact Information
- Medical Records (if necessary)
- Report Cards
- Progress Reports
- Copy of disciplinary forms and behavioral contracts (if applicable)
- Copy of both parents' driver's licenses and family insurance card

According to HIPAA regulations, immunization records will be kept in a separate file in a secure location.

Requesting Records: Any parent or school requesting records should contact the Registrar and allow for 7-10 days to process any transcript/record requests.

8. Tuition and Fees

Application Fees

A one-time, non-refundable fee of \$50 must be submitted online. Applications will not be processed without payment of this fee.

Cancellation of Classes

Tuition, fees, and deposits will be refunded in the event a class does not have a sufficient number of students enrolled. Parents will be notified if a class is cancelled.

Curacubby

Curacubby is a fully integrated online service Oak Grove uses to manage all registration, tuition, and payment information for our families and students. Tuition can be paid on a month-to-month basis using the online services of Curacubby or paid in full at the beginning of the school year. All families must have a Curacubby account, even if tuition is paid in full. A Curacubby account helps the school better use its resources to collect any monies due. Please contact the school office for information if you have questions about the Tuition Management Plan.

If there is a withdrawal, transfer, or expulsion from Oak Grove, student records, including Report Cards and permanent files, are held until all financial obligations have been cleared.

Tuition 2020-2021

Grade:	Tuition:	*Fees:
Pre-K	\$2,450	\$137
Kinder	\$4,030	\$217
1st - 2nd	\$4,690	\$217
3rd - 4th	\$4,690	\$252
5 th	\$4,690	\$262
6th - 8th	\$5,400	\$347
9th - 12th	\$5,900	\$377

*All fees include the \$50 Registration Fee.

9. Discounts

Two discounts are available for Oak Grove families. These discounts apply to tuition only.

Pre-Payment Discount: 5% (Tuition must be paid in full on or before due date of the first Friday of June in the calendar year, no exceptions)

Multi-Student Discounts (K–12th):

- Two students 5% discount
- Three students 7% discount
- Four or more students 10% discount

If both discounts are used, the multi-student discount will be applied first and then the pre-payment discount will be applied.

10. Withdrawal and Refunds

Oak Grove, like other schools, contracts for its facilities, faculty, and staff on an annualized basis. After an enrollment agreement is signed by parents and given to the school office, parents are responsible to honor the agreement and pay tuition in full for the entire school year, even if a student withdraws prior to the beginning of the school year.

When a student withdraws from Oak Grove (for any reason), a letter of explanation is required to request any refund which may apply. Refunds will be given for the following reasons only:

- a. Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
- b. Job-related transfer of parent or guardian beyond a 50-mile radius of the City of Albuquerque.
- c. Withdrawal of the student due to medical inability of the co-teacher to regularly perform the stated duties of the co-teacher certified to and documented by a legally qualified medical practitioner.

*Certified documentation, along with a letter from the family, is required for each of these conditions.

If withdrawal occurs as of or after the first day of school, and one of the above criteria (a, b, or c) applies, tuition will be refunded prorated to the end of the current nine-week quarter.

- If neither of these criteria applies, Curacubby payments will continue until tuition is paid in full.
- A refund will be given only after all accounts are current and no other monies are owed.

11. Late Payments

As a non-profit, privately funded educational institution, Oak Grove Classical Academy heavily relies on our families to be faithful in remaining current with all tuition and incidental balances owed. In order to continue to be generous with tuition assistance, keep our costs to families at a minimum, as well as provide an enriching and high-quality educational experience for all of our students, Oak Grove Classical Academy must enforce certain consequences when an account has become delinquent.

If a family account has become delinquent for more than 30 days, the Administration will provide a written notice to the family. Included in this notice, Oak Grove Classical Academy will stipulate that one or a combination of the following consequences will be enforced. The further the delay in payment, the greater the consequence:

- Temporary or permanent suspension from sports or other extracurricular programs
- Suspension from all school programs
- Withholding of report cards, transcripts, or other school records
- Withhold enrollment for the following school year

Additionally, a late fee of \$20 will be charged to your Curacubby account for every 30 days of delinquency. These fees will continue to accrue each month an outstanding balance remains. Finally, although every effort will be made to avert this situation, Oak Grove Classical Academy reserves the right to enlist the services of a collection agency to settle all unpaid balances if it becomes clear that the family refuses to complete payments.

G. ACADEMIC PROGRAMS AND POLICIES

1. Graduation Requirements

Graduating from Oak Grove will require a student to complete a minimum of 28 credit hours in the following areas:

Area	Required
Logic/Rhetoric	4
Social Studies	4
English Lit/Comp	4
Foreign Language	3

Mathematics	4
Lab Sciences	3
Fine Arts	4
Leadership	2
TOTAL	28

Academic records from grades 9-12 will be used as criteria for graduation. Students who are transferring to Oak Grove in high school, from another school, may receive credits for courses completed in other programs, subject to approval of the Dean of Academics.

Honors for Graduation:

- *Faculty Commendation Award*: For the student who displays academic achievement, exemplary conduct and positive attitude
- *Outstanding Student Award*: For the student that lives a life that exemplifies the principles of Oak Grove Classical Academy and demonstrates outstanding academic achievement
- *Character Award*: For the student that displays diligence, patience, faithfulness, honesty, loving-kindness, respectfulness and thankfulness
- *Graduate with Honors*: For the student who is on the Honor Roll at least 3 of the 4 years in the School of Rhetoric
- *Service Award*: For the student who excels in service, volunteer hours and projects (must be on an approved list)
- *Valedictorian/Salutatorian*: For the students who exhibit exemplary academics as determined by their top GPA rankings

2. Advanced Courses and Dual Credit

Advanced Courses/"Courses with Distinction"

Distinguished Courses give us a way to explain the uniqueness of our school on paper to colleges and universities. It will help others outside Oak Grove see a student's initiative and diligence in a rigorous class. These Distinguished Courses are a blessing to students seeking a Classical education; the content has not changed, only the manner in which we communicate about these courses. Courses with Distinction are those which "Uniquely exercises the Classical Distinctive at Oak Grove," meaning a particular course which would not be offered in a traditional or progressive school regular track. The course is, however, an integral part of the Classical track.

Dual Credit

Dual Credit courses are offered to enable qualified Junior and Senior Rhetoric Students an opportunity to earn both high school and college credit by successfully completing courses at Oak Grove. At Oak Grove, our Dual Credit courses remain fully ours to teach and execute. Any change, enhancement, or adjustment that is requested by the cooperating university must remain in line with the school's Mission and Vision and be approved by the Dean of Academics.

Dual Credit courses are contingent on staffing. Teachers must meet the requirements of the University. As such, course offerings will be determined on a year-to-year basis. With that in mind, Oak Grove desires to invest in our teachers in a measured and specific way to enable more of our already strong classes and teachers to be part of the Dual Credit picture.

Instructors, staff, syllabi, and coursework will be overseen by the Dean of Academics. Compliance with the cooperating University will be overseen by the Dean of Family Outreach.

3. Assessment

A successful school experience requires a cooperative effort between students, parents and teachers with each party playing a crucial role.

Students are responsible for completing all assignments by the due date and consistently putting forth their best effort. Students should bring all required materials to class and participate in discussions and daily activities. Please see *Student Behavioral Expectations* for a more detailed listing.

Parents are responsible for monitoring their child's at-home work. Parents must provide adequate teaching time at home to ensure their student's success. Parents must commit to a scheduled and uninterrupted study time. At the Grammar school level, parents must take responsibility for ensuring assignments are turned in completed and on time, and that any make-up work is turned in a timely fashion.

Teachers monitor student progress in achieving the objectives for each course. Although some allowances are made for individual differences, students are expected to complete all course requirements. Teachers are responsible for giving relevant assignments to accomplish the objectives set forth, grading assessments promptly, and returning papers and tests to students in a timely manner.

Academic Dishonesty

Academic dishonesty is a serious offense which is not tolerated at Oak Grove. It is considered a breach of personal integrity. Parents will be contacted immediately if their child is involved in any of the following situations:

- Lying or giving false information about an assignment
- Copying another student's work without permission and/or with intent to deceitfully use it as though it is one's own
- Using answer keys or teacher editions to finish assignments without permission
- Obtaining copies of quizzes or tests without permission to "practice" the test
- Plagiarizing an assignment without crediting the source
- Altering a graded paper or assignment to change the grade
- Talking to another student during a test or quiz without permission
- Giving or receiving information during a quiz or test (copying)
- Signing any other name other than his/her own with the intent to mislead parents or teachers

NOTE:

Refer to the section on Discipline for more information. Disciplinary action depends on the age of the student and the severity of the incident.

Report Cards

Report Cards at Oak Grove are a way for teachers and co-teachers to measure and monitor progress. Parents, as a partner with the classroom teacher, know the areas in which mastery has occurred (or is occurring) and where improvements can be made.

Grammar School students' grades are kept on file, but will not be a part of a higher-level academic transcript.

Grade Point Average (GPA) and Grading Scale

Kindergarten and 1st Grade

Kindergarten and 1st grade will use the following grading scale. Letter grades are recorded on Report Cards, which are sent out at the end of each semester.

Letter Grade Description

“E” – The student Exceeds Expectations.

“N” – The student Needs Improvement in this area.

“S” – The student shows Satisfactory performance in this area.

Grades 2-12

A numerical grading scale of 0-100 is used in grades 2-12. The following table illustrates the letter grade and quality point equivalents for numerical grades. Report Cards show grades as numerical averages each quarter.

Average Letter Grade Quality Points

90-100=	A 4.0
80-89=	B 3.0
70-79=	C 2.0
65-70=	D 1.0
64 and below=	F 0.0

All course requirements must be fulfilled by the date determined by the course instructor and the Administration. Any required work not completed by that date may be awarded a grade of "0." The student's final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time.

Promotion

Students are promoted to the next course in a sequence when they successfully complete all requirements of the prerequisite course. Students are promoted from one grade level to the next when they successfully complete all the academic requirements for their current grade. Promotions at Oak Grove are school-led and determined.

4. Academic Status for Students

Students may be classified in the following academic standings if necessary:

- *Academic Good Standing:* Achieving a 70%+ in all courses at school for the current school year.
- *Academic Warning:* Failing a maximum of 1 class in the past semester. The student must retake the course if a 70%+ grade is not achieved by the end of the course.
- *Academic Probation:* Failing 2 or more classes in the past semester. This student will be given the remainder of the school year to achieve a 70%+ grade in the courses. If the student is not successful in raising the grade in the courses to 70%+, the student will be required to retake the course. If the student is not successful in achieving a 70%+ in the course when taking it a second time, they will be placed on “Suspended” status.
- *Suspended:* A student who is not eligible to register at Oak Grove due to not achieving the necessary grades to continue.

Students (with their parents) who are placed on academic probation will be required to attend a conference with the Dean of Academics and teacher within the first two weeks of the probation semester. The purpose of this conference will be to develop an individual academic improvement plan for the student. If a student fails a course, the student will be required to make up the course and may have the option of using an approved correspondence course. Please see the Dean of Academics for a list of approved correspondence classes and schools. The student will be required to turn in the registration form, as well as the official transcript from the school.

5. Modification to Standard Instructional / Evaluation Practices

Grammar, Logic and Rhetoric Schools: Oak Grove and its instructors are not currently equipped to modify the instructional or evaluation practices or procedures outside of what a parent could address in normal circumstances at home in response to a student's learning disabilities or other special challenges, such as ADD and giftedness. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs.

Should a child have a professionally documented learning disability, the paperwork must be submitted to the Administration at Oak Grove prior to the start of school. Modifications deemed appropriate for and reasonable in the Oak Grove classrooms may be implemented at the discretion of the Administration.

While Oak Grove and its instructors are not currently licensed to diagnose learning disabilities, Oak Grove's instructors are professionals in their craft. Should an instructor suggest that potential learning delays or difficulties be evaluated by a licensed professional, we graciously ask parents to take those suggestions seriously. Grade level promotion is determined by Oak Grove.

Logic and Rhetoric Schools:

Any student entering the LS or RS will be expected to work at the level and pace of the school's instruction and curriculum. Only professionally documented modifications (such as an IEP - Individualized Education Plan) will be considered for modifications and those documents must be submitted to the Administration and evaluated before any modifications will be considered or implemented.

6. Student Work

At-Home Work

The work at home is vitally important to the overall success of our students. If students and parents apply consistent and diligent effort to complete the work and assignments outside of class, the University Model works brilliantly. Just as would be the case if work at school were lax, the incomplete or omission of work on home days breaks the beauty of the model.

Late Work

In order to provide excellent education, the Oak Grove teachers require students to arrive to class on time and prepared for the day's work, with assignments completed and necessary materials (books, folders, pencils, etc.) on hand.

Grammar School Late Policy:

In the event of an absence, Grammar School students may turn in missed work at the next scheduled class time without penalty. Upon return, complete Grammar School Assignments have no late penalty; however, every school day thereafter the missing assignment will receive a 10% reduction.

Logic School Late Policy:

In the event of an excused absence, Logic assignments are due after return to school equal to the number of days excused without late penalty. From there, assignments will receive a 20% deduction per day late.

In the event of an unexcused absence, assignments are due on their assigned due dates, electronically by the beginning of that class for credit and physically turned in upon return for grading. Assignments not received at the beginning of class electronically will receive a zero.

Rhetoric School Late Policy:

In the event of an excused absence, previously assigned projects are due on their due dates. All other Rhetoric assignments are due after return to school equal to the number of days excused without late penalty. From there, assignments will receive a 30% deduction for one day late and a zero after that.

In the event of an unexcused absence, assignments are due on their assigned due dates, electronically by the beginning of that class for credit and physically turned in upon return for grading. Assignments not received at the beginning of class electronically will receive a zero.

Make-up Work

Teachers need to be informed by parents explaining the reason for a student's absence. Only those absences due to circumstances beyond the immediate control of the student or his or her parents will normally be considered excused. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence. More explanation on this below.

7. Workload

Language Arts and Math comprise 50-75% of At-Home assignments, particularly in the early grades when foundational skills are being learned. Guidelines for At-Home days assignments are as follows:

- 2-4 hours of work per day for students in Kindergarten
- 4-6 hours of work per day for grades 1-3
- 5-6 hours of work per day for students in grades 4-5
- 6+ hours of work per day for students in Logic School (grades 6-8)
- *2+ additional hours of homework per day for Rhetoric School students (grades 9-12)

*Rhetoric School students do not have Home days as they are at school 5 days per week. Work and teacher coaching time is built into the block schedule to provide support and reduce the amount of time needed to work outside of school. However, the academic rigor of our courses will require most students to invest additional time for study outside of school hours.

These above stated guidelines apply to what the “average” student should be able to accomplish in the given time frame. However, each student is different and may require varying degrees of study time. This can be because of the child’s understanding of the material or the child’s study habits, for example. As the co-teacher, it is important to identify the child’s strengths and weaknesses, and make adjustments as needed. Utilize all available resources that may provide assistance and encouragement in dealing with any difficulties with the home study time. With that in mind, a tutor may be required at the parents’ expense to meet the requirements of the course. Resources include, but are not limited to, the OGCA classroom Teacher, Dean of Academics, and any offered parental support groups.

8. Attendance

Attendance Requirements

A student enrolled in Oak Grove is expected to be present and on time in school every day school is in session. School days for all students (with the exception of Pre-K) begin at 8:00am and finish at 3:30pm. Grammar students are on campus Monday and Wednesday (Optional Friday Refinement ends at 12:00 pm); Logic students are on campus Monday, Wednesday, Friday; Rhetoric students are on campus Monday-Friday. Students are also expected to attend and complete all requirements for every course offered. Due to the limited number of in-class days, *it is vitally important to each student's progress to attend each class day and period.* Please use the ample time in the non-class days to schedule personal activities (i.e. dentists, etc.). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. Removal of the incomplete can be done by make-up course work prescribed by the school.

Reporting an Absence

If a student is going to have an excused absence, the parent/guardian must inform the Front Office no later than **8:30am**. This can be conveniently done by email, online [here](#), or by phone (505-269-2696). Absences not properly reported will be treated as unexcused.

Absence and Tardy Definitions

A student who arrives to Morning Meeting and/or their classroom *after 8:00 and before 10:00* is considered tardy.

A student who arrives at school *anytime after 10:00* will receive a half- day absence.

A student who *leaves school before 1:30 p.m. and does not return*, will receive a half-day absence.

Excused vs. Unexcused Absences and Tardies

Tardies

Instruction begins promptly at the beginning of each class period. Students must be in their seats, ready to begin Morning Meeting or Homeroom at 8:00 am. It is important for students to make every effort to be at school on time. When a student is tardy, parents MUST enter the building and sign the students in at the Office.

**Tardies will accumulate and bring loss of privilege, such as a lunch detention or workshop. A persistent pattern of tardies may warrant a parent meeting and loss of course credit.*

Excused absences are granted for the following reasons:

- Medical appointment or hospitalization
- Verified Illness
- Death in the family or family emergency
- Religious Observance
- College visits (with proof of attendance)
- Oak Grove Athletics and Oak Grove Activities (communicated by OG in advance)

Unexcused absences or tardies are given to students who do not have approved reasons for missing school.(See above under "Late Work" for academic consequences related to all absences).

**If ever in doubt or question regarding the appropriateness of an absence, parents and/or students should contact the Administration to receive prior approval.*

Long-term Absences

Long-term absences are not recommended and will be handled uniquely. The consequences of long-term absences not due to illness will be at the discretion of the Headmaster.

Extended Absences

When extended absences are voluntary (versus emergency or illness), it is required that prior to any planned, extended absence, the student's teachers and the Administration be notified in writing 30 days in advance. Once the Administration has been notified, a meeting will be arranged to discuss the potential consequences and various solutions to help the student(s) involved stay on track in their learning. For Grammar students, it is the parent's responsibility for the student's work to be completed and turned in upon the teacher's expressed due dates. Logic and Rhetoric students must plan to turn in their work on the due dates (by email or mail). Parents should not expect to receive lesson plans before their student's absence.

Maximum Absences

In the event the total number of excused absences exceeds **four** days for the semester, the student may not receive credit for that time period. For Rhetoric students, the limit is **eight** days per semester.

Early Dismissal

Students should not be checked out of school at any point unless it is an emergency. If students must leave early, the parent must check the student out at the office, provide a written notice, and school personnel will retrieve their student without disrupting class. Rhetoric school students may sign themselves out- but only after explicit parental and administrative permission has been granted. For all students, any work missed as a result of leaving early is the responsibility of the student and/or parent.

9. Athletics Eligibility

Oak Grove values recognizes that the cultivation of wisdom and virtue is paramount to a Christian classical education and that education of the "whole man" is how this is accomplished. As a result, it is of utmost importance that students are learning and growing in mind, body and spirit to the glory of God. If it becomes evident that a student is struggling in any of these areas, then the school may need to make adjustments or bring natural consequences to bring proper balance in these areas.

One way this plays out is with athletic eligibility that is contingent on students performing adequately in their academics and adhering to the school's code of conduct.

The following is the general progression of consequences:

Student Action	Consequence
<ul style="list-style-type: none">Attendance- A student receives a referral as a result of excessive tardiness.Conduct- 2 or more referrals in a 2 week period for any reason.Academics- 69% or below in ANY Oak Grove course.	Student will not be permitted to participate in practice for 2 weeks
Grade has not reached the academic threshold (69%) at the next checkpoint or additional referrals have been given.	Student will not be permitted to participate in practice for 2 more weeks and will be suspended from 2 games.
Grade has not reached the academic threshold (69%) at the next checkpoint or additional referrals have been given.	Student is removed from the team roster.

For further policy and procedural question please don't hesitate to contact the Dean of Activities and Athletics.

CHAPTER II: THE PARENTS

A. ROLES & RESPONSIBILITIES

1. Code of Conduct

The families of Oak Grove are a community of faith, united in the Lord Jesus Christ as we participate in the transforming work of the Gospel. In all we do we desire to demonstrate to one another and to the watching world that we are objects of God's redeeming love.

Our first concern above all others is to be committed to Christ (Luke 9:23-26). We seek to honor Christ in our living, our relationships with one another, and our learning.

Living: As the people of God we do not live as the world lives. God's word calls us to "walk in a manner worthy of our calling" (Eph. 4:1). "For the grace of God has appeared, bringing salvation to all men, instructing us to deny ungodliness and worldly desires and to love sensibly, righteously and godly in the present age..." (Titus 2:11-12). This is a pattern of growth in the lives of believers called sanctification.

"Sanctification is that inward spiritual work which the Lord Jesus Christ works in a man by the Holy Spirit, when He calls him to be a true believer. He not only washes him from his sins in His own blood, but He also separates him from his natural love of sin and the world, puts a new principle in his heart and makes him practically godly in life. The instrument by which the Spirit effects this work is generally the Word of God, though He sometimes uses afflictions and providential visitations "without the Word" (1 Peter 3:1). The subject of this work of Christ by His Spirit is called in Scripture a "sanctified" man." –J.C. Ryle

Relationships: The work of Christ in our lives directly affects our relationships with other believers. "Having purified your souls by your obedience to the truth for a sincere brotherly love, love one another earnestly from a pure heart..." (1 Peter 1:22). As sinners forgiven by God's redeeming love we are likewise called to, "bear with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony (Colossians 3:13-14).

Learning: As followers of Christ we are His disciples or learners. At the heart of all our learning at Oak Grove is the belief that we, "Learn for life, Live for Christ," and that all our learning is a preparation not only for serving God in this life but also in the life to come (Col. 3:4).

2. Roles in the University Model School (UMS)

The mother most often assumes the role of the primary co-teacher with the father's role usually being one of support. While no rule exists as to which parent should serve as the primary co-teacher, both parents must understand the responsibilities and expectations in this role.

While the primary co-teacher bears the hours and duties that come with this "part-time job," the other parent assumes the role of the encourager. Both parents benefit from participating in school

events and staying apprised of communications. Oak Grove parents take on a dynamic role that thrives when both school and home are united in purpose and objectives and when a healthy partnership is in place and continually cultivated.

The expectations for parents generally fall into two categories: communication (incoming and outgoing) and participation.

Partner in Education/Co-teacher (Lower Grammar)

Courses that require a co-teacher role are primarily in the Grammar School. Responsibilities may be divided between the classroom teacher and the co-teacher at home. The classroom teacher provides the weekly plan. In all areas of study in the Grammar School, the classroom teacher provides detailed plans and expects the co-teacher to assist the student and instruct as needed.

Transitional Co-teacher (Upper Grammar)

During these grades, the parent transitions from the role of co-teacher to that of a Guide for Dependent Study. When this transition takes place depends upon the individual student's level of maturity and responsibility. Parents and classroom teachers need to communicate effectively and work together to ensure that this transition takes place smoothly.

Guide for Dependent Study (Logic)

This role usually applies to parents with children in grades 7 through 10 but may also apply to some students in 5th and 6th grades. Several academic courses at this level begin to cover subject matter that is unfamiliar to many parents and may require private tutoring from someone other than the parent. At the same time, the student is at a dependent age where disciplined study habits must be developed - not by parental force - but through positive encouragement and through the student's growing awareness of personal consequences. In order for the class to be successful, the classroom teacher is dependent upon the parent to make certain that the student keeps up with the course assignments and communicates with the teacher if difficulties arise.

Guide for Independent Study (Rhetoric)

Most academic courses at the 11th and 12th grade levels require this role for parents. Here, the parents have the opportunity to supervise the progress of their students' independent schoolwork and provide any additional guidance they may need before entering college. Courses offered at this level will mimic that of a junior college program or higher where independent study and research skills, time management skills, a strong work ethic, and self-discipline are essential.

2. Additional Needs and Roles

Private Tutor

Should a private tutor be needed, that cost and selection fall on the family.

Course Monitor

Many elective courses, such as PE or Grammar School Music, involve equipment and/ or expertise that require most of the teaching to be done in the classroom, leaving little for the parent to do at home. In these classes the primary responsibility of the parent is to maintain and express interest in the course by keeping up to date with what is taking place in the classroom and notifying the teacher of any concerns. Other courses, such as a foreign language or theatre, require additional practice or memory work to reach proficiency. In these cases, the classroom teacher will spell out the parental and student responsibilities in advance. Parents need to willingly support students.

Project Assistant

With student projects, parental mentoring is needed on an intermittent basis. In many respects, this role is similar to that of the Course Monitor; however, at one or more times during the semester, help at home might be needed in support of a particular project. For example, additional assistance might be needed for student costuming, puppet making, science experiments, etc.

Positive Motivator and Cheerleader

Parents can experience great satisfaction and joy when they study each of their children to identify what motivates his or her best effort. With practice, they can learn how to tap those positive inner drives and passions to encourage each child toward success. Children not only need motivators, they also need cheerleaders—those who believe in them at all times, "go wild" when they do well, and lift their spirits when they are down. Children never forget parents who motivate them and parents who never stop believing in them.

3. Ways to Support Oak Grove

Oak Grove depends on parents providing adequate support and encouragement for their child at home to complete their assignments. Since Oak Grove is privately funded and independently governed, there is no lack of opportunity to help Oak Grove prosper!

The following is a list of specific ways you can support us:

- Praying for the Mission, Teachers, Administration, and Board of Oak Grove Classical Academy. This can be done from afar, or you can join our weekly gathering on campus.
- Cooperate fully with the educational policies, purposes, and distinctives of Oak Grove, doing your best to make Christian education effective in the lives of each of your children, that they may love and serve the Lord Jesus all of their lives.
- Support the school financially, in addition to tuition payments, as the Lord gives the opportunity and means. Please contact the Headmaster regarding this.
- Assume volunteer duties and responsibilities for Oak Grove as opportunities arise and as God provides the strength and time. Please contact the Dean of Family Outreach regarding this.
- Resolve matters of dispute with the person or persons involved. Do not gossip or criticize the school before children, and follow the Bible's instruction on settling matters of dispute contained in Matthew 18 and summarized, concerning Oak Grove, in the Grievance Policy (below).
- Seek the advancement of Oak Grove in all areas- spiritually, academically, and physically.
- Become aware of, and support the policies of the school.
- Reject gossip and any unbecoming talk of the school or its members.

Financial Support

Oak Grove is a 501(c)(3), non-profit organization. Donations are accepted any time, including at year's end. Receipts will be provided by our Bookkeeper. Contact the Headmaster or follow instructions on our online giving portal [here](#).

4. POG (Parents of Oak Grove)

POG's Mission Statement

Every parent of Oak Grove is part of POG. Parents of Oak Grove (POG) exists to cultivate community within Oak Grove Classical Academy so that service to our school is a natural extension of our connections with one another. Our relationships with Christ serve as the foundation of our common culture, upon which we seek to build friendships, supportive bonds, and the groundwork of means to serve our school. We mindfully operate in support of the mission and vision of Oak Grove Classical Academy, that our students may "Learn for Life, Live for Christ!"

5. Special Events

***Please follow our School Calendar online or on our school app as specific dates may vary from year to year.**

Semester Schedule

Oak Grove operates on a semester schedule. Semester 1 ends before Christmas Break. Semester 2 begins in January and ends in May. See our School Calendar online, our app, or pick up one in the office as a reference on specific dates.

Family Education Weekend/“FEW” (August)

FEW is a mandatory training* for all teachers and new and returning co-teachers to attend before the start of the new year. It is a time for us as a community to fellowship and encourage one another in the Mission and Vision of Oak Grove. Another purpose of FEW is to equip the co-teacher and familiarize them with the specifics of the curriculum, policies and many other useful tools that are implemented at Oak Grove. Before school starts, students will also have the opportunity to meet their teachers and classmates at Student Orientation and run through some specific classroom rules. A more detailed schedule will be sent out during the summer months.

Please consult the School Calendar on our website for these dates and securing childcare well in advance. Childcare will not be provided; nursing babies are always welcome.

*Exceptions will be made on a case-by-case basis with the HM. Please contact the Headmaster if for any reason absence is unavoidable. Please understand that your absence may require additional meetings with faculty and administration above and beyond their responsibilities. While we do our best to meet each family’s needs, please be considerate to plan ahead and make these events a priority.

Logic and Rhetoric Fall Camp (First Week of School)

Fall Camp is a 2-3 day camp scheduled during the first week of school. The primary objective of Fall Camp is to cultivate community through a variety of teambuilding and group activities. It is also when each of the Rhetoric Houses induct new members and begin their competitions for the year. Fall Camp is part of the Logic and Rhetoric curriculum and attendance is not optional. Exceptions will be considered for certain medical issues or special circumstances. Logic and Rhetoric Directors are the primary contacts concerning Fall Camp. Volunteer chaperones who complete an application and background check are most welcome!

Harvest Festival/Run the Trail Race (October)

Our Harvest Festival is usually held the third or fourth Saturday of October. It is potpourri of booths, school merchandise, games, delicious foods, and a Jog-A-Thon! Our Booster Club organizes and promotes the event. Proceeds are critical to meet needs and bolster our existing programs throughout the whole year.

Field Day (Fall-TBD)

Oak Grove Classical Academy's field day is a fun filled day outdoors participating in events as a class and as an individual. This day is spent with the students challenging themselves and each other to complete various traditional field day activities such as the long jump, mile run and everyone's favorite, the annual Tug of War Challenge! It is our last big school wide event before graduation and it's a special time for students and faculty alike.

Christmas Program and Market Mingle (December)

Our Annual Christmas Program is held in the Hoffmantown Worship Center on the last day of school before the Christmas holiday. It is a time in which our entire community gathers to worship the Lord

and celebrate His advent through the gift of performing arts. Students from Pre-K to 12th bless us with a variety of musical and artistic performances. The Market Mingle is held in the Fellowship Mall area before the program, and is an opportunity for our families to promote and sell merchandise. Students are dismissed immediately following the program. For details, contact the Dean of Family Outreach.

State of the School Address/"SOS" (January)

In January each year, the Board of Directors and Administration hosts a general assembly that updates families as to the State of the School. This is a required event for all Oak Grove families. The purpose of this assembly is two-fold; the Headmaster will give a "State of the Union" address that will update families as to the progress of the school. In addition, future plans for the school will be laid out. This is an opportunity to become reacquainted with the vision and mission of the school. Registration and tuition details for the following school year will be disclosed at this event.

Science Day (January)

Science Day is an opportunity for Logic and Rhetoric students to participate in Science Olympiad activities, and also to present Science fair projects. Grammar students, on the other hand, have the option to see some scientific presentations along with participating in an explore-style atmosphere of stations with the guidance of their teachers.

Service Week (February/March)

While we seek to be intentional throughout the year to be serving our neighbors near and afar with the truth and love of Christ, Service Week is a time in which we as a school will give exclusive attention to this. Throughout this week, all students will participate in a variety of learning experiences with the aim of serving and blessing communities. As students become more mature, opportunities are provided to serve in areas beyond Albuquerque- regionally, nationally, and internationally. Families are encouraged to participate in prayer, as chaperones, and through financial support.

***Rhetoric Mission Trips**

As a direct application of our school aims to cultivate servant-leaders looking to fulfill the Great Commandment and Great Commission, all Rhetoric students will participate in a variety of service projects during Service Week. Generally, 9th grade will serve locally in the Albuquerque Metro area. 10th grade will serve regionally, with a focus on Native American pueblos and the Navajo Nation. Juniors and Seniors will travel outside the US for a short term, international service trip. These trips are support based and if you are willing to support our Service endeavors, please inform the Dean of Family.

English Expo (March)

English Expo is a day focused on the celebration of words, poetry, music, and art. Logic and Rhetoric students participate in competitions (based on the Progymnasmata) and other team/house involved activities. Grammar students get to participate in stations located in Building E.

Growing the Grove Gala (March/April)

This event is held in late spring and receives income from raffle ticket sales throughout the year, silent auction, event ticket sales, and corporate sponsors. This is a community event where Oak Grove parents are welcome to invite family members, business connections, and anyone else interested in hearing more about the mission and vision of Oak Grove. While the content and format of the event varies from year to year, parents can expect this to be a staple of the school's spring semester and as the most critical part of overall fundraising efforts to provide tuition assistance for Oak Grove families.

Graduation (May)

We view graduation as one the most important milestones in the life of our young men or women. It is a time when we as a community, by God's grace, acknowledge and celebrate the cultivation of a "Wise Servant" and commission the graduates to glorify God in their area of giftedness. In order to demonstrate the supreme importance and of this ceremony to our entire community, attendance is strongly encouraged for all families.

Completion Ceremony (Last Day of School)

On the last day of school we have a variety of activities and ceremonies to celebrate completion of the school year, and a special schoolwide ceremony to celebrate the completion of Grammar and Logic Schools for our 5th and 8th graders. On this day, school begins at 8. Teachers will share information with parents on any special activities that may be planned for that day.

The **Kindergarten** classes historically have their Recitation Celebration on this day, too. It's normally at 10:00. At the close of their ceremony, Kinder students are released to their parents. They have the option of attending the ceremony with their parents.

Also important on this day, **Pre-K** students must be picked up by parents before the completion ceremony. They can have the option of attending the ceremony with their parents.

At 11:00, our school community (families welcome!) gathers in the amphitheater for the Completion Ceremony. Teachers sit with their students.

All families are invited after for a treat/fellowship time outside. Students are dismissed to leave with their families at the end of the ceremony.

B. Grievance Procedures

From time to time an individual may disagree with a decision or practice of the Administration or faculty of Oak Grove Classical Academy. Individuals who want to appeal a decision of the Administration or faculty must follow these procedures.

Basic Conflict Resolution

Speak directly with the opposite party promptly with clear communication of the issue. This should be done before talking about the matter with other parents, students, or teachers. Every effort should be made to resolve problems at this level of one-on-one contact.

If the problem is not resolved, then the offended party should take the appeal to an appropriate administrator or supervisor. All parties should make effort to gain resolution. The Administration is required to make decisions and take actions within the limits defined by the Board Policy Manual.

Oak Grove Conciliation Policy Concerning Student Behavior and Discipline

In order to provide a safe, quality, and Christian educational culture at Oak Grove Classical Academy (OGCA), the Administration and staff will regularly praise good behavior and discipline and correct bad behavior. Students will likewise be encouraged to "spur one another on toward love and good deeds (Hebrews 10:24) and discourage ungodly behavior. In all things we seek to have a culture of "hating what is evil and clinging to what is good" (Romans 12:9).

The Bible is the standard we will apply in evaluating behavior—maintaining godly law and order and extending mercy and grace with discernment. Discipline may include loving correction, rebuke, time out of class and/or activities, suspension, and/or expulsion.

Matthew 18:15-20 provides a succinct model for how to handle sin in our school community. While this passage will serve as a general basis and model for discipline and communication about sin and unacceptable behavior at OGCA, this passage is not binding on our school as it is in a local church. That is, when wisdom determines, witnesses may not be called forward to testify to someone else's sin/misbehavior, and discipline in the school will not become directly and intentionally public as part of the formal disciplinary process. Furthermore, in matters that require mandatory reporting, OGCA will follow the requirements set upon it by the state.

In accord with the biblical emphasis on parental authority (cf., Ephesians 6:1-4; Hebrews 12:6-7, 13:17), Oak Grove will contact parents in instances of regular and/or extreme disciplinary issues. OGCA assumes parental desire and sense of responsibility to correct student misbehavior.

In cases when disagreement arises between OGCA and parents about disciplinary action(s), the OGCA Headmaster and fellow Administration reserve the right to nevertheless continue in the determined course of disciplinary action. In any disagreement, OGCA will seek and allow for resolution while maintaining the disciplinary course of action until wisdom and discernment would guide otherwise. In no instance is it acceptable to make public any private disciplinary issue.

Concerning School and Parent Relationship

Should a conflict arise between a parent(s) and the OGCA staff or Administration, and all attempts to reconcile prove unsuccessful, OGCA reserves the right to expel parents and their students from admission and attendance at OGCA. OGCA will seek reconciliation in instances of disagreement, dispute, and otherwise contentious situations between OGCA faculty, staff, and/or Administration and parents and/or students, but the right to expel is maintained and will be exercised when deemed necessary by OGCA Administration. OGCA reserves the right to not provide restitution (financial or otherwise) in cases when parents and students are expelled from OGCA.

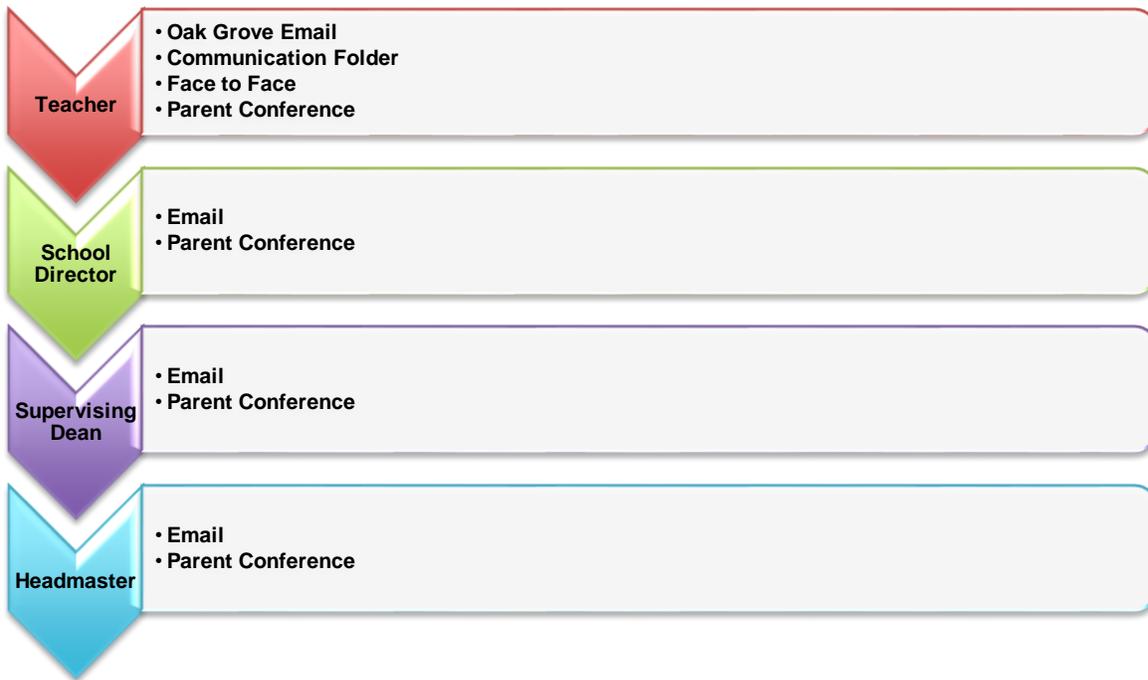
Should a family be expelled from OGCA, they will be given opportunity to appeal the decision to the Board. In such a case, the Administration reserves the right to suspend that family's attendance until the Board makes a decision.

C. COMMUNICATION PROCEDURES AND PRINCIPLES

The need for excellent communication cannot be overstated for the successful (and enjoyable) experience at Oak Grove. For your convenience, please utilize our [Quick Reference Guide in Appendix C](#) for various questions or communications issues.

Communication Process Related to Classroom, Behavioral and Curriculum Issues

Please follow the chain of communication below as it pertains to questions or issues related to your child in the classroom. Please note that if a step has been skipped, you will likely be referred back to the previous level.



Computer Access

For a University Model school to work effectively, all parents should have available at home, an up-to-date computer with adequate software and internet access. Parents will receive instructions on using the school app and website forums. We recommend that parents set the notification settings of each forum to “notify me of every new message” to ensure receipt of all pertinent information.

Communication Folder (Grammar Students)

Each Grammar student has a two-pocket folder that goes back and forth between home and school. *Please check this folder daily.* Assignments will be turned in and returned in the Communication folder.

Newsletter:

All families will receive a regular newsletter from the Headmaster, usually every 2 weeks. This newsletter will include important updates, announcements, and reflections on Christian classical education.

Lesson Plans/Teacher Announcements:

Grammar: Every grammar teacher will send out a newsletter through email by Friday evening of each week. This newsletter will include important announcements, classroom updates, and lesson plans for the following week. Teachers will also include a link to access all lesson plans. Please be on the lookout for more detailed instructions on this. Please note- when you receive an email from your teacher to the entire class, you may not respond to the group. Rather, email the teacher directly.

Logic: Hardcopies of lesson plans will be handed to all logic students on Monday of every week. Lesson plans and any handouts are also accessible digitally through Drive in your Oak Grove Owls email suite. Be on the lookout for specific instructions from the School Directors and Teachers. Additionally, every class will have a group email, and the teacher will communicate to the class group as a whole. If you’d like to communicate with the teacher, simply email the teacher directly- it is not possible to email the class group as a whole.

Rhetoric: Rhetoric students do not have lesson plans- each student will receive a syllabus at the beginning of the year. For communication, the teacher will email the class group together. To communicate with your rhetoric teacher, simply email them directly. It is not possible to respond to the class group as a whole.

Trading Post:

Although Trading Post has historically operated within a forum, it will now strictly exist through email. In order to post, simply type "Trading Post" into your email recipient line. The trading post email group will automatically populate, and the email will be sent to everyone in the group. If you are interested in an item that has been emailed, respond directly to the individual who emailed the item, not to the entire group.

Athletics/Activities:

Athletics/Activities communication will exist in email groups and/or via the school app. After registering your student for a sport, you will be added to the group email. For example, Rhetoric soccer families will be added to the rhetoric.soccer@oakgroveowls.com group. All communication will happen within email threads and the school app, and anyone is able to email the group as a whole. This makes it imperative that you register your student before the deadline, so that you are added to the email group before important information is sent out.

Parent Conferences

A date will be designated for face-to-face conferences between teachers and parents at mid-term during October. A conference outside of that time may be arranged with a child's teachers any time there is a need or if there is a concern.

Delegating Home-day Work

Occasionally, a parent might need to delegate part of the responsibility for supervising home day work to someone else. When this situation arises it is the parent's responsibility to ensure that all relevant information is passed on to the appropriate person and also make sure that assignments are turned in on time and complete. Please inform the teacher should a special circumstance such as this arise.

Gradebook Policy

Oak Grove utilizes ThinkWave to keep school-wide records and grades. The Gradebook User Policy for parents and teachers is as follows:

The Oak Grove gradebook exists for the purpose of enabling teachers, parents, and students to communicate and view recent grades. Gradebooks for grades 2-12 will provide a summary of grades for students and must not be misconstrued as providing a complete picture of student performance or ability. Teachers must update their gradebooks once a month at the beginning of the month. If a parent desires to speak with a teacher about his/her student's grades, he/she must contact the teacher and request a time to meet in person or to otherwise discuss the grades. Also, access to gradebooks must not be misunderstood as an opportunity for parents to manage teacher processes.

CHAPTER III: THE STUDENTS**A. Code of Conduct**

The purpose of Oak Grove's Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending Oak Grove be set. Classroom teachers emphasize the Five Rocks of student behavior, based on the biblical concept of building our lives on rock and not on sand.

R Respect authority (Ephesians 6:1-3)	Address adults at school with the “Mr.,” “Miss”, and “Mrs.” and respond with “Yes Sir”, “Yes Ma’am”, obeying commands and requests.
O Others are Important (Mark 12:31)	Always use kind words such as “Please” and “Thank you”.
C Correction: accept it and learn from it. (Proverbs 12:1)	Receive instruction and correction with a humble and teachable heart.
K Keep yourself prepared. (1 Peter 1:13)	Be organized bringing necessary items to school, completing homework on time and to school standards, etc.
S Seek excellence (Colossians 3:23-24)	Be the best that you can be at all times and in all places.

ADDITIONAL BEHAVIOR EXPECTATIONS

Courtesy

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators and visitors. At all times, adults should be addressed with a title (Mr., Miss, Mrs., Dr., Coach, etc.) . In the same manner, when a student is questioned by an adult, he should respond with either “Yes, Sir” or “No, Sir” or “Yes, Ma’am” or “No, Ma’am.” Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. Oak Grove desires to encourage students to learn to edify one another.

Fighting & Bullying

Students are not allowed to fight physically or verbally before, during or after school. There should be no horseplay, running, or rough play during or between classes. Students are to refrain from bullying of any kind and can be suspended for such conduct at the discretion of the administration.

Immoral or Illegal Behavior

Students should refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, non-prescriptive drugs, alcohol, or weapons are not allowed on campus or at any Oak Grove-sponsored event where students are present.

Language

Improper or disrespectful speech (e.g., profanity, lying, back-talking, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As Oak Grove representatives, students should strive to speak in a godly manner on and off campus.

Stealing

Stealing from another student, staff, or the school will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

Extra-Curricular Organization Rules and Sportsman-Like Conduct

Appropriate and respectful clapping and cheering are encouraged. Spectators and participants are guests and should conduct themselves accordingly. Any behavior unbecoming to Oak Grove or to other competitors or audience members may result in the offender and/or family being asked to leave the premises.

Electronic and Telecommunication Devices

Students should not bring radios, tape players, tapes, compact disc players, CDs, DVD players, DVDs, game players, computer discs or similar such devices and media to school for the purpose of entertainment. Electronic devices or media may be used in the classroom for academic reasons only with the permission of the teacher or Headmaster. Oak Grove is not responsible for the loss or damage of these items.

Students may bring cell phones or other such communication devices to school; however, they must be turned off and stored in bags, backpacks, etc. Cell phones should remain off and in backpacks between 8:00 a.m. and 3:30 p.m. All student communications with parties outside of the school should go through the central office while a student is on campus. Any variance to this policy must be granted by the Administration. Please refer to [Appendix E: Social Media and Technology Policy](#).

Public Displays of Affection

Students may not engage in romantic, physical displays of affection (kissing, holding hands, etc.) with fellow students while at school. "Coupling" away from the group is also not tolerated.

Facility Guidelines

Students are expected to be good stewards of the physical resources of both Oak Grove and Hoffmantown Church. They are also expected to be models of good citizenship by keeping the church's facility clean and by refraining from actions that are destructive to property or disrespectful to others.

Students are not allowed to chew gum while on school property.

Students are expected to treat all school materials and facilities with respect and care. Students may be charged for any damage to the school's property that is attributable to their actions. *All books that belong to the school must have a cover.*

Fines from \$1 to \$100 may be enforced should a school book be damaged while in the possession of a student.

Students should not have guns, knives, or any other weapons on school property. School staff will immediately confiscate any weapon on school property. The offending student will be taken to the school office where the Headmaster will contact the student's parents and determine appropriate consequences. The Headmaster reserves the right to suspend or expel any student it deems to be a threat to the safety of other students, faculty, or staff at the school.

Compliance with Local Laws

Oak Grove Classical Academy intends to comply with all applicable state and federal laws including, but not limited to, those relating to environmental regulations and laws, safety, health, and laws regarding any other terms and conditions of the educational experience. Similarly, we expect our students, their parents, and staff to comply with all laws that apply.

Discipline Procedure

Oak Grove staff are committed to cultivating an environment in which all people feel safe and excited about learning. For this reason, we want to be clear about the consequences for any actions that may challenge this goal.

The Word of God as found in the Scriptures of the Old and New Testaments will be the standard used to evaluate conduct. However, because none can keep God's law perfectly except for Christ, grace and forgiveness will be an integral part of the discipline of a student, as will biblical principles such as restitution, public and private apologies and restoration of fellowship.

1. **Classroom Teacher:** The Teacher in the classroom should make every reasonable effort to deal with disciplinary issues including: verbal warnings, conference, changing seats, proximity, cool down, etc.
2. **Dean/Headmaster:** Students who are repeatedly not responsive to teacher correction will be asked to go to the school office to meet with the Headmaster or Supervising Dean to discuss the issue and determine appropriate consequence and restitution.
3. **Immediate Parent Notification:** If the child is still unresponsive to correction, then the parents will be contacted immediately. Depending on the situation, a parent might be given the opportunity to talk to the child on the phone, and encourage the child to return to class and act appropriately.
4. **Immediate Parent Pickup:** If the child continues to be a disruption to the class, he or she will again be asked to go to the office, where a parent will be contacted to pick up the child.

***Serious Offenses- Immediate Dismissal and Suspension:** Students will be immediately sent to the office for a serious offense. Students who commit acts with particularly serious consequences may be suspended or expelled from school immediately at the discretion of the Headmaster. Examples of such serious misconduct are explained below.

Types of Offense <i>(examples included, but not limited to the following)</i>	Possible Consequences for Actions	Other Notes
Minor <ul style="list-style-type: none"> • Inappropriate language • Disruptive behavior • Tardiness • Refusal to participate • Inappropriate dress 	<ul style="list-style-type: none"> • Verbal Warnings • Various Classroom Management Strategies • Loss of privileges • Loss of House points (RS) • Possible Referral • Work or lunch detention 	3 violations of the same minor offense may place the student under the consequences for a major offense.
Major <ul style="list-style-type: none"> • Bullying/Abusive behavior • Disrespect • Truancy • Plagiarism/Cheating • Property Damage • Technology Violation • Inappropriate Physical contact 	<ul style="list-style-type: none"> • Loss of privileges • Immediate Referral • Parent Meeting with Teacher and Director or Headmaster • 1-2 day suspension from activities • Work detention • Parent notification • Confiscation of technology device 	2-3 violations of the same offense in this category may result in suspension or expulsion from OGCA.
Serious <ul style="list-style-type: none"> • Fighting • Theft • Sexual misconduct • Vandalism of property • Use/possession of drugs, alcohol, cigarettes, or weapons • Discussion of using guns, bombs, or any other means to threaten the school, teachers, students or school property. • Failure to address discipline during suspension • Violation of any state or federal law 	<ul style="list-style-type: none"> • Immediate suspension • Parent Meeting with Teacher, Director and Headmaster • Likely expulsion from OGCA 	Students who commit these offenses will likely be expelled from OGCA.

*See **Appendix B: Discipline Referral Form** to understand more specifically how this process works.

Suspension

Oak Grove reserves the right to suspend a student when deemed necessary. Also, Oak Grove may search a student's backpack and belongings when deemed necessary.

Unacceptable behavior can result in a student being suspended (and/or expelled) from school. The Headmaster or Lead Administrator will determine an appropriate time of suspension. It is the responsibility of the parents to carry out the appropriate discipline for their child and abide by the school's specific suspension instructions.

During suspension:

- The student may not attend classes or special events, and there will be no refund of tuition for the loss of class time.
- Students will be responsible for any work and/or assignments given during the time of suspension and will be expected to return to class with all completed assignments.
- For a suspended student, a "0" will be given for homework due that day and for class participation.
- For all quizzes, tests and major projects a 10-point penalty will be assessed.
- Tests and quizzes must be taken before the next class day.

*If the behavior is not corrected when the student returns, the student may be expelled from classes for the remainder of the year at the prayerful discretion of the Headmaster.

Expulsion

Oak Grove reserves the right to expel a student when deemed necessary. Expelling a student from school is a very serious matter and will be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, expulsion will remain as an option left to the prayerful discretion of the Headmaster. Tuition will be required for the balance of the remainder of the school year (Proverbs 13:20; 22:10). Students expelled will not be considered for re-enrollment for a period of at least one semester from the date of expulsion. Expelled students are not allowed on school property while school is in session and may not attend Oak Grove Classical Academy-sponsored extracurricular events without the express permission of the Headmaster.

Serious Misconduct

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct, which occurs after school hours, on or off school property.

Re-admittance

Should the expelled student desire to be readmitted to Oak Grove at a later date, the Administration will make a decision based on the student's attitude and circumstances at the time of reapplication.

DRESS CODE

Purpose

Oak Grove Classical Academy's dress code intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim 2:9,10; James 2:1-5).

Dressing according to the specific dress code is not optional for Oak Grove students; and complete and joyful compliance is expected. Oak Grove is a workplace for students - a work setting where the standard for both academics and conduct is high. The school dress code seeks to complement and reflect those high standards, while also helping maintain students' focus on the task at hand and on issues of personal character.

The Administration retains the authority to determine the appropriateness of a given student's attire or appearance, and may remove the student from campus or otherwise discipline any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a limited variance to these regulations for special purposes, such as sports programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are always upheld. While dress code enforcement will be limited to school days, provisions and standards related to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus as well as off campus at school-sponsored events.

General Guidelines for ALL Oak Grove Students:

- All clothes must be neat and clean at the beginning of the day, and may not be torn, have fringed edges, or any other unusual features which will call undue attention to themselves.
- No clothing shall be excessively tight or form fitting, excessively loose, or be of an immodest design or style. All clothing shall be worn in a neat and modest manner.
- Hair must be kept groomed and clean and may not include unnatural coloring or bizarre styles.
- No one may wear a tattoo, either temporary or permanent. Students who have tattoos prior to enrollment at Oak Grove must keep these covered.
- No hats or other head coverings, such as bandannas, may be worn in the building.
- No piercings other than a single piercing/single earring in each ear for girls.
- Any article of clothing or item of jewelry deemed to be distracting (due to color, pattern, cut, etc.) is unacceptable for school wear.
- All shirts must be tucked in. If the garment will not stay tucked in, it does not conform to the dress code. (Special exceptions are made for Kindergartners regarding tucking in of school shirts.)

While we are hopeful that your child will respect these and the below guidelines, we do want you to understand that, per our Discipline Policy, violations of these rules will result in a referral, in addition to the possibility of being asked to change and wear school approved clothes that we store in the office.

School Uniform Guidelines

Young Men		
	Grammar (K-5)	Logic and Rhetoric (6-12)
Lower Body Wear	Khaki colored slacks or shorts Black or white socks	Khaki dress slacks Black or white socks
Upper Body Wear	White or black collared shirt free from emblems, logos, or other writing (except for the OGCA logo) *Only the top button may be worn unbuttoned.	White oxford collared shirt with OGCA logo. *Only the top button may be worn unbuttoned.
Belts	Black or brown (none required for PreK or Kinder)	Black or brown leather belt
Outerwear	Jackets and sweaters primarily solid and neutral in color (black, white, khaki, gray, brown, navy). No logos or emblems except OGCA *Accessories (hats, scarves, gloves) are permitted outdoors.	Black cardigan or zip up fleece jacket with the Oak Grove logo. *Fridays- Other OGCA outerwear purchased from Perch or Boosters are permitted.
Shoes	Neutral in color: white, brown, black, navy, or gray. Plain without characters. Boots permitted if within the above guidelines, without a heel, and not higher than mid-calf. The soles of shoes may not exceed one inch in thickness, nor may the combined sole/heel height exceed two inches. All shoelaces must be tied and all buckles must be buckled. For gymnasium use, tennis shoes that have a non-marking sole must be worn.	Shoes must be black. Shoe soles and laces must be black as well. Athletic shoes and boots will not be permitted without special permission.
Ties	Not required	Black and gold tie purchased through Oak Grove *Ties are not required on Fridays.

Young Ladies		
	Grammar (K-5)	Logic and Rhetoric (6-12)
Lower Body Wear	<p>Khaki colored slacks, jumpers, skirts, shorts</p> <p>*Hem of skirts no higher than the knee. No immodest slits.</p> <p>*Shorts should be worn under skirts for modesty.</p> <p>*In winter, girls may wear white or black leggings/tights.</p>	<p>Khaki skirt</p> <p>*The hem of skirts must be worn no higher than the knee. Shorts may be worn under skirts for modesty, but must not exceed the length of the skirt.</p> <p>*Khaki slacks allowed on Friday.</p> <p>Black or white knee high socks or leggings are permitted.</p>
Upper Body Wear	<p>White or black collared shirt free from emblems, logos, or other writing (except for the OGCA logo)</p> <p>*Only the top button may be worn unbuttoned.</p>	<p>White oxford collared shirt with OGCA logo.</p> <p>*Only the top button may be worn unbuttoned.</p>
Outerwear	<p>Jackets and sweaters primarily solid and neutral in color (black, white, khaki, gray, brown, navy). No logos or emblems except OGCA</p> <p>*Accessories (hats, scarves, gloves) are permitted outdoors.</p>	<p>Black cardigan or zip up fleece jacket with the Oak Grove logo.</p> <p>*Fridays- Other OGCA outerwear purchased from Perch or Boosters are permitted.</p>
Shoes	<p>Neutral in color: white, brown, black, navy, or gray.</p> <p>Plain without characters.</p> <p>Boots permitted if within the above guidelines, without a heel, and not higher than mid-calf.</p> <p>The soles of shoes may not exceed one inch in thickness, nor may the combined sole/heel height exceed two inches. All shoelaces must be tied and all buckles must be buckled. For gymnasium use, tennis shoes that have a non-marking sole must be worn.</p>	<p>Shoes must be black. Shoe soles and laces must be black as well. Athletic shoes and boots will not be permitted without special permission.</p>

***Tuesdays and Thursdays (Rhetoric School):**

Rhetoric School students are on campus five days a week and, at this time, are permitted to dress more casually on Tuesdays and Thursdays. Nevertheless, the following important guidelines must be adhered to:

- **Lower Wear-** Slacks or jeans are permissible as long as they do not have holes or are deemed immodest. Students may wear athletic shoes.
- **Upper Wear-** Oak Grove shirts purchased at OG events or from the Perch are permissible. Otherwise, students should wear the school oxford. Shirts must also be in nice condition, properly and modestly fitting, without holes, stains, or obvious signs of wear.
- **Outerwear-** If students are cold, they should wear the Oak Grove zip up fleece. As with other days, heavy coats are permitted outside if there are extreme temperatures.

Weather Considerations:

The School Administration and Faculty recognize that in certain weather conditions, some exceptions can be considered in order to not hinder students from learning in class. The following are some examples:

- For extremely cold weather, students may wear heavy jackets to school and during passing periods. These should be removed during class, unless teachers make exceptions due to extreme cold temperatures in classrooms.
- White camisoles, short sleeve shirts, and thermals will be permitted under the school oxford as deemed necessary.
- During warmer temperatures, students may wear short-sleeved OGCA oxfords.

Other Guidelines

- No hoodies or light jackets are allowed in the classrooms- if students would like a light jacket, they may purchase an Oak Grove cardigan or fleece jacket.
- No clothing items shall be added to the school uniform.
- Jewelry must be at a minimum. Earrings must be studs, and large necklaces or scarves will not be permitted.

FAMILY COMMITMENT STATEMENT

- We understand that enrolling our child(ren) at Oak Grove Classical Academy requires a high degree of parental involvement and that we are embracing the role as our children’s primary influence.
- Therefore, we acknowledge and accept the responsibility for our child(ren)’s behavior at school and will provide the necessary supervision of character development and academic support that is required at home.
- We acknowledge we are responsible to consult and follow any necessary steps as outlined above when dealing with conflict resolution before making decisions, which may affect our relationship with Oak Grove.
- We understand that as parents in a University-Model School®, we have a higher degree of involvement in our child’s education. As a result of this partnership between home and school, we as parents, agree to conduct ourselves in a manner that is worthy of Jesus Christ (Eph. 4: 1-3).
- We also agree that we will honor our financial commitment to the school unless certain exemptions apply (See Withdrawals and Refunds).
- In addition, we agree to attend the parent meetings (FEW, SOS are mandatory for all OG Families) which are intended to help parents better understand their role in a University-Model School®.
- We have read the **2020-21 Family Handbook** and agree to comply with the policies stated herein.
- We have read and agree to abide by applicable Appendixes below (**Logic and Rhetoric Families**).
- We agree to meet the parent requirements associated with this Family Commitment Statement.

Signatures: (All children in one family should sign below)

Student Signature: _____ Student Name: _____ Date: _____
Student Signature: _____ Student Name: _____ Date: _____
Student Signature: _____ Student Name: _____ Date: _____
Student Signature: _____ Student Name: _____ Date: _____

Parent/Guardian Signature: _____ Parent Name: _____ Date: _____
Parent/Guardian Signature: _____ Parent Name: _____ Date: _____

This statement must be signed on the registration forms by parents.

APPENDIX A: LOGIC AND RHETORIC SCHOOL SPECIFIC POLICIES

Lunch

Lunch should be a refreshing time spent enjoying food and fellowship with one another. It is the desire of the school for you to enjoy this short break in the middle of your day. You may **not** use the portable D or E kitchen for any reason. Rhetoric students may use microwave and other amenities in Portable 4. Please remember these school policies in the lunchroom(s) and outside:

- Bring a nutritious lunch
- Glorify God in 'private' conversations
- Show courtesy and love toward classmates
- Remain seated until dismissed from lunch
- Refrain from bullying/teasing
- Always remain in sight of a teacher
- Play responsibly and respectfully
- Leave "toys" at home unless it has been approved as a lunchtime activity

Licensed Driver Policy

With Biblical convictions and a heart to love and protect the students of Oak Grove, the following licensed student driver policy is established:

- Upon parental notification to the Headmaster, Oak Grove students who are licensed drivers may drive to and from school—consequently driving on the Oak Grove campus.
- Siblings may ride with their licensed driving sibling to and from school.
- In the case of a student driver driving a non-sibling to and from school, i.e., in a convenient carpool scenario, written notification from all sets of parents involved must be given to the Headmaster.
- Student drivers may not leave campus for lunch or during any other breaks.
- Parents of licensed student drivers are asked to make the Headmaster aware of any moving violations that result in issuance of a formal warning or citation. The Headmaster will review the nature of the citation and determine if a suspension of the Oak Grove driving privilege is in order, so as to protect Oak Grove students.
- Oak Grove maintains the right to revoke this driving privilege if deemed needful for assuring the safety of Oak Grove students and the Oak Grove campus.

Oak Grove understands that driving is a privilege. As such, Oak Grove desires to keep lines of communication open between parents and the administration in order to guard this privilege and the safety of all Oak Grove families.

For some families, having a licensed student driver will be a blessing and even become an apparent necessity. Knowing this, Oak Grove desires to allow and protect the licensed student's privilege to continue driving to and from school. However, in serious cases alluded to in the above stated policy, for the safety of all families and students, Oak Grove retains the right to revoke any student driver's privilege of driving to and from the campus. Provided below is a list of serious offenses that may lead to

this privilege being suspended. Note: reasons for suspension may include but are not limited to the following:

- Excessive and chronic speeding or otherwise dangerous driving
- Displays of aggressiveness or immaturity behind the wheel (e.g., engine revving, sporadic acceleration and/or braking, needlessly quick turning maneuvers, displays of anger or road rage, foul language or gestures while driving, etc.)
- Any apparent negligence or potentially harmful immaturity while driving
- Any attempt to use a vehicle to harm others or their property

Rhetoric Locker Policy

- 1) Rhetoric students will be assigned lockers.
- 2) Lockers are to be kept locked during the school day and for all nights and weekends. Students should purchase their own locks.
- 3) Students are responsible for maintaining the cleanliness and order of their lockers. They may decorate the inside of their lockers (put up photographs, etc.), but all decorations **MUST** be removed at the end of the school year.
- 4) **NO** food items are to be left in lockers over the weekend.
- 5) It is each student's responsibility to bring his/her locker key each day.
- 6) If a student loses their key or cannot get into their locker, they may be charged a fee for opening it.
- 7) Violations of other locker policies may also lead to loss of locker privilege.
- 8) Oak Grove is not responsible for any valuables missing from lockers.
- 9) Any student found opening another student's locker will be dealt with sternly.

STUDENT RESPONSIBILITIES

Steps to Student Responsibility

Students in the Logic and Rhetoric Schools need to become increasingly more independent and have more personal responsibilities. These responsibilities should include everything from taking care of their own personal hygiene to caring for their own assignments. Parents should, of course, continue to offer a helping hand while allowing their students to start taking their academic studies more seriously. Below are some grade level milestones regarding personal responsibility that Oak Grove partners with parents to help cultivate:

6th Grade:

- Complete 50-70% of school work independently
- Continue to develop computer keyboarding skills
- Begin note-taking skills
- Comfortable with test-taking
- Independently remember and apply classroom instruction

- Able, with little guidance, to prepare and use a daily agenda
- Able to record teacher notes and major events in planner
- Begin to set personal goals

7th-8th Grade

- Complete 70-85% of school work independently
- Proficient in computer keyboarding skills
- Able to complete all school work thoroughly and on time
- Independently prepare daily agenda in planner
- With help, develop weekly agenda
- Use planner as a prioritized task list
- Able to transfer incomplete assignments in planner
- Develop note-taking skills
- Develop test taking skills and strategies
- Learn about High School record-keeping for college admissions
- Explore individual talents and interests
- Develop strong time-management skills
- Monitor progress in reaching personal goals
- Able to independently organize own bedroom

Rhetoric Grades (9th-12th)

- Complete 90% + of school work independently
- Proficient in computer keyboarding skills
- Able to complete all school work thoroughly and on time
- Independently track assignments and schedule time to complete
- Use planner as a prioritized task list
- Proficient in note-taking skills (without reminder)
- Develop test taking skills and strategies

- Keep records for graduation
- Invest in individual talents and interests
- Utilize strong time-management skills
- *Set personal goals and achieve them independently*

Referrals

The faculty and staff at Oak Grove strive to be consistent and just in any disciplinary offense. We commit ourselves to be God-honoring in our responses to our students, partnering with parents to communicate when disciplinary action is taken. Parents must trust the faculty and staff of Oak Grove to pursue an honorable consequence to his or her student in the spirit of cultivating and exhorting daily the character of the student to the glory of God. Referrals may be written by any staff member for Minor Offenses, and *automatically written* for Major and Serious Offenses (see Discipline Procedure above):

Referrals Forms must be signed by the parent and returned the next school day to the school office to be filed in the school office. (See **Appendix B** for an example of the **Discipline Referral Form**). Parents will be notified of discipline issues as well as any actions taken.

APPENDIX B: DISCIPLINE REFERRAL FORM

Discipline Referral Form-Oak Grove Classical Academy

Name: _____ Date: _____

Referring Teacher/Staff: _____ Time: _____ Course/Period: _____

Others Involved: _____

Issue of Concern:	Location:	Possible Motivation:	Classroom Management Used	Other Notes
Minor Offenses				
<input type="radio"/> Inappropriate Language	<input type="radio"/> Hallway	<input type="radio"/> Attention from peer(s)	<input type="radio"/> Teacher/Student Conference (1:1)	
<input type="radio"/> Disruptive Behavior	<input type="radio"/> Bathroom	<input type="radio"/> Attention from adult(s)	<input type="radio"/> Time to Cool Down	
<input type="radio"/> Tardiness	<input type="radio"/> Classroom	<input type="radio"/> Avoid peer	<input type="radio"/> Verbal Warning	
<input type="radio"/> Refusal to Participate	<input type="radio"/> Other:	<input type="radio"/> Avoid adult	<input type="radio"/> Changed seat	
<input type="radio"/> Inappropriate Dress		<input type="radio"/> Avoid work	<input type="radio"/> Changed teaching strategy	
<input type="radio"/> Other:		<input type="radio"/> Other: <input type="radio"/> I Don't Know	<input type="radio"/> Proximity <input type="radio"/> Referral and Sent to Office	
Major Offenses				
<input type="radio"/> Bullying/Abusive Behavior	<input type="radio"/> Hallway	<input type="radio"/> Attention from peer(s)	Each Case in this category should include the following: <input type="radio"/> Immediate Referral and sent to office <input type="radio"/> Parent Meeting with Teacher, Director, Headmaster <input type="radio"/> Other consequences as deemed appropriate.	
<input type="radio"/> Disrespect	<input type="radio"/> Bathroom	<input type="radio"/> Attention from adult(s)		
<input type="radio"/> Truancy	<input type="radio"/> Classroom	<input type="radio"/> Avoid peer		
<input type="radio"/> Plagiarism	<input type="radio"/> Other:	<input type="radio"/> Avoid adult		
<input type="radio"/> Property Damage		<input type="radio"/> Avoid work		
<input type="radio"/> Technology Violation		<input type="radio"/> Other:		
<input type="radio"/> Inappropriate Physical Contact		<input type="radio"/> I Don't Know		
Serious Offenses				
<input type="radio"/> Fighting	<input type="radio"/> Hallway	<input type="radio"/> Attention from peer(s)	Each Case in this category should include the following: <input type="radio"/> Immediate Referral and sent to office	
<input type="radio"/> Theft	<input type="radio"/> Bathroom	<input type="radio"/> Attention from adult(s)		
<input type="radio"/> Sexual Misconduct	<input type="radio"/> Classroom	<input type="radio"/> Avoid peer		
<input type="radio"/> Vandalism of Property	<input type="radio"/> Other:	<input type="radio"/> Avoid adult		

<ul style="list-style-type: none"> ○ Use/possession of drugs, alcohol, cigarettes, or weapons 		<ul style="list-style-type: none"> ○ Avoid work 	<ul style="list-style-type: none"> ○ Parent Meeting with Teacher, Director, Headmaster ○ Other consequences as deemed appropriate. 	
<ul style="list-style-type: none"> ○ Discussion of using guns, bombs, or any other means to threaten the school, teachers, students or school property. 		<ul style="list-style-type: none"> ○ Other: 		
<ul style="list-style-type: none"> ○ Failure to address discipline during suspension 		<ul style="list-style-type: none"> ○ I Don't Know 		
<ul style="list-style-type: none"> ○ Violation of any state or federal law 				

Follow-Up Discussion Notes and Agreement: (Director/Dean/Headmaster Notes)

Name: _____

Date: _____ Time: _____

Staff Person Involved: _____

What Happened?

Further Discussion Points:

1) What rule or principle did you break?

2) What did you want?

- I wanted attention from others
- I wanted to challenge the adult(s)
- I wanted to cause a problem because I feel miserable inside
- I wanted to be in control of the situation
- I wanted to avoid doing my work
- I wanted revenge
- I wanted _____

3) How can you repent and make restitution?

4) What will you do differently next time?

5) **Staff/Teacher Decision:**

<input type="radio"/> Parent Contact	<input type="radio"/> Loss of Privileges	<input type="radio"/> Other:
<input type="radio"/> Detention	<input type="radio"/> Suspension	
<input type="radio"/> Community Service	<input type="radio"/> Expulsion	

6) **Other Comments:**

7) **Signatures:**

Student Signature: _____ Student Name: _____ Date: _____

Staff Signature: _____ Staff Name: _____ Date: _____

Appendix C: Quick Reference Guide

OGCA Quick Reference List

If you have a/need...	Talk to...(in order listed)
------------------------------	------------------------------------

Classroom/Academics	
Concern about classroom behavior	1. Classroom/Course Teacher 2. School Director (if necessary)
Help with another student/parent	Classroom Teacher and Other Parent involved
Learning support and accommodations concern	1. Classroom/Course Teacher 2. School Director (if necessary)
Discipline Issue	1. Classroom/Course Teacher 2. School Director (if necessary)
House System	1. Rhetoric School Director 2. Dean of Activities
Field Trip Ideas/Requests	1. School Director 2. Dean of Academics
Curriculum Question or Concern	1. Classroom/Course Teacher 2. School Director (if necessary)
Conflict or Concern with Teacher	1. School Director 2. Dean of Academics
Other	Dean of Academics
General Communication Issues	
Problem with the school website	Dean of Program Support
Email Login/Email Problems	Registrar
Special Events and Activities	Dean of Program Support
Child is Absent/Late	<i>Absence:</i> 1) Contact Registrar via email, phone, or online submission before 8:30am here . 2) Contact classroom teachers via email. <i>Late: Call the Main Office (505) 269-2696</i>
Other	Dean of Program Support
Student Records	
Help with ThinkWave, Transcripts, Report Cards	Registrar
Other	
Facilities and Safety	
Facilities and maintenance concern	Dean of Program Support
Student Safety and Security	Headmaster
Medical Issue or Question	School Nurse
Other	Dean of Program Support
Athletics Events	
Athletics Program	1. Assistant to Dean of Activities 2. Dean of Activities
Games and Schedule	1. Go to Athletics Schedule on App or website 2. Contact Head Coach (Depending on the sport) 3. Assistant to Dean of Activities
Other	Assistant to Dean of Activities
Financial	
Tuition and Fees Related Questions and Payments	Registrar
Financial Aid Request	Complete form during registration Contact Registrar for Procedures

Financial Hardship Issue	Headmaster
Financial Gifts and Sponsorship	Headmaster
Annual Gala	Dean of Program Support
Other	Registrar
Admissions	
Admissions Query/Interest	Dean of Family Outreach
Other	
Call the Main Office (269-2696)	

Appendix D: Classical Education Resources

The following free ebook is essential reading on classical and Christian education: [An Introduction to Classical Education](#) By Christopher A. Perrin

Classical Education:

- <https://www.circeinstitute.org/resources/what-classical-education>
- <https://www.circeinstitute.org/principles-classical-education>
- <https://www.circeinstitute.org/resources-what-classical-education/definitions-terms>
- <https://www.circeinstitute.org/resources-what-classical-education/how-teach-classically>
- <https://www.circeinstitute.org/resources-what-classical-education/what-teach>
- <https://buckholler.wordpress.com/papers/the-classical-classroom-what-should-my-child-be-learning/Wisdom and Eloquence> by Evans and Littlejohn

University Model Schools:

- <http://umsi.org/about-umsi/about-the-classical-university-model/>
- <https://fortworth.citymomsblog.com/2014/08/12/the-best-of-both-worlds-university-model-schools-blend-a-private-education-with-at-home-teaching/>

Appendix E: Logic/Rhetoric School Extended Planned Absence Request Form

Student Name _____
 Parents/Guardian Names _____

Submission Date _____ Departure Date _____ Return Date _____
Reason for Absence _____

Guidelines:

1. Student must be in good academic standing (3.25 GPA or higher) to be considered eligible to apply for an extended planned absence.
2. Student must submit this form with all relevant teacher comments and signatures to the School Director or Dean of Academics **before** the student request can be considered.
3. Logic students may not take more than **3** consecutive on campus school days; Rhetoric Students may not take more than **5** consecutive school days for non-school related trips.
4. Student absence, if approved here, will be unexcused after 5 days and the student will not be allowed to make up missing work.
5. Students taking personal trips should NOT expect teachers to re-teach missed class material.
6. Student will need to make up missed work through their own initiative and efforts.
7. School Director or Dean of Academics will determine the date for missing/late assignments in the case of extended absence requests (see below).

Course/Teacher	Teacher Comments (Is student in good standing? Any concerns? Other?)	Teacher Signature (Signature validates <i>comments</i> ; <u>not</u> approval of absence)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Office Use:

Approval: Yes / No _____
School Director/Dean of Academics _____ Date _____
Date to Submit Late Work: _____