

# Family Handbook



**2026–2027**

**“Learn for Life, Live for Christ”**

*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.*

## **Table of Contents**

### **CHAPTER I: THE SCHOOL**

#### **A. Foundations**

1. Mission Statement
2. Vision
3. Distinctives of Oak Grove
4. Core Virtues
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 of Directors
2. Headmaster and Administration
3. Support Staff
4. Department Heads and Faculty

#### **D. School Campus**

1. Hoffmantown Church
2. Parking
3. Main 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. Student Files
6. Tuition and Fees
7. Discounts
8. Withdrawal and Refunds
9. Late Payments

#### **G. Academic Programs and Policies**

1. Graduation Requirements
2. Advanced Courses and Dual Credit
3. College Counseling
4. Friday Refinement
5. Assessment (Policies, Report Cards, Grading Scale, etc.)
6. Academic Status for Students
7. Modifications to Instruction
8. Student Work
9. Workload
10. Attendance

#### **H. Athletics Program and Policies**

1. General Philosophy
2. Athletics Purpose Statement
3. Core Tenets
4. Activities and Membership
5. Objectives and Guidelines for Participation
6. Tryouts
7. Dual Participation
8. Scheduling
9. Overlap Between Seasons
10. Practices and Events
11. Conduct at Events
12. Athletics Attire at School
13. Warm-up Music Playlists
14. Required Documents Prior to Participation
15. Travel Guidelines

16. Discipline
17. Academic Eligibility
18. Travel and Academics
19. Transfer Rule and 8<sup>th</sup> Grade Participation
20. Fundraising
21. Varsity Letters

## **CHAPTER II: THE PARENTS**

- A. Roles and Responsibilities
  1. Code of Conduct
  2. Roles in the UMS Model
  3. Ways to Support the Mission of Oak Grove
  4. 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. Young Men
  2. Young Ladies

## **FAMILY COMMITMENT STATEMENT**

**Appendix A: Logic and Rhetoric School Specific Policies**

**Appendix B: Quick Reference Guide**

**Appendix C: Classical Education and University-Model School Resources**

---

## 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 the community 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 godly role model for students, parents, and the community

##### For Students:

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

### **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 the American 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 (like Latin) 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-4th 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 (5<sup>th</sup>-8<sup>th</sup> grade):**

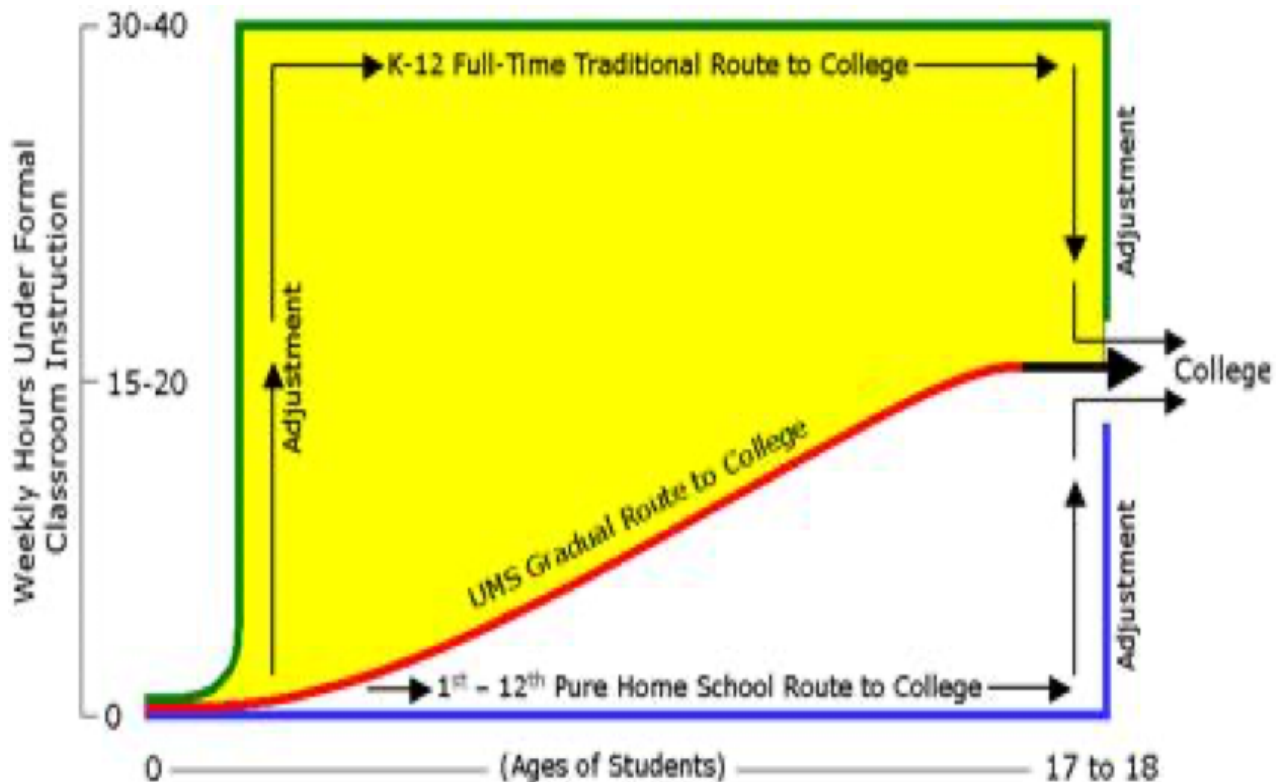
Students critically analyze more complex issues applying the difficult "why" and "how" questions to each subject area. Studying formal logic, they develop reasoning skills, recognize and avoid invalid conclusions, and construct persuasive arguments.

##### **Rhetoric/Wisdom Stage (9<sup>th</sup>-12<sup>th</sup> 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 (UMS) provides parents the tools of time, curricular flexibility and academic expertise in order for them to be confident and effective partners in education.



effectively fostered. According to information gathered by well-known pollster George Barna, the most critical period when 94% of all boys and girls come to a saving faith in Christ is before the age of 18; 90% before the age of 14! Only 6% will make that soul-saving decision between the age of 18 and their death. Since parents are the most influential factor in this decision, it is vital that models of education exist that recognize the significance of keeping parents involved with their children during the early, critical years of a child's education. Represented by the shaded portion of this diagram is an indication of the additional amount of time the UMS model, in contrast to the traditional model, strives to preserve for the influence of parents. Unfortunately, if there is a breakdown in the preservation of parental influence during a child's educational years, then it will likely be measured in lost souls.

The key to success for the UMS model is the integration of a biblically based, parentally guided, Christian faith and a sound, teacher-facilitated, academic environment. The Bible gives parents authority and responsibility for raising their children with the goal of becoming disciples of Jesus Christ. In matters of education, that parental authority and responsibility, although not surrendered, may be shared with an educational institution when the parents consider it desirable or necessary. In such cases, a University-Model® school will assist, and not supplant, parents in their work of training and educating their children.

Parents will retain the oversight of their children's education and partner with Oak Grove in the academic endeavors. Parents will help individualize the child's education with support from the classroom teacher(s). Parents will also be involved in the out-of-class instructional responsibilities of their children's courses based upon each child's age and stage of academic development. Most importantly, parents will continue to build into their children those character qualities that reflect their own understanding of the Christian faith. While the school classroom may be a place where these individualized plans may come into play, the home classroom is the ideal environment for individualization. Parents as co-teachers can capitalize on their unique and well-informed relationship with their own students to best deliver specific academic needs.

The University-Model® school, on the other hand, will operate under the umbrella of parental authority by offering a challenging academic track in the context of Christian values. The school will unapologetically speak and teach in a manner consistent with the school's Statement of Faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. The school will also properly place each of their children in an appropriate stage of academic development. In addition, the school will develop and implement academically challenging, college-preparatory - but most importantly, life-preparing - courses that integrate an appropriate level of parental involvement into each student's out-of-class study. The school will encourage and expect the student to learn the material assigned and will provide regular feedback to both the student and parents concerning the student's progress in each class enrolled. Finally, the school will integrate the Christian faith and a biblical worldview into the context of the various subject areas offered to the end that Christian character-building will receive support and enhancement outside the home.

University-Model® schooling is designed for parents that take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being a co-teacher in the grammar years to a guide for dependent study in logic school to more of a course monitor in the rhetoric school courses, parents are expected to continue exercising loving and active

responsibility for their children all the way through graduation. In partnership with these committed parents, the school is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation for college.

### ***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. Core Virtues**

The purpose of a Christian Classical education is to cultivate wisdom, virtue, and eloquence to the glory of God. Here at Oak Grove, there are four core virtues that we seek to model and cultivate throughout every program and activity. Our prayer is that in increasing measure and empowered by the Holy Spirit, these virtues will be reflected by every member of our school community.

### **Humility**

Augustine, among many others, argued that humility is the chief of all the virtues, the essential virtue which the others depend upon. For example, one cannot truly love, or learn and grow, if one is not humble. CS Lewis aptly described humility in this way: "Humility is not thinking less of yourself, it is thinking of yourself, less." The Scriptures are clear about God's perspective of humility: *"Clothe yourselves, all of you, with humility toward one another, for 'God opposes the proud but gives grace to the humble' "* (1 Peter 5:5). *"This is the one to whom I [the Lord] will look: he who is humble and contrite in spirit and trembles at my word"* (Isaiah 66:2).

### **Courage**

Courage is not the absence of fear, but strength in the face of it. We want to teach our students that unshakeable courage is built from and grounded in trust in an unshakeable and omnipotent God. As the Psalmist writes, *"The LORD is on my side; I will not fear. What can man do to me? The LORD is on my side as my helper; I shall look in triumph on those who hate me"* (Psalm 118:6-7). It is through faith in the omnipotent God, who is near and for His people, that men and women throughout history have acted boldly for truth and goodness in the face of immense opposition and danger.

### **Diligence**

Having a virtue of diligence means that one approaches and engages in every task wholeheartedly, giving their very best, as unto the Lord. The Apostle Paul captures this in his letters to the early church: *"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving"* (Colossians 3:23-24).

While the pursuit of excellence can easily become a pursuit of self-glory, the pursuit of diligence, being more internal, has God's glory as its end. One who loves the Lord puts forth their full effort- regardless of who is watching or whether it is commended by others.

### **Integrity**

The word integrity is related to the Latin *integer* meaning "whole," "sound," or "complete." The proverb says, "*Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out*" (Proverbs 10:9). A person of integrity demonstrates wholeness. They have a settled and firm understanding of their identity: where they came from, who they are, what makes them valuable and significant, where they are going, and what their purpose in life is. Without the fear of the Lord and a solid grasp of reality, a person is easily susceptible to every wind and wave around them: the current opinions and preferences of our culture or environment. The man or woman of integrity walks securely and confidently.

## **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.

## **B. School Profile Snapshot**

### **1. Certification, Accreditations, and Memberships**

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 is certified as a University-Model® school with NAUMS
- Oak Grove has dual accreditation with Christian Schools International (CSI) and Cognia
- Oak Grove is a member of the Association of Classical Christian Schools

### **2. The Model**

Oak Grove is privileged to be a part of a growing 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 and demonstrably practice faith in Jesus Christ and adherence to the Statement of Faith (see below).

---

## Statement of Faith

---

### 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 12:13; 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

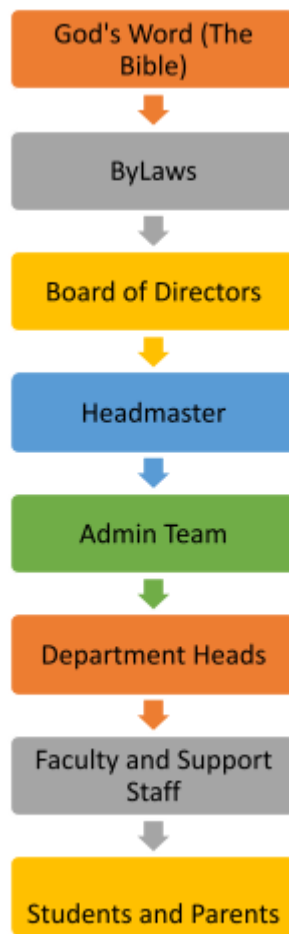
marriage between a husband and wife. Sex and sexual behavior should not be engaged in outside of marriage.

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 and practicing Christians. Oak Grove's organizational structure, and *Chain of Communication*, is as follows:



### **1. 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 Mission and Vision 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.

### **2. Headmaster**

The Headmaster is responsible for the oversight of Oak Grove, its students, faculty and staff. He/she serves as the functional 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.

### **3. Administrative Team**

A fully developed University-Model® school consists of three interdependent educational areas of need: academics, family support, and student activities. To coordinate the interdependent work of these three areas, it is also necessary to provide centralized program support functions, including administrative, business, and property management. For each of our three schools- Grammar, Logic, and Rhetoric- the Heads of each school, working with the Deans and other Support Staff, will be responsible to oversee how these needs are met.

#### **a. School Heads (Grammar, Logic, Rhetoric)**

The Heads of each school division are responsible for providing leadership to faculty, staff, and students while guarding, developing, implementing, and upholding the distinctives of Oak Grove in all curricular programs. They are responsible for the curriculum selection and general cohesion of academics at the school. Additionally, they oversee and evaluate classrooms, student behavior, lessons and instructional practice, provide direction for professional development, and perform faculty appraisals.

#### **b. Dean of Families and Students**

The Dean of Families and Students serves the Oak Grove Community by effectively partnering with them, nurturing families and their children around the school's shared core values, and equipping parents with the resources they need to foster mental, emotional, and spiritual growth. Specific school related services may also include coordinating parent events, continuing education training, service opportunities, and working with teachers and families to foster Christ-honoring community through mentoring roles.

### **c. Director of Business Operations**

The Director of Business Operations serves the Oak Grove Community as a strategic and operational leader, primarily responsible for most of the school's business, financial, and non-academic day to day operations. He/she oversees Accounting and Finance, Human Resources, and Operations.

## **4. Support Staff Positions and Responsibilities**

### *Athletic Director:*

The Athletic Director serves the Oak Grove community as the representative of the school in the community and with the responsibility to shape and form a classical mindset in our coaches and students when it comes to physical development and athletic competition. For the Christian and classical student, physical training and development should work interdependently with mental and spiritual development. The training of the body has been integral to classical education from earliest times, and the Athletic Director will aim to properly develop a Biblical and classical mindset of this in our community.

### *Director of Advancement:*

The Director of Advancement serves the Oak Grove community by developing, maintaining, and reinforcing the relationship between the school and its families, faculty and staff, alumni and their families, various supporters, and the greater community in order to advance mission-aligned constituent relations by integrating the school's development and marketing/communications programs.

### *Directors of Student Development (Logic and Rhetoric School):*

The Directors of Student Development serve the Logic and Rhetoric schools by intentionally working to cultivate a Christ-honoring learning community. Throughout the year they design, implement and evaluate various extracurricular and educational programs designed for student personal growth.

### *Registrar:*

The Registrar serves as the point person responsible for the management and organization of all student and family records (registration and enrollment, transcripts, financial records, and class schedules). The registrar also assists with and oversees the registration process.

### *School Nurse:*

The School Nurses assist our teachers in caring for our students by providing medical assistance and training. Additionally, the nurses work with staff to make sure Oak Grove meets and maintains high standards for medical and health safety.

### *Academic Advisor:*

The Academic Advisor position is critical to the development and planning for Rhetoric School students of Oak Grove Classical Academy. The Academic Advisor works under the advisement of the Head of Rhetoric School to ensure the academic quality of the program. This individual also plans, coordinates, and

implements a 4-year road map outlining planning and preparation for students as they plan for future learning and service in the world.

*Office Manager:*

The Office Manager serves as the primary point of communication and management for all office functions.

*Head of Security:*

The Head of Security is an armed officer who leads the security team by coordinating the safety and well-being of students, faculty, staff, visitors and property through conspicuous observation and patrol of the campus. This person is also expected to identify and evaluate security issues and to provide quality solutions to maintain a safe and secure environment.

**5. Department Heads:**

The Department Heads serve the Oak Grove Community as teacher leaders and mentors in their respective areas. Working under the guidance of their respective School Heads, Department Heads help steer curriculum and professional development for the teachers in their departments (especially in classical pedagogy).

**6. Faculty:**

Our faculty serve our students as the primary role models of our School 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 an administrator 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:

*Please place an Oak Grove parking tag on your rear-view mirror. This helps us easily distinguish Oak Grove families for security purposes. Parking tags are distributed at the beginning of the school year.*

- o **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.
- o Grammar parents or guardians dropping off or picking up students may park in the far **east** and **west** parking lots only.
- o Logic and Rhetoric parents or guardians dropping off or picking up may park in the lot directly in front of Building E.
- o Please drop students off only when OG staff are on duty.
- o Please drive no faster than 10 mph.

## 3. 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, Athletic Directors, and School Nurse 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 or classes begin promptly for all grades at 8:00 thus students need to have their items settled in classrooms prior to 8:00. Tardy students must be signed in at the office by a parent. More information on absence and tardy policies can be found [here](#).

### Dismissal

Pick-up is from **3:30-3:40** for grammar and logic students, and various times for rhetoric students. After 3:40, students will be escorted to the office for pickup. 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.

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. \*Please see below under *Attendance* for early dismissal that is excused.

**\*Tuesday/Thursday Early Dismissal (Rhetoric students)**

On Tuesdays and Thursdays, Rhetoric students have the option to leave campus in the early afternoon or participate in extracurricular activities. Parents must grant permission, usually at the beginning of the semester, for their child to leave campus early. Students with early dismissal are not allowed to remain on campus, unless special permission has been granted by the Head of Rhetoric School.

**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 and should wear a visitor's badge while on campus. Parents should always wear their "Family" lanyards, distributed each year at FEW.

Students who wish to invite a guest to visit campus must seek prior approval and make arrangements with their designated Head of School. In most cases, authorized guests only include parents/guardians, an adult approved for pickup, or those serving as mentors or counselors.

**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.

From time to time, the Oak Grove administration will make a decision about early dismissals, whether in the case of inclement weather or dangerous driving conditions. Parents will be notified of all closures, delays, and early dismissals by way of email and other means of notification.

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

**Lunches**

Students will eat lunch at school. Grammar and Logic students will not have access to microwaves as there is not a cafeteria. Students bring their own 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; however, 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 and Rhetoric School field trips usually take place on Fridays 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.

## **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.

### **1. 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 text notification. Please make sure that the school always has all updated cell, home and other contact phone numbers in FACTS.

**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 professionally 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 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 multiple 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 these drills. Oak Grove students may 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. 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)**.

**2. 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 the school nurse or 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. Medications left at the school for 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 covid, 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
- whooping cough
- pin worms
- scabies
- impetigo
- head lice
- fifth 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.

For handling symptoms or close contact scenarios related to Covid-19, please consult our school nurse for the most updated guidance.

## **F. ADMISSIONS**

### **1. Non-Discrimination Policy**

Oak Grove Classical Academy has implemented a thorough admissions process 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:

- Pray:** Seek God's direction with Oak Grove.
- Get Info:** Attend an Informational Meeting by phone 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.
- Research:** 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 D: Classical Education Resources](#).
- Apply:** Complete an online application form for each student.
- 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 an academic climate.

- f) **Test:** Students complete an admissions test for their proposed grade. Incoming K-12th grade students take an incoming test administered by Oak Grove.
- g) **Acceptance:** Receive notice of acceptance.
- h) **Register** using a provided link provided by the Registrar.

### 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 a week later. Registration is done online with a nominal Annual Enrollment Fee per student. Payments are processed through FACTS, our online payment system. All families must sign up for a FACTS account.

### 4. Grade Placement

Applicants for Pre-K should have their 4<sup>th</sup> birthday before September 1<sup>st</sup> of the year for which they are applying.

Kindergarten students should have their 5<sup>th</sup> birthday before September 1<sup>st</sup> of the year for which they are applying. Exceptions to this guideline are rare and 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, administrators, and parental consultation. Social maturity will be assessed along with academic ability. The administration 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. Student Files

Student files are kept in a locked file cabinet in the school office and on FACTS. 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. Student files 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
- Report Cards

- Progress Reports
- Copy of disciplinary forms and behavioral contracts (if applicable)

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.

## 6. Tuition and Fees

### Application Fees

A one-time, non-refundable fee of \$30 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.

### FACTS

FACTS 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 FACTS or paid in full at the beginning of the school year. All families must have a FACTS account, even if tuition is paid in full. A FACTS 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.

### **2026-2027 Tuition & Fees**

|                          | <b>Tuition</b>    | <b>School Fees*</b> | <b>Security Fees*</b> |
|--------------------------|-------------------|---------------------|-----------------------|
| <b>Pre-K</b>             | <b>\$2,975.00</b> | <b>\$200.00</b>     | <b>\$35.00</b>        |
| <b>Kinder</b>            | <b>\$5,092.50</b> | <b>\$375.00</b>     | <b>\$70.00</b>        |
| <b>Grammar 1st-2nd</b>   | <b>\$5,985.00</b> | <b>\$375.00</b>     | <b>\$90.00</b>        |
| <b>Grammar 3rd-4th</b>   | <b>\$5,985.00</b> | <b>\$375.00</b>     | <b>\$90.00</b>        |
| <b>Logic 5th-8th</b>     | <b>\$7,035.00</b> | <b>\$500.00</b>     | <b>\$105.00</b>       |
| <b>Rhetoric 9th-12th</b> | <b>\$8,242.50</b> | <b>\$645.00</b>     | <b>\$175.00</b>       |

**\*All Fees are non-refundable.**

**Friday Classes (Optional Fridays, K-4<sup>th</sup>):**

**Refinement:** Morning Session (8:00-12:00)- \$500/semester

**Enrichment:** Afternoon Session (12:30-3:30) -\$400/semester

**Annual Enrollment Fee:**

All families will pay an annual enrollment fee, due at the time of registration. The fee is priced as follows:

Returning Student: **\$100**

New Student: **\$300**

**School/Security Fees are nonrefundable, including the Annual Enrollment Fee.**

**\*Late Registration Fee:** All student registrations initiated after March 1<sup>st</sup> will be charged a late registration fee of \$100.

**7. Discounts**

A multi-student discount is available for Oak Grove families. This discount applies to the total of tuition, school, and security fees (does not include enrollment fee).

***Multi-Student Discounts (Pre K-12<sup>th</sup>):***

One student- no discount

Two students- 1st child- no discount, 2nd child- 5%

Three students- 1st child- no discount, 2nd child- 7%, 3rd child 7%

Four+ students- 1st child- no discount, all other children- 10%

**8. 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.

***Withdrawal Prior to May 1***

In the event a student is withdrawn prior to May 1, the family remains responsible for all school and security fees as identified in the Enrollment Agreement and the tuition and fees schedule above. Tuition and other refundable charges will not be assessed following such withdrawal.

***Withdrawal After May 1***

Requests after May 1<sup>st</sup> will require the following steps:

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 week of withdrawal.

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

## 9. 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 FACTS 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

#### A. Academic 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         |
| History (3), Government (.5), Economics (.5)     | 4         |
| English Lit/Comp                                 | 4         |
| STEM<br>(Science, Technology, Engineering, Math) | 7         |
| Fine Arts                                        | 4         |
| Foreign Language                                 | 3         |
| Biblical Leadership                              | 2         |
| <b>TOTAL</b>                                     | <b>28</b> |

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 Head of Rhetoric School.

Honors for Graduation:

- *Faculty Commendation Award*: For the student who displays academic achievement, exemplary conduct and positive attitude
- *Character Award*: For the student that displays our 4 core virtues: humility, courage, diligence, and integrity.
- *Service Award*: For the student who excels in service, volunteer hours and projects (must be on an approved list), going above and beyond minimum graduation requirements.
- *Valedictorian/Salutatorian*: For the students who exhibit exemplary academics as determined by their top GPA rankings

#### B. Community Service Requirements

Cultivating a heart of service for others is the core and aim of our school mission, vision, and virtues. All Oak Grove Rhetoric students will participate in Service Week as part of our school curriculum. In addition to Service Week opportunities, all Rhetoric School students are encouraged to serve their communities at a variety of levels. Students will be presented with a variety of opportunities throughout each school year to facilitate this. National Honors Societies, House and various school clubs may also provide guidance. Community service is a requirement for graduation, and those requirements are as follows:

- Freshmen: 10 hours + 25 Service Week hours
- Sophomores: 10 hours + 25 Service Week hours
- Juniors: 10 hours + 40 Service Week hours
- Seniors: 10 hours + 40 Service Week hours

**\*Note:** Students are responsible only for the number of hours listed from the time they begin enrollment in the Rhetoric School. If a student has an unexcused absence and is not able to participate in Service Week activities, they will be expected to compensate for the time away for the corresponding hours missed, as listed above.

All community service hours must be verified using the Community Service verification process designated by the Director of Student Development. Hours can be added in FACTS.

***Service hours must be completed before a diploma is issued.***

Students are welcome to seek guidance from the Director of Student Development for ideas for community service.

## **2. Advanced Courses, Dual Credit, Independent Study and Extracurricular Courses** **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 conventional school regular track. The course is, however, an integral part of the Classical track.

### **Dual Credit**

Dual Credit courses are offered to enable qualified 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 Head of Rhetoric School.

Dual Credit courses are contingent on faculty credentials. 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, coursework and compliance with the cooperating university will be overseen by the Head of Rhetoric School.

### **Independent Study**

From time to time, students may wish to participate in a variety of special academic programs in order to broaden or deepen their learning and growth in a particular subject area or compensate for coursework difficulties. Options may include online courses, independent study, special internships or summer learning programs.

Seniors who have completed the credits required for graduation before the end of their 12<sup>th</sup> grade year may apply for early release from school to pursue a part time job, internship opportunities, or additional coursework. Costs associated with these programs are the responsibility of the student and his or her family.

### **Extracurricular Courses**

Rhetoric students are offered extra-curricular courses at the beginning of each quarter. These elective courses are designed to proactively provide tools and skills, which instill habits of exploration and contemplation while becoming life-long learners who love Christ. While not required for graduation, are a segment of a Classical, University Model education. Some examples of extracurricular courses are: chess, debate, money management, preparatory classes for competitions, and computer sciences.

Students who sign up for the courses are required to be on campus, unless excused for sports, appointments, or other authorized absences. All extracurricular courses are pass or fail courses. Attendance will follow the Attendance Policy as laid out in the Handbook.

## **3. College Counseling**

Oak Grove Classical Academy is pleased to assist students and parents as they prepare for the next steppingstone of their journey as lifelong learners following graduation. Our aim is to match students with opportunities for post-secondary education that best fits their strengths and life calling. The College Counselor works closely with juniors, seniors, and their families to help guide them in this decision-making process. Freshmen and Sophomores will be provided with guidance for long term preparation.

## **4. Friday Refinement and Enrichment**

Friday Refinement is an optional program offered to Grammar students (K-4) on Friday mornings. Students attend a more relaxed setting where they experience classes that give them a taste of what is to come in Logic and Rhetoric school Fine Arts and Wholeman offerings. Options might include but are not limited to music, culinary, drama or art. Grammar students who attend are able to wear clothes outside of the Grammar uniform requirements, as long as they fit within the modesty guidelines.

Friday Enrichment is an optional program offered to Grammar students (K-4) on Friday afternoons. Students attend a similarly relaxed setting as described above, but they are receiving instruction and guidance that enriches what they are learning in their regular classroom. There is no homework given, but the activities

will reinforce the concepts being learned in the general classroom through projects, activities and group discussions, all completed in the classroom.

Students have the option to attend only the morning, only the afternoon, or both sessions. They may also choose to attend only the Fall, only the Spring, or both semesters.

## **5. 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 and grades in FACTS. 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. *Failure to devote adequate time and support to students at home may result in delayed or denied registration for next school year.*

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 major offense which is not tolerated at Oak Grove. It is considered a breach of personal integrity and is broadly defined as follows: *"Any attempt, whether successful or not, on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course, or with regard to any element of that course."*

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 with or 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, should keep track of grades and communication with faculty to 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 1<sup>st</sup> 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.
- **"S"** – The student shows Satisfactory performance in this area.
- **"N"** – The student Needs Improvement in this area.

*Grades 2-8*

A numerical grading scale of 0-100 is used in grades 2-8. The following table illustrates the letter grade and quality point equivalents for numerical grades. Report Cards show grades as letters each quarter.

Grading Scale:

|               |   |     |
|---------------|---|-----|
| 90-100=       | A | 4.0 |
| 80-89=        | B | 3.0 |
| 70-79=        | C | 2.0 |
| 65-69=        | D | 1.0 |
| 64 and below= | F | 0.0 |

## Grades 9-12

A similar numerical grading scale of 0-100 is used for grades 9-12, but for Rhetoric students we use the collegiate grading scale as follows:

|               |    |      |
|---------------|----|------|
| 98-100=       | A+ | 4.33 |
| 93-97=        | A  | 4.00 |
| 90-92=        | A- | 3.67 |
| 87-89=        | B+ | 3.33 |
| 83-86=        | B  | 3.00 |
| 80-82=        | B- | 2.67 |
| 77-79=        | C+ | 2.33 |
| 73-76=        | C  | 2.00 |
| 70-72=        | C- | 1.67 |
| 67-69=        | D+ | 1.33 |
| 65-66=        | D  | 1.00 |
| 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.

## 6. 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 who are placed on academic probation will be required to attend a conference with their parents and their particular Head of School 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 appropriate Head of School 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.

## **7. 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. Accommodations 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 accommodations (such as an IEP - Individualized Education Plan) will be considered for accommodations and those documents must be submitted to the Administration and evaluated before any accommodations will be considered or implemented.

## **8. 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 (*excused or unexcused*) Grammar School students may turn in missed work at the next scheduled class time without penalty. Upper Grammar (3-4) students will receive a 10% deduction for work turned in late thereafter. Lower Grammar (K-2) students may receive a deduction at the discretion of the teacher.

**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 deal with make-up work in accordance with the Late Policies explained above. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence.

**9. Workload**

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

- 3-4 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 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. However, the academic rigor of our courses will require most students to invest additional time for study outside of school hours. It is the responsibility of the parents to ensure students are utilizing the syllabus and planners to manage their time and homework load accordingly.

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, Heads of School, and any offered parental support groups.

## **10. 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 begin at 8:00am and finish at 3:30pm (with the exception of Pre-K). Grammar students are on campus Monday and Wednesday (Optional Friday Refinement ends at 12:00 or 3:30 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.

### **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, on the school app, or by phone (505-269-2696). Absences not properly reported may be treated as unexcused with direct academic and other consequences.

### **Absence and Tardy Definitions**

A student who arrives at 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 and becomes ineligible for extracurricular activities that day.

A student who *leaves school before 1:30 p.m. and does not return*, will receive a half-day absence, and may be ineligible for extracurricular activities. See *Absences and Extracurricular Activities* below.

## **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 first period 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. Rhetoric students may sign themselves in.

\*Tardies will accumulate and bring loss of various privileges. A persistent pattern of tardies may warrant a parent meeting.

**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 for Rhetoric students (with approval from the Head of Rhetoric School at least 5 days in advance)
- 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). Unexcused absences may result in a student referral for a Major Offense if truancy is involved or a discussion of whether Oak Grove is a good fit for the family (Refer to Discipline Referral System for possible consequences, including eventual expulsion).

3 Tardies= An Unexcused Absence

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

### **Absences and Extracurricular Participation**

Students must arrive on campus by 10:00am, or attend at least half of the classes scheduled for the day, to participate in extracurricular activities (eg. Sports practices, games, dances, concerts, and performances, etc.) scheduled on the same day. If a student is absent all day, he or she is not permitted to participate in extra-curricular school activities for that day. Athletic Directors for sports, or

School Heads for non-athletic extracurricular , will decide for unusual circumstances with proper notification.

### **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 appropriate School Head be notified in writing at a minimum 2 weeks in advance. Once the Administration has been notified, in most cases 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); *unexcused absence consequences will likely apply.*

*Families should not expect to receive advanced lesson plans from teachers.*

### **Excessive Absences**

Students with excessive absences may face various penalties, depending on the situation. This includes missed instruction, late work penalties, loss of credit and eligibility to re-enroll at Oak Grove. Oak Grove will seek compliance with pertinent state laws related to chronic absenteeism.

Excessive absences are defined as follows:

- Grammar students six days for the semester
- Logic students eight days for the semester
- Rhetoric students ten days for the semester

Finally, a student may not miss, for any reason, more than ten (10) days of any one class in a semester. If a student does miss more than ten (10) days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests.

### **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

## H. Athletics Program and Policies

### 1. General Philosophy

Oak Grove Classical Academy seeks to provide an athletics program which supplements the academic program of the school. We recognize that God has gifted students in a variety of ways, including abilities in athletic pursuits. We seek to provide an opportunity for these student-athletes to develop and use their God-given ability. We believe that participation in athletics provides a good opportunity to encourage Christian students to mature in their faith and obedience to the Lord Jesus Christ. It offers the chance to deal with adversity and success in a God-glorifying manner. We believe that the athletics program enhances the atmosphere of the Oak Grove student body and provides both students and parents with an opportunity to express positive school spirit. We also recognize that athletics provide an opportunity to make Oak Grove known to the broader community of Albuquerque and throughout New Mexico. The athletics program conforms to the established Oak Grove philosophy and follows the statutes set forth by the New Mexico Activities Association (NMAA) and Albuquerque Parochial and Independent Athletic League (APIAL). Athletics should not take priority over the academic program at Oak Grove Classical Academy.

### 2. Athletics Purpose Statement

Oak Grove athletics supports the mission and vision of the school, teaching our athletes to glorify God through the [gymnastic portion](#) of classical education by competing with diligence against other schools and having fun while doing so.

### 3. Core Tenets

Oak Grove Classical Academy has four core tenets that guide behavior in and out of the classroom and competition. The primary purpose of these tenets is to be Christlike and a good witness to the world.

**Humility** – Prioritization of others. Humility is not thinking less of oneself, but rather thinking of oneself less. It sacrifices one's own pleasure and/or advancement for the betterment of another or the group. It cares not for acclaim, and indeed deflects praise to others. Humility is willing to take the burden of criticism while encouraging others. Each decision is approached with the mindset of how it affects others before a consideration of how it affects oneself. It does not demean or ridicule but supports and uplifts since it is not challenged by others' success.

**Courage** – Strength in the face of fear. Courage is not the absence of fear, but rather a trust in the Lord that enables one to do what must be done no matter how frightening, difficult, or uncomfortable it may be. It will not shrink from duty or actions that glorify God, but boldly goes forth in the strength that God provides. Courage is a baseline which allows one's true godly character to shine through to the world.

**Diligence** – Concentrated effort. Diligence involves focused application of oneself to an end, as well as a refusal to allow controllable elements to prevent achieving it. It is not distracted, nor will it quit while there is progress to be made. It manifests itself in all areas of life, everything it undertakes it does to the best of its ability. Diligence recognizes that the end is not the outcome but is rather about maximizing ability and potential.

**Integrity** – Firmness of character. Integrity maintains the same attitude of God-glorifying moral uprightness regardless of the situation and the pressures involved. It remains stable throughout all circumstances, keeping an even keel during periods of happiness or frustration. It does not preclude celebration or expressions of disappointment, but it does so moderately and not for extended periods to avoid attitudes that are not in line with God-honoring character, such as overconfidence, anger, depression, and other damaging states of mind.

#### **4. Activities and Membership**

Provided there is sufficient student interest, Oak Grove will offer the following programs as part of the athletics program: At the Rhetoric level, under the NMAA, we offer Cross Country, Volleyball, Soccer, Basketball, Swimming, Powerlifting, Track and Field, Golf, and Baseball. Although not sanctioned by the NMAA, we offer Archery as well. At the Logic level, under the Albuquerque Parochial and Independent Athletic League (APIAL) we offer Cross Country, Flag Football, Volleyball, Soccer, Basketball, Track and Field, and Golf. At the Grammar level, also under APIAL, we offer Cross Country, Volleyball, Soccer, Basketball, and Track and Field. Depending on the interest level in a given sport, Oak Grove may co-op with other schools to field a team.

#### **5. Objectives and Guidelines for Participation**

At the Grammar level, student-athletes are expected to learn fundamental skills in each respective sport, along with decorum and sportsmanship in competition. At the Logic level, student-athletes will further develop their skills in a sport, while beginning to learn the basics of strategy as well as offensive and defensive systems they will encounter at the Rhetoric level. The Rhetoric level consists of C-Team, Junior Varsity and Varsity, although not every sport has a C-Team or Junior Varsity. The goal of C-Team and JV competition is similar to that of the Logic level, that is, to learn the system and further their skills. At the Rhetoric Varsity stage, student-athletes are expected to put together all that they have learned and compete at a high level. At all points throughout a student's athletic career, we define success as maximizing the potential which the Lord has given to a particular student-athlete, and we prioritize that success over wins and losses. For some teams, a successful season may involve many wins, a district or state championship, and individual accolades. For other teams, it may involve few wins and bad losses. Regardless, we strive to reach a point where we are satisfied that our student-athletes have glorified God with their performance.

## **6. Tryouts**

If a Rhetoric sport has interest beyond its maximum number of participants, it may become necessary to cut student-athletes from participation. Each coach who must cut students from a sport must first have a tryout. All students will have an opportunity to try out for the team. All cuts will be made by the varsity coach. Prior to announcing the final rosters and cuts, the coach must inform and gain final approval from the Athletic Director. If it becomes necessary to limit participants in a Grammar or Logic sport, participation will be based on the order of registration.

## **7. Dual Participation**

In an effort to broaden the experience for those students who desire it and are able to juggle the heavier load it requires; Oak Grove will allow athletes at the Rhetoric level to participate in two sports simultaneously. The student-athlete and his/her parents should carefully consider the time and effort commitments he/she is making to both activities when considering this option. The student-athlete will be a full member of both teams and will be expected to attend all required meetings, practices, and meets/games when there are no conflicts. He/she will also be expected to give full effort to both teams. The student-athlete shall designate a primary sport, which will be used for deciding which event to attend in the instance of a conflict. The student-athlete must apply through the athletics office to be approved for dual participation. The Athletic Director will give the final approval after consultation with the head coaches of both sports.

## **8. Overlap Between Seasons**

During periods of overlap between the end of one season (Sport A) and the start of the next (Sport B), student-athletes are expected to attend all practices and competitions for Sport A through the conclusion of the season. If there are practices for Sport B that do not conflict with Sport A, then the decision to attend those practices will be left to the student-athlete and his or her family. The coach for Sport A recognizes that student-athletes may choose to participate in events for both sports in one day, and the coach for Sport B recognizes that student-athletes may choose not to begin Sport B until after the conclusion of Sport A.

## **9. Scheduling**

Oak Grove will not schedule any athletic activities on Sundays to avoid intruding into worship. At the Rhetoric level, since students are on campus 5 days per week for school, a sport is allowed a maximum of 5 days of activity per week. If there is an activity on Saturday, the sport will take a day off during the week. At the Logic level, since students are on campus 3 days per week for school, a sport is allowed a maximum of 3 days of activity per week. At the Grammar level, since students are on campus 2 days per week for school, they are allowed a maximum of 2 activities per week, although most Grammar sports have just 1 practice per week.

## **10. Practices and Events**

All team members are expected to attend all practices, (even if they aren't participating due to an injury). Consequences for athletes who miss practice or are late will be set by the head coach at the beginning of the season. As

extra-curricular activities are an extension of the school day, a student who arrives at school after 10:00am or misses an entire day may not participate in extra-curricular activities that day, unless express permission is given by the designate Head of School. Additionally, a student who signs out early, except for an approved appointment, may not participate in extracurricular activities that day.

#### **11. Conduct at Events**

Coaches, players, and parents are representing the name of Christ during all public events. Therefore, compliance with the following guidelines will be expected from all participants:

- Comments by coaches, participants, and fans should be uplifting, positive, and encouraging statements.
- Verbal abuse of athletes or referees is forbidden.
- Actions of coaches and athletes should set a positive, encouraging example for spectators.
- Conduct judged to be improper by the coach or Athletic Director may result in immediate removal from the activity, as well as further disciplinary action.
- Parents are asked to participate in positive cheers that encourage our team members. We want to discourage any cheers that would redirect that focus, including those that disparage opponents, their fans and officials. We should cheer **for** our team and not against our opponents!
- In all things, we should reflect the character of Christ to those at the event. This is paramount to winning!

#### **12. Athletics Attire at School**

Outerwear and other clothing worn on Tuesday, Thursday, or Fridays are limited to items with the Oak Grove name and/or logo. This includes sports that co-op with other schools. Shirts, outerwear, or other clothing that only include names and/or logos of the other school in the co-op will not be permitted on Tuesdays, Thursdays and Fridays.

#### **13. Warm-up Music Playlists**

Warm up music is generally played leading up to a home contest and is for the purpose of fan and athlete enjoyment. Warm up music playlists must be approved by the Athletic Director and may not contain inappropriate words or themes.

#### **14. Required Documents Prior to Participation**

Per the NMAA, in order to participate in Rhetoric athletics at Oak Grove, an athlete must have the following documents completed:

- The NMAA physical packet, which includes the medical assessment completed on or after the April 1st before the current school year, concussion acknowledgment signature form, consent to treat form and Oak Grove's random drug test consent form.
- The concussion course certificate received at the end of the NFHS online concussion course.
- Oak Grove online registration form

Concussion Policy: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from the practice or contest and shall not return to play until cleared by an appropriate health care professional.

#### **15. Travel Guidelines**

When teams travel together to away games, players are allowed to ride home with a parent after away games so long as that parent alerts the head coach or Athletic Director. On team trips, stopping for meals is at the discretion of the head coach. Student-athletes are expected to act with proper decorum corresponding to school values in the vehicle, and during any stops on the trip.

#### **16. Discipline**

All policies for student behavior apply to extra-curricular events. When discipline is necessary at a level requiring suspension from an activity or, at its most extreme, suspension from the team, the head coach will discuss the situation with the Athletic Director prior to making any decisions. The Oak Grove Athletic Department will do everything possible to work with parents and student-athletes to ensure that discipline issues do not escalate to this level.

#### **17. Academic Eligibility**

At the end of the semester - Scholastically, at the Rhetoric level, student-athletes are required to have a cumulative 2.5 GPA and no classes with a grade below a 70% in the prior semester. Students with a grade of 70% or below in any class in the prior semester are academically ineligible for athletic competition for a minimum of 9 weeks, although they are eligible to practice. At the 9-week mark, if they are at or above a 2.5 cumulative GPA and at or above a 70% in all classes, then they are immediately eligible for competition. If they do not meet the thresholds at the 9-week mark, then they are ineligible for competition for the remainder of the semester. For students who are close to meeting the threshold, the Rhetoric Head of School may speak with the teacher and grant exceptions if the student is demonstrating substantive improvement.

At grade checks – Rhetoric and Logic students with a grade below a 70% in any class at a grade check that is not their final semester grade will be held out of competition until their grade reaches the 70% threshold or, at the discretion of the respective head of school, they demonstrate substantive improvement in their class performance. At the Grammar level, there are no scholastic eligibility requirements for participation, however, as with all students, Oak Grove expects them to place a high value on academics.

If necessary, at any point throughout the season, the Rhetoric, Logic, and Grammar heads of school reserve the right to place students on academic probation or suspension, which may involve suspension from athletic activities.

## **18. Travel and Academics**

At the Logic and Rhetoric level, student-athletes are expected to work within the guidelines of course requirements and should not expect teachers to make accommodations for homework requirements, extension of deadlines, or additional assistance beyond normal instruction so they can gain academic eligibility. This will require athletes to plan ahead for game travel and other team-related activities, and complete assignments beforehand if necessary. When the deadline for a take-home assignment falls on a day where the student-athlete has an athletic excused absence, it will not be eligible for an extended deadline. The assignment should be turned in either in-person during an earlier class period, or electronically at the submission deadline.

## **19. Transfer Rule and 8<sup>th</sup> Grade Participation**

A student who changes from one school to another school is subject to regulation under the NMAA transfer rule. A student-athlete is ineligible for varsity competition for one year in any sport they played the prior season at the high school level while at a previous school. The NMAA allows 8<sup>th</sup> graders to play at the high school level. Oak Grove would prefer that such participation be the exception and not the norm when the sport is played at the Logic level. 8<sup>th</sup> graders who are interested in competing at the Rhetoric level must speak to the Athletic Directors regarding the procedure. In such circumstances where 8<sup>th</sup> graders do participate at the high school level, they will be subject to the NMAA transfer rule.

## **20. Fundraising**

Oak Grove encourages fundraising at the individual sport level. Such efforts should be initiated by a player, parent, or coach within the sport and brought to the Athletic Director for approval. Money raised from a sport's fundraising goes solely to that sport and will be used for program enhancements, such as apparel, gear, or out of town tournaments. Team fundraising proceeds will not go towards operational spending such as officiating costs or normal travel costs. A program should raise the funds prior to spending them. As fundraising is designed to augment the sport program beyond normal operation, a sport coach should not mandate a certain amount of contribution from each student-athlete. Coaches are encouraged to work with the team to identify reasonable fundraising goals.

## **21. Varsity Letters**

In the first season a Rhetoric student-athlete is eligible for a varsity letter in any sport, they will receive a cloth letter and the sport's respective metal pin. In any subsequent seasons of letter eligibility in that sport, the student-athlete will receive a metal bar to place underneath the sport-specific pin. Eligibility for varsity letters is not solely dependent on a student athlete's presence on the roster. Each sport has different participation requirements which must be met in order to receive a letter. Exceptions to the requirements due to extenuating circumstances may be approved by the Athletic Director. Presentation of any further awards or participation certificates is at the discretion of the sport's head coach.

- **Volleyball** – Participation in 75% of total varsity sets **or** be a senior with at least two prior seasons of participation.
- **Soccer** – Participation in 75% of total varsity games **or** 750 minutes of total playing time in varsity games **or** be a senior with at least two prior seasons of participation.
- **Cross Country** – Participation in 75% of varsity races **or** score at the district and/or state meets **or** be a senior with at least two prior seasons of participation.
- **Boys and Girls Basketball** – Participation in 75% of varsity games **or** be a senior with at least two prior seasons of participation.
- **Archery** – Participation in 75% of practices **and** participation in the New Mexico State Tournament **or** be a senior with at least two prior seasons of participation.
- **Swimming** – Participation in 75% of meets **or** a 1<sup>st</sup> place finish in any event **or** score at the district and/or state meets **or** be a senior with at least two prior seasons of participation.
- **Golf** – Participation in 75% of tournaments **or** finish in the top 5 at a tournament **or** be a senior with at least two prior seasons of participation.
- **Track and Field** – Participation in 75% of varsity meets **and** score 7 total points **or** score at the district and/or state meets **or** be a senior with at least two prior seasons of participation.
- **Baseball** – Participation in 75% of games **or** play twice as many innings as scheduled games **or** be a senior with at least two prior seasons of participation.

---

## 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), and to *always* strive for peace and reconciliation: *"If possible, so far as it depends on you, live peaceably with all"* (Romans 12:18).

**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)**

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. If another family member is regularly supporting in the co-teaching role, the Oak Grove classroom teacher and school head should be informed to ensure proper communication and training is taking place.

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's 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.

It is the expectation that parents live and model a life honoring Christ, as directed in Galatians 5, and that persistent behavior exhibited in Galatians 5:19-21 will not be tolerated and could result in a family being disenrolled from the school.

The academic 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 central classroom teacher and the co- teacher at home, in the "satellite classroom." 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 central 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 central 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 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.

**Please Note:** While there will be the temptation for parents to take their hands off the reins as their children get older, it is important for parents to be reminded that their days with their children under their roof are few. Parents are expected to always take an active discipleship role in their student's lives during these years.

### 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 various weekly and monthly gatherings on campus.
- Read and be familiar with the Family Handbook, and 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 or Director of Advancement regarding this. \*
- Plan to volunteer for at least one event, activity, or sport each semester as opportunities arise and as God provides the strength and time. Please contact the Dean of Families regarding this.
- Resolve matters of dispute with the person or persons involved. Do not gossip or criticize the school, its board, its staff, its students, or its families before other adults inside or outside of our community or in front of 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). Note: Failure to abide by this Biblical principle could result in a family not being able to register for the upcoming academic school year, or could result in immediate removal from the school community.
- 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 any Board members, staff, students, or families. Gossip will not be tolerated and could result in a family being disenrolled from the school.

#### **\*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 Comptroller.

Our goal in fundraising has always been to care for people first before programs. Thus, our tuition assistance program is our first objective to meet fundraising goals before other needs and we would ask donors to prayerfully consider giving to this first. There are of course many other ways to financially support the school as well, and there will be designated events and targeted fundraising for program and facility development also scheduled throughout the year.

Follow instructions on our online giving portal [here](#). Contact the Director of Advancement or the Headmaster for more information.

#### **4. 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, on the app, or pick up one in the office as a reference on specific dates.

##### **Family Education Workshops/"FEW" (August)**

**FEW** is a mandatory training\* for all 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. Please consult the school calendar on our website or app for these dates and securing childcare well in advance. Childcare will not be provided; nursing babies are always welcome.

##### **Rhetoric Fall Camp (First Week of School)**

Fall Camp is a 2-3 day overnight 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 Rhetoric curriculum and attendance is not optional. Exceptions will be considered for certain medical issues or special circumstances. The Director of Student Development is the primary contact concerning Fall Camp. Volunteer chaperones who complete an application and background check are most welcome!

##### **Jog-a-Thon (September/October)**

Our annual Jog-a-Thon is our largest fundraiser for supporting and enhancing Oak Grove's athletics programs. Students from each school are challenged to recruit sponsors from all over to support them as they run laps. Parent volunteers are critical for the success of the Jog-a-Thon. Specific scheduling information is provided in August/September.

##### **English Expo (November)**

English Expo is a day focused on the celebration of words, poetry, music, and art. Logic and Rhetoric students participate in competitions and other team/house involved activities. Grammar students get to participate in various learning stations.

### **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 12<sup>th</sup> bless us with a variety of musical and artistic performances. The **Market Mingle** is held in a designated location near 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 final scheduled program. For details, contact the Dean of Families.

Special Note: Please note that any of Oak Grove's graphics are the property of Oak Grove and should not be used on any printed materials, for sale or otherwise, without the approval of our Director of Advancement. If you will be selling any items at the Market and Mingle that represent OG, we ask that it not be more than 10% of your total offerings.

### **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 staff and 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. Registration details for the following school year will be disclosed at this event.

### **Science Day (February)**

Science Day is an opportunity for Logic and Rhetoric students to participate in Science Olympiad-type activities, and 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 (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.

Service Week is part of the broader curriculum at Oak Grove and scheduled service events during Service Week are mandatory in 8th through 12th grade.

#### *\*Rhetoric Service 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, 9<sup>th</sup> and 10<sup>th</sup> grades will serve locally in the Albuquerque Metro area. 11<sup>th</sup> graders will serve regionally, with a focus on Native American pueblos and the Navajo Nation. 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 Families.

### **Field Day (April)**

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!

### **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 Ceremonies (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. Teachers will share information with parents on any special activities that may be planned for that 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.

**Kindergarten classes** historically have their Recitation Celebration on this day. 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 Completion Ceremony with their parents.

**Grammar and Logic School Completion Ceremony:** At 11:00, our school community (families welcome!) gathers in the amphitheater for the Completion Ceremony for special recognition for 4th and 8th graders. Teachers sit with their students. 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 an 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 Parent and Student Behavior and Discipline**

In order to provide a safe, quality, and Christian educational culture at Oak Grove, 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. For example, in matters that require mandatory reporting, the faculty and administration 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), the administration will contact parents in instances of regular and/or extreme disciplinary issues with students. The administration and faculty assumes parental desire and sense of responsibility to correct student misbehavior. Administration and staff will not discuss discipline or personal related issues of students or families with other families.

In cases when disagreement arises between the staff of OGCA and parents about disciplinary action(s), the Headmaster and administration reserve the right to nevertheless continue in the determined course of disciplinary action. In any disagreement, the administration 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, the Administration reserves the right to expel parents and their students from admission and attendance at OGCA. The Administration 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 the Administration. The Administration reserves the right to not provide restitution (financial or otherwise) in cases when parents and students are expelled from OGCA.

**Concerning Conflict Between Families**

Should a conflict arise between parents of different families, all parties are expected to pursue reconciliation in a manner consistent with Scripture, seeking peace, humility, and restoration (2 Cor. 5:18; Eph. 4:1–3). Gossip, slander, public disputes, or highly contentious behavior between families—whether on campus, at school-sponsored events or athletic contests, or through email, social media, or other communication—are strictly prohibited and will not be tolerated (Prov. 16:28; Eph. 4:29).

The Administration will seek, where possible, to facilitate reconciliation and peaceful resolution in instances of disagreement or dispute, acting in accordance with biblical wisdom and the pursuit of Christian unity (Rom. 14:19; Jam. 3:17–18). However, when individuals persist in divisive, disruptive, or unrepentant behavior after appropriate admonition, the Administration reserves the right to expel parent(s) and their student(s) from admission and attendance at OGCA in order to preserve the peace, order, and spiritual integrity of the school community (Tit. 3:10–11; 1 Cor. 5:6).

The Administration retains final authority in determining when such disciplinary action is necessary and appropriate. In cases of expulsion on these grounds, OGCA reserves the right to deny restitution, whether financial or otherwise, recognizing that individuals are responsible for the consequences of their conduct (Gal. 6:7; Luke 14:28).

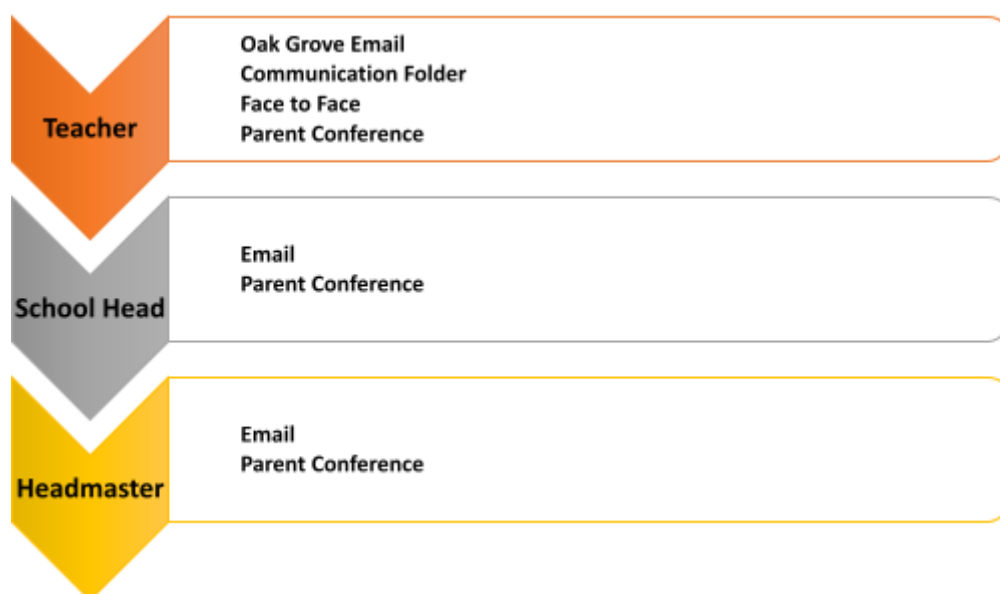
In both of the above cases, should a family be expelled from OGCA, they will be given an opportunity to appeal the decision to the Board. In such a case, the Administration reserves the right to suspend that family's attendance until the Board makes a decision.

## 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.

### 1. 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.



*\*Note: While we understand that some parents and teachers have friendships outside of school, please refrain from communicating via text message regarding school-related issues.*

### Computer Access

For a University-Model school to work effectively, all parents should have at home an up-to-date computer with adequate software and internet access, this includes divorced families with shared custody. In that situation, both homes are expected to be equipped with these tools so as to not impede their child's education. All students will also need to print assignments from time to time, so each family is expected to have a working printer. Parents will receive instructions on using the school app and other means of communication.

### 2. 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.

### **3. Lesson Plans/Teacher Announcements**

**Grammar:** Weekly lesson plans will be available by Friday evening of each week. Instructions for access are provided in advance. Parents should also read the teacher newsletters each week before school begins on Monday morning. 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:** Lesson plans will be made available to all Logic students on the Friday prior of every week. Be on the lookout for specific instructions from the School Heads 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 are not given lesson plans; 9th and 10th grade students will receive a schedule at the beginning of the semester and 11th and 12th grade students will receive a syllabus. Students should communicate any questions to their teacher via email, with parents included on the email. At the Rhetoric level, students are expected to be the main communicators with their teachers regarding assignments and questions. It is not possible to respond to the class group as a whole. Under no circumstances should a student communicate with a teacher over text message or similar.

\*Note: Oak Grove curriculum materials are property of the school and made available to current Oak Grove registered families only. Sharing lesson plans and other curriculum materials with a family member, friend, or other individual or entity is strictly forbidden and could lead to legal consequences and/or fines.

#### **Trading Post**

Trading Post is the place where Oak Grove community members buy and sell goods from each other. At this time, Trading Post goods are shared via 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.

Please note: emails sent out are strictly for buying and selling to the community. Other messages should be sent individually. Due to the high potential volume of emails flooding in boxes, we ask that a family unit submit *no more than 3 emails in a day*. If selling multiple items, please consolidate these items as much as possible. An abuse of Trading Post rules could result in the member losing access to this feature of our school.

#### **Athletics/Activities**

Athletics/Activities communication exists in email groups; schedules will be updated via the school app. After registering your student for a sport at the Grammar, Logic, or Rhetoric level, you will be added to the group email. For example, Rhetoric soccer families will be added to

the [rhetoric.soccer@oakgroveowls.com](mailto:rhetoric.soccer@oakgroveowls.com) group. All team communication will happen either within email threads or external apps such as GroupMe, and anyone is able to email the group as a whole. This makes it imperative that students are registered before the deadline, so they are added to the email group before important information is sent out.

#### **4. Parent Conferences**

A date will be designated for face-to-face conferences between teachers and parents in October. A conference outside of those times may be arranged with a child's teachers anytime there is a need or if there is a concern.

#### **5. 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 make sure that assignments are turned in on time and complete. Please inform the teacher should a special circumstance such as this arise. **Note:** Lesson plans will only be accessible by individuals with an Oak Grove email address.

#### **6. Gradebook Policy**

Oak Grove utilizes FACTS SIS software 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 are required to update their gradebooks at least once a month at the beginning of the month. Note: Only assignments which have been graded or received a zero are viewable in FACTS for parents. 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.

|                                                                   |                                                                                                                                     |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> 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. |
| <b>O</b> Others are Important (Mark 12:31)                        | Always use kind words such as "Please" and "Thank you".                                                                             |
| <b>C</b> Correction: accept it and learn from it. (Proverbs 12:1) | Receive instruction and correction with a humble and teachable heart.                                                               |
| <b>K</b> Keep yourself prepared. (1 Peter 1:13)                   | Be organized bringing necessary items to school, completing homework on time and to school standards, etc.                          |
| <b>S</b> 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, opiates, 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.

**Extracurricular 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 electronic media players, CDs, 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.

Smart phones and smartwatches\*- Students may bring phones or other such communication devices to school; however, they must be turned off and stored in a secure school designated space, apart from the student, upon arrival to campus and for the duration of the school day. Students are required to follow the specific protocol given by the administration.

If a student brings a phone or smart watch and does not properly store them in the designated space upon arrival to campus, it will be confiscated. Additional penalties will be determined school to school.

\*Note: Restricted "smartwatches" apply to any brand of watch that has the capability to send or receive text messages.

**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 contact the administration for further guidance on any of the above policies.

**Public Displays of Affection**

Students may not engage in romantic, physical displays of affection (kissing, holding hands, etc.) with fellow students while at school, or other school sponsored activities. "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 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.

### **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.

## **B. 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. **School Head:** Students who are repeatedly not responsive to teacher correction will be asked to go to the school office to meet with the respective school Head 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:

## 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.

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

*\*If there is suspicion of illegal drug use, Oak Grove parents should be aware that the administration may conduct a drug test. Parents will be notified and informed of the results if this occurs.*

Unacceptable behavior can result in a student being suspended (and/or expelled) from school. The Headmaster or designated 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:

- o The student may not attend classes or special events, and there will be no refund of tuition for the loss of class time.
- o 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.
- o For a suspended student, a "0" will be given for homework due that day and for class participation.
- o For all quizzes, tests and major projects a 10-percent penalty will be assessed.
- o Tests and quizzes must be taken before the next class day.

\*If the behavior is not corrected when the student returns to classes, 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.

## **C. DRESS CODE**

### **Purpose**

Oak Grove Classical Academy's dress code is 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.
- Girls must wear under skirt clothing such as leggings, tights, or modesty shorts to maintain modesty.
- No clothing items shall be added to the school uniform.
- 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.)
- Hair must be kept clean, groomed, and may not include unnatural coloring or bizarre styles.
- Boys' hair should be (in addition to the above statement) no longer than chin length or tied back above the chin. \*Ethnic considerations may be discussed with parents on a case by case basis.
- No one may display a tattoo, either temporary or permanent. Students who have tattoos must keep these covered.
- No hats or other head coverings, such as bandannas, may be worn on campus during school hours.

- Jewelry must be at a minimum and not a distraction. Large necklaces or scarves will not be permitted.
- No piercings other than single or double piercings in each ear for girls. Discreet nose studs are allowed.
- Any article of clothing or item of jewelry deemed to be distracting (due to color, pattern, cut, etc.), or not meeting the approved uniform items list below, is unacceptable for school wear and will usually be confiscated until the end of the school day.

While we are hopeful that students will respect these and the below guidelines, parents must understand that in most cases students out of dress code will be asked to go to the office and either purchase the correct item or call home for parents to bring the proper clothing. In situations where a parent is unable to bring the proper replacement clothing, a fine will be charged via FACTS. Per our Discipline Policy, violations of these rules may also result in a referral, and future loss of certain privileges.

### **School Uniform Guidelines**

| <b>Young Men</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                        |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <b>Grammar (PreK-4)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Logic and Rhetoric (5-12)</b>                                                                                                                                                                       |
| Lower Body Wear  | Khaki colored slacks or shorts<br><br>Black or white socks                                                                                                                                                                                                                                                                                                                                                                                                                          | Khaki dress slacks, with belt loops.<br><br>Black or white socks                                                                                                                                       |
| Upper Body Wear  | White or black collared shirt free from emblems, logos, or other writing (except for the OGCA logo)<br>*Only the top button may be worn unbuttoned.                                                                                                                                                                                                                                                                                                                                 | White oxford collared shirt with OGCA logo.<br><br>*Only the top button may be worn unbuttoned.                                                                                                        |
| Belts            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 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<br>*Accessories (hats, scarves, gloves) are permitted outdoors.                                                                                                                                                                                                                                                                                 | School issued black cardigan or zip up fleece jacket with the Oak Grove logo.<br><br>*Fridays- Other OGCA outerwear purchased from Perch or Boosters are permitted.                                    |
| Shoes            | Neutral in color: white, brown, black, navy, or gray.<br>Plain without characters.<br>Boots permitted if within the above guidelines, without a heel, and not higher than mid-calf.<br>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.<br>No light up shoes are permitted. | Shoes must be black on black. Shoe soles, stripes, and laces must be black as well. Athletic shoes and boots will not be permitted without special permission.<br><br>No light up shoes are permitted. |

|      |              |                                                                                          |
|------|--------------|------------------------------------------------------------------------------------------|
| Ties | Not required | Black and gold tie purchased through Oak Grove<br><br>*Ties are not required on Fridays. |
|------|--------------|------------------------------------------------------------------------------------------|

| Young Ladies    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | Grammar (PreK-5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Logic and Rhetoric (5-12)                                                                                                                                                                                                                                                               |
| Lower Body Wear | Khaki colored slacks, jumpers, skirts, shorts<br><br>*Hem of skirts no higher than the knee. No immodest slits.<br><br>*Shorts should be worn under skirts for modesty.<br><br>*In winter, girls may wear white or black leggings/tights.                                                                                                                                                                                                                                               | Khaki skirt<br>*The hem of skirts must be worn no higher than the knee. Shorts should be worn under skirts for modesty, but must not exceed the length of the skirt.<br><br>*Khaki slacks and belts allowed on Friday.<br><br>Black or white knee-high socks or leggings are permitted. |
| Upper Body Wear | White or black collared shirt free from emblems, logos, or other writing (except for the OGCA logo)<br>*Only the top button may be worn unbuttoned.                                                                                                                                                                                                                                                                                                                                     | White oxford collared shirt with OGCA logo, and flesh toned undergarments only.<br><br>*Only the top button may be worn unbuttoned.                                                                                                                                                     |
| Outerwear       | Jackets and sweaters primarily solid and neutral in color (black, white, khaki, gray, brown, navy). No logos or emblems except OGCA<br>*Accessories (hats, scarves, gloves) are permitted outdoors.                                                                                                                                                                                                                                                                                     | Black cardigan or zip up fleece jacket with the Oak Grove logo.<br><br>*Fridays- Other OGCA outerwear purchased from Perch or Boosters are permitted.                                                                                                                                   |
| Shoes           | Neutral in color: white, brown, black, navy, or gray.<br>Plain without characters.<br>Boots permitted if within the above guidelines, without a heel, and not higher than mid-calf.<br>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.<br><br>No light up shoes are permitted. | Shoes must be black. Shoe soles and laces must be black as well. Athletic shoes and boots will not be permitted without special permission.<br><br>No light up shoes are permitted.                                                                                                     |

### **\*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, jeans or cargo style pants 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. Attire representing other schools that OG has a current co-op with is only permitted if the OG logo is represented on the item. 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 or other OG apparel. As with other days, jackets and 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.

---

## 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 reviewed the **2026-27 Family Handbook** and agree to comply with the policies stated herein.
- We recognize that the Headmaster and the Board have the authority to make any necessary amendments to the policies stated in this Handbook, but that prior notice will be given if this occurs.
- We recognize that Oak Grove curriculum materials are property of the school and made available to current Oak Grove registered families only. Sharing lesson plans and other curriculum materials with a family member or other individual or entity is strictly forbidden and could lead to legal consequences and/or fines.
- We have read and agree to abide by applicable Appendixes below (**Logic and Rhetoric Families**).
- We agree to meet the parent requirements as stated in this Family Handbook.

{Agreement is signed during registration}

---

## 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 students to enjoy this short break in the middle of their day. Students may **not** use the building E kitchen for any reason. Rhetoric students may use microwave and other amenities in Portable 4 only. Please remember these school policies in the designated lunch areas:

- 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 the supervisor
- Play responsibly and respectfully
- Leave "toys" at home unless it has been approved as a lunchtime activity

### **Off Campus Lunch Privilege (11<sup>th</sup> and 12<sup>th</sup> Grade Only)**

Off Campus lunch privilege is offered to upperclassmen (11th & 12th grade) in good academic and behavioral standing to leave campus during the lunch period without direct supervision by Oak Grove Classical Academy staff. This privilege is not a right and can be removed from the individual or the collective by the Administration. The purpose of this privilege is to equip students with a growing level of responsibility afforded by higher levels of freedom. In order for upperclassmen to participate in off campus lunch, a release form must be signed by both parent and student, then approved by the Administration. More details on procedures and prerequisites are available on the form.

### **Printing and Copying Papers**

Students are responsible and expected to print/copy papers from home or off campus for any assigned work or projects. If there is an exceptional circumstance and a student needs to print on campus, each page copied will cost 0.25 and will be charged to their parents' FACTS account. Printing is only permitted during Study Hall periods.

### **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 Head of Rhetoric School, 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 Head of Rhetoric School.
- Student drivers may not leave campus for lunch or during any other breaks without prior administrative permission.

- Parents of licensed student drivers are asked to make the Head of Rhetoric School aware of any moving violations that result in issuance of a formal warning or citation. The Head of Rhetoric School 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.
- The administration maintains the right to revoke this driving privilege if deemed needful for assuring the safety of Oak Grove students and the Oak Grove campus.

The administration of Oak Grove understands that driving is a privilege. As such, the administration 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, the administration 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 as available, as space is available.
- 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) Students should never open another student's locker for any reason.

### **Rhetoric Exams:**

Rhetoric students will be given cumulative exams at the end of each semester. In most cases, this is a written assessment, though depending on the course, a capstone or culminating project may be assigned.

The semester weighting for exams is as follows:

- 9th and 10th grades- 10%
- 11th grade- 15%
- 12th grade- 20%

## **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:

#### **5<sup>th</sup>-6<sup>th</sup> Grade:**

- Complete 50-70% of schoolwork 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

#### **7<sup>th</sup>-8<sup>th</sup> 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 (9<sup>th</sup>-12<sup>th</sup>)**

- Complete 90% + of school work independently
- Proficient in computer keyboarding skills
- Able to complete all schoolwork 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: Quick Reference Guide

### OGCA Quick Reference List

| If you have a/need...                       | Talk to...(in order listed)                                      |
|---------------------------------------------|------------------------------------------------------------------|
| <b>Classroom/Academics</b>                  |                                                                  |
| Concern about classroom behavior            | 1. Classroom/Course Teacher<br>2. School Head                    |
| Help with another student/parent            | Classroom Teacher and Other Parent involved                      |
| Learning support and accommodations concern | 1. Classroom/Course Teacher<br>2. School Head (if necessary)     |
| Discipline Issue                            | 1. Classroom/Course Teacher<br>2. School Head (if necessary)     |
| House System                                | 1. Director of Student Development<br>2. Head of Rhetoric School |
| Field Trip Ideas/Requests                   | 1. Department Head<br>2. School Head                             |
| Curriculum Question or Concern              | 1. Classroom/Course Teacher<br>2. School Head                    |
| Conflict or Concern with Teacher            | 1. School Head                                                   |
| Other                                       | School Head                                                      |

| General Communication Issues                    |                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Problem with the school website                 | Director of Advancement                                                                                                                                                                                                                 |
| Email Login/Email Problems                      | Registrar                                                                                                                                                                                                                               |
| Special Events and Activities                   | Office Manager, Head of School                                                                                                                                                                                                          |
| Child is Absent/Late                            | <p><i>Absence:</i></p> <p><b>1)</b> Contact the Office Manager via email, phone, or online submission before 8:30am.</p> <p><b>2)</b> Contact classroom teachers via email.</p> <p><i>Late: Call the Main Office (505) 269-2696</i></p> |
| Other                                           | Office Manager                                                                                                                                                                                                                          |
| Student Records                                 |                                                                                                                                                                                                                                         |
| Help with FACTS, Transcripts, Report Cards      | Registrar                                                                                                                                                                                                                               |
| Other                                           |                                                                                                                                                                                                                                         |
| Facilities and Safety                           |                                                                                                                                                                                                                                         |
| Facilities and maintenance concern              | Director of Business Operations                                                                                                                                                                                                         |
| Student Safety and Security                     | Headmaster or Head of Security                                                                                                                                                                                                          |
| Medical Issue or Question                       | School Nurse                                                                                                                                                                                                                            |
| Other                                           | Office Manager                                                                                                                                                                                                                          |
| Athletics Events                                |                                                                                                                                                                                                                                         |
| Athletics Program                               | 1. Athletic Director                                                                                                                                                                                                                    |
| Games and Schedule                              | <p>1. Go to Athletics Schedule on App or website</p> <p>2. Contact Head Coach (Depending on the sport)</p> <p>3. Athletic Director</p>                                                                                                  |
| Other                                           | Athletic Director                                                                                                                                                                                                                       |
| Financial                                       |                                                                                                                                                                                                                                         |
| Tuition and Fees Related Questions and Payments | Registrar                                                                                                                                                                                                                               |
| Financial Aid Request                           | Contact Registrar for Procedures                                                                                                                                                                                                        |
| Financial Hardship Issue                        | Headmaster                                                                                                                                                                                                                              |
| Financial Gifts and Sponsorship                 | Headmaster or Director of Advancement                                                                                                                                                                                                   |
| Annual Gala or Golf Tournament                  | Director of Advancement                                                                                                                                                                                                                 |
| Other                                           | Registrar                                                                                                                                                                                                                               |
| Admissions                                      |                                                                                                                                                                                                                                         |
| Admissions Query/Interest                       | Director of Business Operations                                                                                                                                                                                                         |
| Other                                           |                                                                                                                                                                                                                                         |
| Call the Main Office (269-2696)                 |                                                                                                                                                                                                                                         |

---

## Appendix C: Classical Education and University-Model® Resources

---

### Ebook and Print Resources:

- The following free ebook is essential reading on classical and Christian education:  
[An Introduction to Classical Education](#) By Christopher A. Perrin
- [Wisdom and Eloquence](#) by Evans and Littlejohn
- [Norms and Nobility](#) by David Hicks
- [Classical U Book Finder Resource](#)

### \*Oak Grove Podcast: "Growing Classically"

A growing number of podcasts on classical education are becoming available and worth searching!

### Circe Institute Resources on Classical Education:

- **Classical Education Defined:** <https://circeinstitute.org/what-is-classical-education/>
- **Teaching Classically:**  
<https://www.circeinstitute.org/resources-what-classical-education/how-teach-classically>
- **Elements of Classical Curriculum and Content:**  
<https://buckholler.wordpress.com/papers/the-classical-classroom-what-should-my-child-be-learning/>

### 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/>

### \*"Family in School" podcast