



OAK HILL
CLASSICAL SCHOOL

SCHOOL HANDBOOK
2020-2021

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Opening Prayer

Our Father in heaven, You have granted us the opportunity to study and work at this time and within this school for our good and Your glory. In Your good providence, You have given to us able peers, competent teachers, and faithful parents to guide us in the way we should go. May we approach this good work with humility and thankfulness, having eyes to see the future work for which this prepares us. We ask that Your Spirit soften our hearts, make peaceful our souls, enliven our minds, and bolster our strength so that our studies throughout the coming year may produce good and lasting fruit for our home, Your church, and this city. We ask this in Christ's name. Amen.

I. HISTORY AND PHILOSOPHY

Historical Sketch

Oak Hill Classical School is a K-12, independent, ecumenical, classical Christian school. Founded in 2006 and located in the northeast suburbs of Atlanta, Oak Hill now serves her students on a 3-acre campus. We began with 28 students, renting space from a local church congregation in the Lawrenceville, Georgia area, and were then called 'Dominion Classical Christian Academy.' Ten years later, the school had a new name, and moved into her own building in nearby Dacula. That same school year, four students graduated from Oak Hill Classical School, our first graduating class.

Mission

Oak Hill's mission is to provide an education that cultivates wisdom, joyful learning, and love for God and others.

We hope our students and our community as a whole not only gain knowledge, but the wisdom and understanding to apply that knowledge in a godly way. We hope not only for a wealth of learning, but learning that nurtures joy in the lives of our students, encouraging them to become lifelong learners. We seek to point our students consistently toward the work and person of Christ, as He is the standard for all truth, goodness, and beauty. As a classical and Christian school we encourage and expect academic rigor and excellence from our students, but we also realize learning is more than intellectual development. We desire their academic pursuits at Oak Hill, along with their experience as a whole, cultivate the wisdom, joy, and love for God that will shape them as human beings for the rest of their lives.

Statement of Faith

Oak Hill Classical School, its staff, and its board members embrace the historic tenets of Christianity as presented in this Statement of Faith. The statement of faith adopted by Oak Hill Classical School is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Protestant Christianity apart from other faiths. Beyond the primary doctrines articulated in the Statement of Faith below, we respect and acknowledge the primacy of the family and local churches and defer any secondary doctrinal questions to parents and local churches



for clarification. For our purposes, a Christian is one who has heard the word of truth, Gospel (Col. 1:5), as summarized in the statement below, and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Rom.10:9,10).

- We believe **the Bible** alone to be the Word of God, the ultimate and infallible authority for faith and practice.
- We believe that there is **one God**, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- We believe in the deity of **our Lord Jesus Christ**, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that, for the salvation of lost and sinful men, **regeneration** by the Holy Spirit is absolutely necessary.
- We believe that **salvation** is by grace through faith alone.
- We believe that **faith** without **works** is dead.
- We believe in the present ministry of **the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the **resurrection** of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the **spiritual unity** of all believers in our Lord Jesus.

Philosophy of Education

The focal point of all that is, has been, and ever will be is the person of Jesus Christ. We believe that the education of our children begins with this reality. We desire our children to self-consciously live and move and have their being in Christ, as the Scriptures teach.

We believe God reveals Himself not only divinely in His Word, but generally in every facet of His creation. All knowledge is therefore interrelated and teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth can be understood ultimately only as it relates to Him as the Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education needs to be intentionally grounded in this, our historic Christian faith.

We believe God has given parents, not the Church or the State, the responsibility of educating their children and teaching them to faithfully love and serve Him. We believe our role as educators is to be *in loco parentis*, "in the place of the parent." Our board and staff view themselves as servants of



parents, who assist them in their covenantal obligation to educate their children in the Lord. Our school administration, academic instruction and discipline aim to be consistent with and supportive of biblical teaching concerning the family and the authority of parents. We believe that fathers are the God-ordained heads of their households. Whenever possible, we desire that each father assume leadership in the education of his children. Our instructional format shall endeavor to maximize parental participation in the child's academic training.

We believe that biblical discipline, the encouragement of an obedient child and the correction of a disobedient child, is a critical and necessary part of education. Under no circumstances will the misbehavior of one child be permitted continually to hinder the education of other children. God commands us to love Him with all our heart, soul, strength, and mind. We therefore believe that all instruction must encourage students to love God through their academic endeavors. Students must be challenged at all levels to do quality academic work because God is worthy of their best. Students must be taught to behave in a godly manner because God is holy and therefore commands that his children be holy. Parents and teachers should teach the children to do all they do "heartily, as unto the Lord," with the purpose of glorifying Him.

We believe students should be provided an historically substantive and rigorous liberal arts education that draws deeply from the history and culture of Western civilization. We employ proven classical methods and curriculum that are modeled on the medieval Trivium. The Trivium is understood as an approach to instruction in which the tools of learning are imparted to students in stages that correspond with their natural pattern of cognitive development (grammar – the tool of knowledge, logic – the tool of reasoning, and rhetoric – the tool of communication). The goal of the Trivium is to educate students not primarily in *what* to think; but in *how* to think thoroughly, maturely and biblically. After recovering the "lost tools of learning" received in a classical education, students will be well equipped to live to the glory of God with hearts and minds that know and love that which is good, true, and beautiful. The tools of learning, in combination with an active and biblically guided exploration of the events, ideas, and people of the past, will equip students to think clearly, reason persuasively, and speak precisely, to evaluate all human knowledge and experience in the light of Truth, and to do so with grace, humility, and wisdom.

We believe that a child's education should affirm and nurture the God-created differences between men and women and the respective God-ordained roles of men and women. Biblical masculinity should be cultivated in the lives of male students and biblical femininity should be cultivated in the lives of female students. Behavioral expectations, classroom instruction, role-modeling, and school culture should encourage growth of the students into biblical manhood and biblical womanhood.



II. AFFILIATIONS AND GOVERNANCE

ACCS and GACS

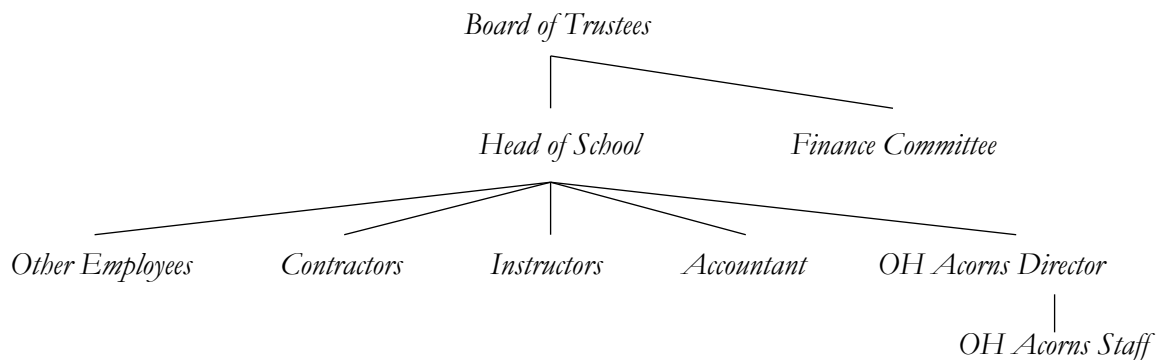
Oak Hill Classical School is a member of the Association of Classical Christian Schools. ACCS is an association of Christian schools whose primary mission is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview, grounded in the Old and New Testament Scriptures. The mission of the association is both to promote the classical approach, and to provide accountability for member schools to ensure that our cultural heritage is not lost again. ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian learning. Oak Hill Classical School is a member of the Georgia Association of Christian Schools (GACS). The mission of GACS is to assist its members in training students to honor and glorify the Lord Jesus Christ in all that they do. In addition to providing accreditation and teacher certification programs, GACS administers several interscholastic competition programs, including fine arts and athletics. Oak Hill is fully accredited with GACS, K5 - 12th grade.

Oak Hill Classical School Board

The Board of Directors is responsible for overseeing the affairs and operation of the school in accordance with Scripture, the school's Bylaws, foundational documents, and Statement of Faith. The Board will be comprised of at least three members. The Board regularly examines the school's policies, programs, and curricula to ensure their consistency with the school's mission and philosophy, and the Board relies on the administration of the school for implementation of these policies. Because of the corporate nature of the Board, any single member, as an individual, has no authority over the school in any capacity.

Organizational Chart

A healthy organizational chart must be established and then executed well. This will be important for flow of communication, wise decision-making, healthy accountability, and efficiency of problem-solving.





III. ADMISSIONS AND FINANCES

Admission Requirements for Students

1. A child must reach the age of five (5) years by September 1st of the year in which he enters kindergarten at Oak Hill. Exceptions may be granted upon board approval. All children applying for admission to kindergarten must perform satisfactorily on the Oak Hill Classical School Kindergarten Entrance Assessment.
2. Generally, a child who has not completed kindergarten at Oak Hill should reach the age of six (6) years by September 1st of the year in which he enters first grade. Exceptions may be granted upon board approval.
3. New students will be required to first complete the registration and then proceed to schedule a grade-level Entrance Exam. All Entrance Exams will be considered alongside the parent application, ensuring admittance to Oak Hill is the best decision for the school, the student, the family, and the class into which the student will be placed.

Admission Requirements for Parents

1. Oak Hill is a covenant Christian school, simply meaning that we ask that at least one parent of each student be a professing Christian. During the family interview with the headmaster, at least one parent must be willing and able to clearly articulate a saving relationship with Jesus Christ. Both parents should have a clear understanding of the biblical philosophy and functioning of Oak Hill. Both parents must read and sign the “Statement of Faith” and accept that it constitutes the doctrinal beliefs of the school and that its truths will be purposefully and clearly taught to their children who are enrolled at Oak Hill.
2. The parents must be willing to cooperate with the policies of the school.
3. Parents must understand the school’s commitment to parental responsibility for their child’s education. Oak Hill Classical School exists to assist parents in the task of educating their children, not to take over responsibility for the education of their children.
4. Prior to final admission of the student, both parties should clearly understand the financial arrangements between the school and the parents.

Promotion and Retention

As long as a student ends the year in good standing, passing each class without any major disciplinary problems, students will be allowed to return the following school year. If a child has successfully completed the previous school year, he/she will generally proceed to the next grade level. New students will be assessed individually to ensure academic readiness for the grade to which they apply.

1. **Kindergarten:** Kindergarten students enrolled in Oak Hill Classical School must meet the following basic criteria for promotion to the first grade:



- a. Behavioral maturity for the first grade as defined by consistent ability to follow classroom routines, obey teacher instructions, handle conflict appropriately, and stay on task during academic work.
 - b. Reading readiness for the first grade by achieving at least MCS of the kindergarten reading objectives.
 - c. Math readiness for the first grade by achieving at least MCS of the kindergarten math objectives.
2. **Grammar School (1st – 5th Grade)**: Grammar school students currently enrolled in Oak Hill must meet the following basic criteria for promotion to the next successive grade.
- a. Earn a passing grade (at least MCS avg. for the year) in Reading, Math, Art of Letters, Humanities, and Composition. (Exceptions may be made depending on the circumstances.)
 - b. Earn a passing grade (at least MCS avg. for the year) in half of the other academic subjects (Latin, Bible, Science, Sub-Creator Classes, etc.).
 - c. Any subjects receiving less than MCS might require summer tutoring or remediation to be promoted.
3. **Logic and Rhetoric school (6th-12th grade)**: Logic and Rhetoric students currently enrolled in Oak Hill must meet the following basic criteria for promotion to the next successive grade:
- a. Earn a passing grade of at least MCS in Math, Humanities, Science, and Logic/Rhetoric each semester.
 - b. Earn a passing grade (at least MCS avg. for the year) in half of the other academic subjects (Latin, Bible, Sub-Creator Classes, etc.).
 - c. Individual classes may need to be repeated if a student scores below a MCS in a class for a semester, even if the student’s credits allow them to be promoted to the next grade. Students in grades 9-12 will need to repeat courses for graduation credits if they make below MCS in a class for a semester. Students making below a MCS on a semester average for a class will need to meet with head of school to determine the course of action.

Tuition and Fees

Legal guardians, those who registered a student, are responsible for all payments, including registration, tuition, uniforms, academic material, and fees. Any deviation from the expected payment plan should be communicated with school officials. ***Once a student is admitted, parents are responsible for the full tuition, even if a child voluntarily withdraws mid-year.***

Financial Aid, Discounts, and Scholarships

1. Oak Hill offers discounts and financial aid to families who qualify and have applied for admission.



2. Oak Hill uses third-party organizations to determine a family's eligibility for financial aid, to ensure objective decisions for what are needs-based financial aid opportunities.
3. The financial aid application process can be initiated at any point after open enrollment begins and we encourage you to begin the process as soon as possible, to assist us with budgeting.
4. Financial Aid Applications without an Oak Hill Registration will not be considered.
5. For a full list of multi-child discounts, faculty discounts, and financial aid options, please visit our website.

Please Note: Our desire is for every family to be able to afford a Christian education. We are blessed to be able to work with these scholarship organizations. Educating our parents on these programs is an important priority for our school. If you feel confused or uninformed, please call the school to make an appointment with the Headmaster.

Tuition, Fees, and Collection Policy

1. The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected. This process must be followed unless specific other arrangements have been made between the Headmaster and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected.
2. Families can pay their tuition in one of three ways:
 - a. **Full payment** of tuition by July 1 of each year. This payment should be made directly to the school and entitles you to a 5% tuition discount. **Semester payments** due by July 1 (for the fall semester) and December 1 (for the spring semester).
 - b. **Twelve automatic monthly payments** through the FACTS Tuition Plan. Payments will start in July and may be processed on either the 5th or the 20th of each month. There may be a small annual fee for this service, issued by FACTS. Please see the FACTS website for more details.
 - c. **Non-Admittance Policy:** If a family has not provided their agreed tuition payment within thirty days of the payment date (with paying in full, semesterly, or monthly) Oak Hill's Non-Admittance Policy will be enacted: the student will not be able to return to the school until the delinquent payment has been paid in full. In circumstances where a family is unable to meet their financial commitment to Oak Hill, the family is to quickly set up a meeting with the Head of School and a board member to discuss the circumstances and how Oak Hill may best serve this family.

Refunded Tuition

Oak Hill makes substantial financial commitments each year based on the number of students enrolled (teacher salaries, adequate facilities, supplies, etc.). For this reason, all tuitions, registration fees, and other fees are non-refundable and non-transferable except in extreme circumstances. The Oak Hill Headmaster, with final approval from the board, will consider cases on an individual basis if a student's withdrawal is due to extenuating circumstances. Prepaid tuitions that are not refunded will be calculated and acknowledged as a charitable donation.



IV. GENERAL SCHOOL POLICIES

Arrival and Dismissal

Teachers are to arrive by 8:00AM each school day, unless they are a part-time instructor. Part-time instructors are to arrive no later than 15 minutes before their first class of the day. If a part-time instructor has a first-hour class, they are to arrive no later than 8:00AM. Students are to arrive no later than 8:30AM. Doors open and morning drop off begins at 8:10AM. Upon arrival, students are to put their backpack and academic material in their first period classroom and be seated for roll. Once roll is called and the teacher dismisses the class, students are to report to the room where Promptus will be held. After completing the day's coursework, students will be dismissed per the instructions of their last period teacher. Parents should make plans to have students picked up shortly after dismissal (2:45PM). If students arrive early or must stay late, they should not linger in inconspicuous parts of the building; they should remain in more public spaces or be seated quietly in a classroom. Parents are responsible for students who are dropped off before 8:00AM and picked up after 3:00PM, unless other arrangements are made with administration and instructors. After 3:15PM, parents are to come in and sign out their child.

Attendance Policy

It is very important students that students be in class and on time. There is no substitute for in-class interaction and dialogue with colleagues and teachers about a text or proposed idea. A student enrolled in Oak Hill Classical School is expected to be present and on time every day school is in session. A student must be present for a minimum of 4 cumulative hours to be counted present for the day. A student must be in class half of the period to be counted as present for that class. Students missing school due to an emergency or illness should email the front desk explaining the absence as soon as possible. **There is no distinction between kinds of absences (excused or unexcused)**, though special and individual cases may call for a slight variation in policy or policy enforcement, according to the discretion of school administration. All absences will be dealt with on an individual basis. Two tardies to a class constitutes one absence. The number of absences and tardies is cleared and set at zero at the end of each semester.

Short-term / Un-planned Absences

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office and the student's teachers by note or email as soon as possible. Arrangements will be made for the student to complete their missed work in a timely manner.

Make-up Work

If a student misses class, the student should first contact multiple classmates to get the assignments due the next class period as well as any class notes. Assignment due dates are firm due dates, unless otherwise indicated by the teacher. **Any work turned in late without teacher permission will not be counted for credit.** Students should consider their work at Oak Hill as their current vocation, given this accounts for the majority of their education and their current education is the most important work they are called



to at this time in their lives. It is also good for students to begin thinking how to organize all they have going on throughout the week and all they want to do around this primary responsibility, making sure they prioritize their time. Parents would do well to have these kinds of conversations with students throughout the school year to ensure work is turned in on time.

Students may take make-up tests and submit any other make-up work before or after school. Make-up work will not be completed in class. It is expected that the child or his parents discuss these arrangements with the teacher and take the initiative in completing the missed work. Students returning to school following an absence due to emergencies or illness will be given the amount of time missed plus one (1) day to make up any classwork, quizzes or tests. At the teacher's discretion, additional time may be given.

Late Work Policy

It is of the utmost importance that students both do their work to the best of their ability and turn that work in on time. All assigned work is to be turned in by the determined date. **All work turned in after the determined date will be counted as a zero.** Work due on the date of a student's absence will be dealt with on an individual basis. If a student is absent when an assignment is due (whether the absence is pre-approved or unexpected), the student must be proactive in contacting classmates and the teacher, eventually reaching a conclusive due date for all assignments. Assignments turned in late will receive an automatic zero, unless it is a major test, paper, or project. In the case of a test, paper, or large project, a student's assessment will be categorically deducted for each day the assignment is late (CL to CH; CH to CS; CS to CD).

Extended Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the front desk and the instructor in writing or by email, explaining the circumstances. This will permit the administration to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

In the event a student is absent from a class, or from school, for more than ten percent of the total number of days of school in the grading term (for any reason, planned or unplanned), the appropriate administrator and teacher(s) will meet to determine whether the student will receive a letter grade or a grade of "CS" (*cum sufficientia*) or "M" (*minime*) on his report card. A parents' conference will be scheduled immediately, and the student might not receive credit for that semester.

Pre-Arranged Absences

We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, these will still be counted as absences, as there is no distinction between an "excused" and an "unexcused" absence. When extended absences are voluntary (versus emergency or illness), we expect all schoolwork to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to



work on vacation and complete make-up work. Parents planning to take their children out of school for a planned absence should submit a Pre-Arranged Absence Form. This form is available at the front office.

Early Check-Out

Teachers are not permitted to release a student to anyone before first checking with the office. Parents must see the front office staff to check a student in or out of school. All requests for early check-out should be done before 2:30 pm. Written notice from the parent to the front office must be given for student drivers to check themselves out. Parents must sign their child out at the front desk before a child can leaving the building.

School Rules

All students at Oak Hill will be expected to conduct themselves according to the code of WISDOM listed below.

W	Work diligently, as unto the Lord
I	In all things be truthful
S	Speak respectfully to teachers, staff, and adults
D	Do all things in good order
O	Obey quickly, completely, and cheerfully
M	Make every effort for peace with others

Students must be aware of, and adhere to, the following essential policies. Each teacher is free to add to this list those rules that allow his/her classroom to run more smoothly and efficiently.

1. Students are expected to cooperate with and embrace basic Christian standards of behavior and conversation.
2. There should be no talking back or inappropriate arguing with teachers or staff. Prompt and cheerful obedience is expected. Instructions from the teacher should not have to be repeated.
3. No guns or knives are allowed on the school grounds.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds. Children should not play in parking lots before or after school. Parental supervision is required for any after-school play of children age 12 and under.
5. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.
6. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
7. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
8. It is expected that students work diligently and concentrate fully on their work while in school.



9. All work is to be completed within the time specified by the teacher. Repeated failure to complete assignments on time is considered disobedience and will be addressed in an office visit and possibly suspension.
10. Restrooms, locker rooms, and changing facilities are only to be used in conformity with one's biological gender.

Technology

No electronic devices are allowed during school hours or morning/afternoon carpool. This is a zero tolerance policy. Prohibited devices include cell phones, MP3 players, laptops, radios, games, etc. (Upper School students may have special permission to use laptops during select classes and only with teacher and administrative permission.) Unmonitored use of these devices give students unfettered access to applications and content that can range from distracting to destructive. We urge Oak Hill parents to partner with us in fostering an environment that instructs, edifies, challenges and encourages Christ-followers.

If a student brings a cell phone or other electronic device to school, they must submit it during morning carpool to be placed in the grade-segregated Cell Phone Box at the front desk. It will be returned to the student at the end of the day. If the cell phone box is not available during morning carpool when the student arrives at school, they are not released from the responsibility to check in their electronic device at the front desk. The student must immediately find an administrator and check in their device.

If teachers observe any device in a student's possession during school hours, they will collect it and turn it in to the administration. While Oak Hill reserves the right to immediately suspend or otherwise discipline a student if individual circumstances warrant it, the following steps will typically be followed if deemed beneficial for the student and the school:

- First offense: Device will be confiscated and the parent must retrieve it from the administration. The student will receive morning detention.
- Second offense: Device will be confiscated until a parent meeting is held with the administration. This meeting cannot be scheduled same-day, so the device may be held for an extended period.
- Third offense: Will be addressed as necessary through suspension or other means.

Oak Hill shall not be responsible for the loss, theft, or destruction of devices brought on school property.

Discipline Policy

As a reflection of both Christian doctrine and biblical instruction on training our children, Oak Hill maintains that it is the primary role of the parents to instruct and discipline their children in the nurture and admonition of the Lord. Simultaneously, Oak Hill also recognizes that the nature of community requires that degrees of discipline may occur outside the home. Thus, Oak Hill maintains the privilege to appropriately instruct a child in both loving one's neighbor and teaching them to joyfully obey the rules and procedures set forth in a broader society (specifically the society of a Oak Hill classroom). While Oak Hill does not allow corporal punishment within the realm of its classrooms by either



student or teacher, it does maintain the right, acting in the place of parents while the child is within our care, to enact other discipline procedures which would most appropriately meet four criteria:

1. Acting in accordance with a biblical standard of both conduct and speech as is appropriate for a teacher to student relationship
2. Acting in accordance with what will most effectively teach the child the gift of repentance and beauty of reconciliation
3. Acting in accordance with what the teacher best understands to be the parents' desires when disciplining their child
4. Acting in accordance with what actions and speech will best aid the actions and work of the whole group

It is our privilege to be commissioned by the family to teach the courses we offer. And thus, it is our privilege to be commissioned by the home to uphold a biblical standard of child discipline that both affirms the role of the parents and respects the role of the teacher. In this way, we seek to maintain constant communication with parents or guardians given an occasion for any disciplinary action.

Likewise, Oak Hill maintains the right, according to the reason and wisdom of its leadership, to dismiss any child at any time, and for any amount of time, for any conduct which does not hold to the standard set forth by Oak Hill Classical School. Student behavior requiring disciplinary action could include but are not limited to the following:

1. Inappropriate speech
2. Inappropriate conduct (either harmful, sexual, or altogether negligent) whether to oneself, with another student, or with property belonging to another
3. An inability to meet the academic standard
4. Accumulated absences
5. Plagiarism
6. Threats made to harm oneself or another person
7. A consistent neglect of dress standards
8. Inappropriate speech or conduct on the part of a family member or friend (i.e. parent, sibling, et cetera)
9. Any action which breaks state or federal law
10. Any conviction by a state or federal court
11. Consistent disruption of the class, affecting the learning environment of fellow students

In the event that one of the aforementioned criteria is met (or another which was not explicitly mentioned but still could require disciplinary action), administration should consider having all students involved complete a Student Affidavit, reporting on a written document their own part of the story. Administrators and the Board will use any Student Affidavit to discern the best path forward. All Student Affidavits will be kept on file for future reference. If a student's name is to be announced in public (either in a large or small group setting) in relationship to student discipline, the



administration or teacher is encouraged to first discuss the effectiveness of this action with their superior.

Likewise, in the event that one of the aforementioned criteria is met (or another which was not explicitly mentioned but still requires disciplinary action), despite the length of attendance by the student, parents maintain responsibility to uphold their financial and parental obligations to Oak Hill Classical School. Upon minor infractions, the following guidelines will apply to their respective schools (some minor adjustments may be made for students in Lower Grammar School and younger):

Grammar and Logic School

First infraction: student initials on the board

Second infraction in a day: student name on the board

Two names per term: call to parents.

Four names per term: administrative meeting will be held with the family and the student's grade to be capped at a CH.

Rhetoric School discipline procedure will not be as concrete with initials and names, but the same general principles apply (warnings, documentation, call parents, affect grade).

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be adhered to. As in all other areas of education at Oak Hill, love and forgiveness will be an integral part of the discipline of a child. It is because of love that the faculty and staff of Oak Hill disciplines students.

Serious Misconduct

If a student should commit an act with such serious consequences that the school deems it necessary, the protocol outlined above 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, gross violence/vandalism to the school facilities, violations of civil law, or any flagrant act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session.

Expulsion

The Oak Hill School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our comprehensive discipline policy. However, should a student and his parents not be able to eliminate the behavioral problems the student is having, the Headmaster is empowered to expel the student, board approval required. The procedure will be as follows:

1. Parents will be notified immediately after the decision for expulsion.
2. The student will be picked up by his/her parents the same day. A time will be arranged with the parent for the student to turn in all school texts/ materials and clear out his/her desk and/or locker.



3. Transfer of school records will be arranged within a week following expulsion.
4. Appeals may be made to the Oak Hill Classical School Board.

Re-Admittance

Should the expelled student desire to be re-admitted at a later date, the School Board will make a decision based on the Headmaster recommendation following a student interview, family interview, and any other considerations required by the circumstances at the time of expulsion and reapplication.

Conflict Resolution

When it comes to conflict resolution, we encourage parents, students, and teachers to conduct themselves according to one main principle: go to the source and seek to understand before seeking to be understood. Minor conflicts should be resolved with Christian love between the two parties. Major conflicts should include a third party, preferably another teacher or board member.

Facilities

Oak Hill Classical School facilities are a gift, for the purpose of spatially, aesthetically, and architecturally expressing our values as a classical and Christian community. Communal spaces, such as classrooms, hallways, bathrooms, teacher workrooms, the Commons, and the outside playground, are to be kept orderly, clean, and free of clutter. Art, in classrooms and in the hallway, should reflect our classical and Christian heritage, and should present to our community and to visitors a mature aesthetic, one which represents our mission, vision, and pursuit of truth, goodness, and beauty. No signs, announcements, calendars, boards, or décor—other than what is required by law and what is art approved by the administration—should be displayed in the hallways, in the classrooms, at the front desk, or elsewhere. Classrooms should be visually and spatially areas of peace and contemplation, including lighting and art choices. Books, furniture, and decor are to be properly situated, respected, and cared for at all times. Student and employee behavior in and with the facilities should be proprietous and in accord with Christian love for one's neighbor. Shouting, running, jumping, and other outdoor activity should not occur indoors, unless required to during a class specifically designed for such activity.



V. ACADEMICS AND GRADING

Standardized Testing

While Oak Hill Classical School seeks to prepare students well for successfully taking standardized tests, it only officially administers the Classic Learning Test (CLT) to Upper School students and the Education Records Bureau (ERB) to Grammar school students (1st-7th).

Homework and Grading Policy

Homework at Oak Hill has 3 main goals:

1. To practice skills that need practice toward mastery, e.g. math facts and reading
2. To facilitate partnering with parents in academic pursuits, e.g. project and papers
3. To develop the habit of responsibility and independent learning in students, e.g. unfinished classwork

Teachers at Oak Hill will give homework in a developmentally appropriate measure, keeping in mind the need to balance the above goals with a student's need for time with family and other pursuits. We believe homework is important, and students should be held accountable for completing it, but more homework does not always equal more learning and more rigor.

Oak Hill grading guidelines are assignment specific. General guidelines are as follows:

- Be honest.
- Work hard.
- Do not plagiarize.
- Do not cheat.
- Help one another when appropriate.
- No inappropriate collaboration will be allowed.

For every applicable assignment and at the end of each semester, students are given a qualitative grade (or, as may be more appropriate, a narrational grade). Qualitative grades seek to place both correction and praise in a larger narrative of the student's learning. They seek to create students who are not concerned with 'letter grades' or grades situated within a percentage, and whose ultimate satisfaction is not to compare themselves with their peers. Qualitative grades seek to create the kind of student who is concerned with learning well the subject at hand.

Qualitative grades will include one of the following Latin marks (representing a Latin phrase as indicated below), plus an evaluation form about what the student could improve, and what they did well. These Latin phrases are used to indicate the level of academic distinction in a given course. (For purposes of final transcripts, the table below illustrates how Oak Hill's qualitative grading system translates to its numerical equivalent, so as to unify our assessments with those of other academic institutions.)



<u>Mark</u>	<u>Latin</u>	<u>English</u>	<u>Percentages</u>	<u>Num. Equiv.</u>	<u>GPA Range</u>
SCL	<i>Summa Cum Laude</i>	With Greatest Praise	96.0-100	4.0	3.85-4.0
CL	<i>Cum Laude</i>	With Praise	90-95.9	3.7	3.5-3.84
SCH	<i>Summa Cum Honore</i>	With Greatest Honor	87.0-89.9	3.3	3.15-3.49
CH	<i>Cum Honore</i>	With Honor	84.0-86.9	3.0	2.85-3.14
MCH	<i>Minimo Cum Honore</i>	With Lesser Honor	80.0-83.9	2.7	2.50-2.84
SCS	<i>Summa Cum Sufficientia</i>	With Greatest Adequacy	77.0-79.9	2.3	2.15-2.49
CS	<i>Cum Sufficientia</i>	With Adequacy	74.0-76.9	2.0	1.85-2.14
MCS	<i>Minima Cum Sufficientia</i>	With Lesser Adequacy	70.0-73.9	1.7	1.50-1.84
CD	<i>Cum Dificientia</i>	With Deficiency	60.0-69.9	1.0	1.00-1.49
M	<i>Minime</i>	Not Adequate	0.0-59.9	0.0	0.00-1.49

<u>Mark</u>	<u>Latin</u>	<u>English</u>	<u>Percentages</u>	
SCL	<i>Summa Cum Laude</i>	With Greatest Praise	96.0-100	
CL	<i>Cum Laude</i>	With Praise	90-95.9	
SCH	<i>Summa Cum Honore</i>	With Greatest Honor	87.0-89.9	
CH	<i>Cum Honore</i>	With Honor	84.0-86.9	
MCH	<i>Minimo Cum Honore</i>	With Lesser Honor	80.0-83.9	
SCS	<i>Summa Cum Sufficientia</i>	With Greatest Adequacy	77.0-79.9	
CS	<i>Cum Sufficientia</i>	With Adequacy	74.0-76.9	
MCS	<i>Minima Cum Sufficientia</i>	With Lesser Adequacy	70.0-73.9	
CD	<i>Cum Dificientia</i>	With Deficiency	60.0-69.9	<i>failing</i>
M	<i>Minime</i>	Not Adequate	0.0-59.9	<i>failing</i>

All tests combined will be worth 60% of the final grade, and all other assignments will be worth a combined 40%. The teacher can choose to make any type of assignment worth a test grade.

1. Participation in class discussions may also be graded. If so, guidelines/expectations for participation will be clearly communicated to the student.
2. Projects, depending on the scope of the assignment, may be used in place of tests. Requirements, expectations, and grading criteria must be provided in writing for all projects. Projects will be graded with comments.
3. Variety in the amount and kind of testing, assignments, and homework is highly encouraged.

Grammar School Report Cards:

Report Cards are sent home quarterly, in October, December, March, and May of each school year. Report cards will generally be sent home one week following the last day of each grading term. All academic grades will be recorded online in Oak Hill's data management system (FACTS). Conduct grades will be reported in the "Habits of Heart and Mind" report. Teacher comments will be made on both reports. The academic report will be printed by the office on the day before report cards are to go home and given to the teacher. Parents sign and return the conduct portion of the report card each quarter.



Upper School Report Cards:

Report Cards are sent home quarterly, in October, December, March, and May of each school year. Report cards will generally be sent home one week following the last day of each grading term. Teachers will use the comments portion of the report card to record any participation and conduct communications with student and parents.

Progress Reports:

Progress Reports are sent home mid-quarter electronically to all students. A paper copy of the progress report will be sent home for any student for whom a teacher is concerned, academically or otherwise. In Grammar School, any student receiving a grade of 'CD' or 'M' in any subject must receive a progress report, and in Upper School, any student with an average of CS or lower in any subject must receive a progress report. In both cases, if a parent meeting has not already occurred, one must be scheduled.

Help Classes

Oak Hill does not offer specific Help classes for struggling students, but teachers are expected to make all reasonable efforts to support students who need it. Instructors and administrators will work with a struggling student to ensure proper professionals or tutors are identified.

Honors and Awards

Oak Hill Classical School will maintain a system of formal honors and awards for the following reasons:

1. We believe that God is glorified when His people use to the utmost the gifts He has given them. We believe a student will excel at Oak Hill only by faithfully using the academic/intellectual gifts bestowed upon him or her by God, the giver of all good gifts.
2. The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). We believe that God has established Oak Hill as an academic institution, and therefore it is proper for Oak Hill to recognize those who use the academic gifts God has given them for superior academic achievement. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable award/honor set forth below.
3. We recognize that the glory for all human achievement goes to God. We therefore seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them and others in the school to achieve.
4. Because we recognize the propensity of human nature to sin, we will seek through the way we approach our honors and awards program both
 - a. to teach the students who receive honors or awards to give the glory to God and not become prideful and



- b. to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them.
5. We recognize that many students who do not meet the necessary prerequisites below are equally faithful in using the academic abilities God has given them.
6. Accomplishments and correlating honors and awards to be given to students in the second grade and above. All subjects that are objectively graded (using the qualitative grading scale) will be used in honors determinations. Final grades will be based on work completed two weeks prior to Honors Chapel. In order to be eligible for honors, a student shall have satisfactory conduct (no major marks or detentions in behavior categories). The honors and awards are as follows:

ACCOMPLISHMENT	HONOR/AWARD GIVEN
All SCL or CL in a grading term	Placement on Headmaster's List, acknowledgment at assembly
All SCL or CL or SCH or CH or MCH in a grading term	Placement on CH Honor Roll acknowledgment at assembly
All year placement on Headmaster's List	Certificate/Award received at year-end Awards Assembly
All year placement on CH Honor Roll	Certificate/Award received at year-end Awards Assembly

Other awards/honors may be recognized as appropriate.

Nathanael Award: The Nathanael Award recognizes a student's exceptional character, curiosity and conviction. Named for the Apostle Nathanael, who demonstrated:

- **character**, the fruit of wisdom—Jesus called him “an Israelite in whom is no deceit”
- **curiosity**, a passion for wisdom—he went with Philip despite his initial misgivings about Jesus
- **conviction**, understanding the source of wisdom—he declared Jesus' identity as Messiah.

Teachers may nominate a student, and the headmaster and teacher representatives may select one recipient each from the Grammar, Logic, and Rhetoric schools. Recognition includes mention at Honors Assembly, a framed personalized certificate, and a book selected and inscribed by the headmaster.



Archer Award: The Archer Award recognizes a student's commitment and persistence through adversity. It is named for the English archers at Agincourt, who helped the English army under Henry V overcome a far larger French army at Agincourt. Teachers may nominate a student, and the headmaster will determine the award in consultation with the teacher. Recognition includes mention at Honors Assembly and a framed personalized certificate.

Academic Eligibility for Athletic Participation

Every athlete must maintain a MCS average in every subject and/or class in order to be eligible to compete. Administration will check grades every Friday beginning the 3rd Friday of a new quarter. If below MCS, then the athlete will be on a one-week probation. They will still be allowed to practice and compete in the probationary period. If by that following Friday, the grade is not passing, the athlete cannot practice or compete until the student and teacher notify the administration that the grade has been pulled up to passing.

A student who misses school due to athletic competition is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time if possible.

If that is not possible, it is the student's responsibility for arranging a time with the teacher to make up the test.

Field Trips / Outings

1. Oak Hill encourages 'out of the classroom' learning whenever possible and appropriate.
2. Each student's activity fee includes the price of 2 reasonably priced field trips per year.
3. All field trips must be approved by the respective Head of School.
4. No student may attend a field trip without written permission from a parent or guardian. The permission slip will include dates, times, location, and any other information pertinent to the trip, and will be sent home at least one week in advance.
5. Transportation may be provided by the school in the school van or bus, or parents may be asked to help with transportation.
6. All driving parents must fill out a driver's insurance form and submit a copy of their driver's license in advance.
7. All drivers and chaperones must obey all laws while on the field trip, including requiring car booster seats for young children when necessary.
8. Unless otherwise specified, best dress will be worn on field trips. If a field trip is designated as casual, students will be required to wear the evergreen, logoed polo and khaki bottoms of choice.

Learning Disabilities

This policy applies to all students in all the classrooms of Oak Hill Classical and to those who might seek to attend Oak Hill.



Severe Learning Disability: Any condition in a student which would require a separate classroom, special program, or specialized staff in order to provide the educational services desired by the parents, e.g. Down’s syndrome, blindness, etc.

Learning Disability: Any condition in a student which does NOT require a separate classroom, special program, or specialized staff in order to provide the education services desired by the parents and meet the regular academic requirements of Oak Hill, e.g. hyperactivity, attention deficit disorder, dyslexia, etc.

1. Children with a severe learning disability will not be admitted to Oak Hill due to the lack of adequate staff, resources, and facilities.
2. Children with learning disabilities may be admitted provided they meet all regular admissions requirements and are capable of functioning successfully in a “traditional classroom” setting.
3. Children with learning disabilities (diagnosed or undiagnosed) will be required to meet the same academic and behavioral standards as all other children in their grade level.
4. Children with learning disabilities (diagnosed or undiagnosed) will be given as much individual instruction and encouragement as their classmates—no more and no less.
5. Oak Hill may make minor classroom accommodations (seating location, allowing use of tape recorders or laptop computers, etc.) to assist students with learning disabilities.
6. Accommodations will be made only for students with learning disabilities that have been clearly diagnosed by a licensed and certified educational diagnostician. Securing a diagnosis of a learning disability will be the responsibility of the parent(s) of the student.
7. The parent(s) of the student will also be responsible, financially and otherwise, for providing any and all special equipment, supplies and tutors needed to accommodate the student.
8. Oak Hill reserves the right to decline any accommodation to a student with a learning disability, if it deems the accommodation to be a hindrance to the learning experience of other students in the school or if it deems that the accommodation may compromise the school’s academic standards.

Houses

Oak Hill operates a “House system” in its Upper School grades (6-12). Every student is assigned to a House upon entering the Logic School and remains in this House for his/her entire career at Oak Hill. Through these Houses, students have opportunities for leadership, service, and healthy competition. At the end of each year, one House is awarded the “Gryphon Cup”. The four houses at Oak Hill are named for heroes of the church: Augustine of Hippo, Boniface, Martin of Tours, and Patrick. See House Manual for more details.

Athletics

Oak Hill may offer several sports in which Logic and Rhetoric School students may participate. Athletic options may vary from year to year depending on participation, coaching, athletic philosophy, and state standards. Please see Athletic Manual for more details regarding sports at Oak Hill.



VI. WARDROBE AND UNIFORMS

Employee Wardrobe

The culture of our school is set most securely by our faculty. Teachers and administrators—in thought, word, and deed—are the adults whose virtues and vices most set the academic and aesthetic tone each school day. This is most especially true with how we physically present ourselves to one another, our student body, the association, and visitors. Instructors and administrators are to wear professional dress each day, in accordance with their position and work at the school. Men’s attire should be dress pants in a solid color with an oxford shirt (short-sleeve or long-sleeve) and a tie or bowtie. Jacket or blazer is optional, except for formal events. Dress shoes and a belt (or suspenders) required. Male instructors should have a clean haircut which is neither distracting nor presents a poor model for our young men to follow. Men with piercings are not to wear jewelry during school hours. Women’s attire should be the female counterpart of the men’s attire: professional dress which sets forth for our young ladies an image of beauty, care, and prudence. Women may not wear sleeveless dresses or blouses, unless it is covered by professional outerwear for the entirety of the day. Denim jeans are not allowed. Open-toed shoes are not allowed for either men or women. Athletic shoes, informal outerwear, Athletic clothing, and exercise apparel are not allowed during in-class instruction, for any instructor. An instructor may wear Athletic apparel if leading an Athletic lesson or class, or when working at school outside of class hours. When in doubt, ladies are encouraged to choose the dressier blouse. And our female instructors are encouraged to adorn themselves with jewelry and makeup in a way which presents beauty, modesty, confidence, and balance to our female students and to the mothers at our academy. Tattoos are to be covered, unless they are small, modest, and located in places out of the line of sight (e.g. wrist, ankle). Hair color for men and women should appear natural and lovely. In all things, decorum.

Student Uniform Vendors

Oak Hill’s designated uniform supplier for all required, best dress items is Lands’ End. Optional uniform items may be purchased at Lands’ End or French Toast.

Lands’ End: landsend.com/school. Oak Hill’s ID is **900155771**.

French Toast: <https://www.frenchtoast.com/schoolbox/school>. Oak Hill’s ID is **QS5IXZJ**

Rationale for Uniforms

Uniforms are a positive discipline and Oak Hill emphasizes the value of a disciplined learning environment. Just as dressing up, even wearing uniforms, is a part of the workday for an adult, wearing a school uniform is a signal to a child that it is time for hard work and studious activity. Uniforms also prevent problems associated with the subjective interpretation of a dress code policy, as well as help eliminate confusion about what is acceptable, modest and appropriate by the school’s standards. It also creates an environment where the temptation to compare and find value in material things is reduced. Finally, uniforms can decrease the cost of student clothing. Our uniform vendors provide durable items and often parents need only purchase two or three sets of uniforms to last throughout the school year.



Policy Regarding Pop-Culture References/Characters

Oak Hill maintains a policy that excludes characters and pop-culture references (e.g. Disney, Nickelodeon, Marvel, bands, video games, actors, emojis, slogans, etc.). This applies, but is not limited to: backpacks, lunchboxes, water bottles, coats, hats, socks, etc. The purpose is to eliminate subjective interpretation. Every family has its own set of standards and places where they “draw a line.” When at school, our teachers should be free to direct their energy toward learning, not monitoring subjective standards. Oak Hill does permit items featuring team names (e.g. UGA, Braves, etc.) on backpacks, lunchboxes, water bottles, outdoor coats, hats, etc.

Uniform and Dress Code Policy Enforcement

Oak Hill faculty will enforce the Uniform and Dress Code Policy with guidance and direction provided by the Administration. Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance immediately with cheerful, consistent compliance. If a student is out of dress code, a note will be made in FACTS and a notification may be sent to the parents via email. Repeated infractions will require a parent to bring proper uniform pieces to school and/or disciplinary measures for matters such as untucked shirts, improper outerwear, etc.

General Dress Code for All Students

1. Students must be neat and well groomed.
2. Students should not attempt to draw unnecessary attention to themselves through their clothing and/or accessories.
3. Uniform items should be kept in clean and repaired condition (i.e. no holes, tears, etc.).
4. Clothing may be selected to permit reasonable growing room, but unreasonable over-sizing is not permitted.
5. No uniform bottom (i.e. shorts, skirts, skorts) may be shorter than three inches above the knee, both front and back.

Shirts

1. Polo color options include navy, evergreen, and white.
2. Shirts must be tucked in.
3. Polos must have embroidered school logo.
4. Oxford shirts must be buttoned to the top when worn with a tie.

Leggings, Tights, Undershirts, and Privacy Shorts

1. Leggings, tights and undershirts must be solid, opaque, and either black, white, navy, or grey.
2. Leggings must go to the ankle (i.e. no capris).
3. Grammar School girls should always wear dark-colored privacy shorts under skirts, dresses, and jumpers.

Belts

1. Belts must be worn with any uniform bottom that has belt loops.



2. Belt buckle must be plain.
3. Colors options include: brown, tan, navy, grey, or black.

Socks and Shoes

Note: Dress shoe specifications are outlined by gender and school in the Uniform Guidelines charts below.

1. Socks and shoes must be predominately neutral-colored. (i.e. black, white, navy, tan, or grey).
2. Grammar School students must wear socks every day.
3. Logic and Rhetoric School students may choose to wear shoes without socks when appropriate, such as when wearing flats.
4. The following shoes are **not** permitted: light-ups; shoes with characters; clogs, mules and sling-backs; heels higher than two inches; open-toes; wheels; or boots.

Outerwear

Outerwear includes jackets, sweaters, sweatshirts, coats, etc. When students are outside the school building for recess or carpool, any outerwear may be worn. In order to maintain a neat and uniform appearance, outerwear will be limited indoors. If a student is cold, s/he may wear a logoed, button-up/zip-up jacket or sweater (i.e. no pullovers, quarter-zip jackets, hoodies, etc.) purchased from Oak Hill's uniform sites (Lands' End or French Toast).

Physical Education Attire

Oak Hill wants students to be able to fully participate in Physical Education without uniforms becoming a hindrance. Privacy shorts are required for Grammar School girls under skirts/dresses on PE days.

1. **All Logic and Rhetoric School students are required to dress out in athletic clothes for PE class.** The rules below apply to both male and female students. If a student is out of dress code for PE, it, may result in a zero for the day in that class.
2. All shorts must be basketball-style and no more than five inches above the knee.
3. Pants must be loose fitting (i.e. track pants, joggers, etc.)
4. Shirts must have a sleeve (i.e. no muscle shirts, racer-backs, halter tops, etc.)

Accessories, Etc.

1. Girls in Grammar School may not wear makeup. Girls in Logic and Rhetoric Schools may wear modest makeup. Girls should keep fingernails neat and well-groomed.
2. Boys' hair may not extend below the eyebrows, middle of the ear, or touch the collar. Boys in Logic (if applicable) and Rhetoric School must be clean-shaven. Boys with pierced ears should not wear earrings to school or at school events.
3. Unnatural hair colors are not permitted (e.g. green, pink, purple, blue, etc.)
4. Jewelry and accessories should not be distracting. The following jewelry and accessories are **not** permitted: facial piercings, ear gauges, visible tattoos, head chains, spiked jewelry, hats (indoors).



Non-Uniform Clothing

From time to time, Oak Hill offers students the opportunity to wear non-uniform clothing (i.e. jeans, athletic attire, boots, heels, etc.). All students are expected to maintain a neat and modest appearance.

1. Shorts/Skirts must be uniform length
2. Policy of no characters/pop-culture references applies
3. No rips, holes, tears, etc.
4. No overly tight or revealing clothing
5. No sleeveless shirts

House Ties for Students

The required Evergreen/Classic Navy Stripe Tie from Lands’ End is always appropriate for a Rhetoric student to wear. Additionally, in an effort to promote House camaraderie, students may choose to wear a tie in their house color on Fridays, *with the exception of major events*. Ties may be solid; striped with House color and silver; or plaid with House color, silver, black, navy and/or white. Some suggested options from tiemart.com include:

HOUSE AUGUSTINE	HOUSE BONIFACE	HOUSE MARTIN	HOUSE PATRICK
Striped Neck Tie: SKU IS48NB-3243	Striped Neck Tie: SKU IS57NA-0258	Striped Neck Tie: SKU IS57NA-0242	Striped Neck Tie: SKU IS57NA-0327
Solid Bow Tie: SKU IS00BF-A135	Solid Bow Tie: SKU AC00BF-1115	Solid Bow Tie: SKU AC00BF-0001	Solid Bow Tie: SKU RA00BF-0038
Solid Pre-Tied Bow Tie: SKU RA00YB-0036	Solid Pre-Tied Bow Tie: SKU AC00BB-1115	Solid Pre-Tied Bow Tie: SKU AC00BB-0001	Solid Pre-Tied Bow Tie: SKU RA00BB-0038

Frequently Asked Questions

Tops:

1. Do the girls have to tuck all shirts in, regardless of the cut? **Yes, girls and boys should keep all shirts tucked in at all times. The only exception to this is the banded-bottom polo for girls, which is designed to be worn outside the waistline of the skirt.**
2. My son wears his oxford and tie with the top button undone and the tie loose. Is that OK? **No, it isn't.**
3. My daughter has a pretty camisole that she wears under her blouse for modesty purposes. Should it be tucked in? **Yes, it should. Camisoles and undershirts are considered undergarments and they must be out of sight.**
4. Is it permissible to wear a sweater without a blouse, oxford, or polo underneath? **No, it isn't.**

Bottoms:

1. What kinds of leggings are acceptable? **Stockings, tights, and nylons are fine. Socks, stockings, tights, and nylons must be conservative, plain, and solid colored (white, navy, grey, black, or neutral).**



Accessories & Miscellaneous:

1. How do I know how tight is too tight for my daughter's blouses, sweaters, and skirt? ***It is the duty of the girls, as Christian sisters, to dress modestly wherever they go. If a shirt or pants are pulled tight against her front or back, it's too tight.***
2. Are Logic students allowed to wear athletic shoes? ***Logic students may wear conservative athletic shoes in solid black, white, or navy.***
3. How long must my son's hair be to qualify as long hair? ***If a young man's hair is touching his collar, hanging down in his face, or covering the sides of his ears it will be considered too long.***
4. What kind of jewelry is appropriate for my daughter? ***Small earrings on the lobe are fine. Earrings up around the top of the ear or anywhere else are inappropriate.***
5. My son says that dark no-show or low-cut socks qualify as dress socks. Is that true? ***No, it isn't. Dress socks must be black, khaki, or navy and must cover the ankle.***
6. Is it OK for girls to wear colored hair accessories? ***As long as they match the outfit, they are fine.***
7. My son likes to wear a necklace to school. Is that OK? ***As long as it is not visible, that is fine.***
8. My son likes to wear orange t-shirts under his uniform shirt. Is that OK? ***T-shirts and camisoles must be white.***
9. My daughter likes to wear moccasins and my son likes to wear hiking boots to school. Do these qualify as dress shoes? ***No, they do not. Girls may not wear boots; boys may not wear boots.***
10. Do brown or black tennis shoes, Sambas, or skater shoes count as "dress shoes"? ***No, they don't. But conservative and dress-appropriate Sperrys suffice as dress shoes.***
11. My student runs cold. Can she wear a thermal layer under her long-sleeved blouse? ***Certainly, as long as it is the same color as her blouse and is not visible.***
12. Does my son need to be cleanly shaved? ***No, but facial hair must be well kept and not distracting.***
13. Can my student wear an overcoat on cold days? ***Yes; overcoats may be worn outside but not inside. Outwear worn inside must adhere to the dress code outlined in the above and below charts.***



Uniform Quick Guide for Girls

In addition to the general guidelines listed above, the following is a list of specific uniform guidelines for young ladies attending Oak Hill Classical School.

Grade Level	Best Dress <i>Worn for Major Events (e.g. Celebratio, Grandparents' Day, etc.)</i>	Everyday Options <i>See Lands' End site for specifics</i>
GRAMMAR K4 – 5th	<ul style="list-style-type: none"> • White Peter Pan Polo (long or short-sleeved) • Plaid Jumper • Navy tights or socks • Navy/Black T-strap or Mary Jane shoes 	<ul style="list-style-type: none"> • Bottoms: Khaki, navy, or plaid skirts; navy and khaki skorts. (no pants or shorts) • Shirts: Logoed polos and turtlenecks • Dresses: Logoed polo dress (Privacy shorts, leggings, or tights should be worn under dresses) • Black, white, navy, tan, or grey shoes and socks
LOGIC 6th – 8th	<ul style="list-style-type: none"> • White Oxford (long-sleeved or short-sleeved), no logo • Plaid pleated skirt, top of the knee • Navy V-neck cardigan • Navy knee socks or tights • Navy or black closed toe shoe; no more than 2" heel 	<ul style="list-style-type: none"> • Bottoms: Khaki or navy skorts or skirts (no pants or shorts) • Shirts: Logoed polos and turtlenecks • Black, white, navy, tan, or grey shoes and socks (when appropriate)
RHETORIC 9th – 12th	<ul style="list-style-type: none"> • French blue Oxford, long-sleeved, buttoned to top, no logo • Grey box-pleat skirt • Navy blazer • School or House tie* • Navy tights, navy knee socks (not white), or bare legs* • Black closed toe shoes; no more than 2" heel 	<ul style="list-style-type: none"> • Bottoms: Grey skirts in select styles, as well as khaki and navy skirts. (no pants or shorts) • Shirts: Logoed oxford and turtlenecks (no polo) • Black, white, navy, tan, or grey shoes and socks (when appropriate)



Uniform Quick Guide for Boys

In addition to the general guidelines listed above, the following is a list of specific uniform guidelines for young gentlemen attending Oak Hill Classical School.

Grade Level	Best Dress <i>Worn for Major Events (e.g. Celebratio, Grandparents' Day, etc.)</i>	Everyday Options <i>See Lands' End site for specifics</i>
GRAMMAR K4 – 5th	<ul style="list-style-type: none"> • French Blue Oxford, (long-sleeved or short-sleeved) buttoned to top, no logo) • Khaki pants • Plaid bowtie • Solid black or brown belt • School sneakers* 	<ul style="list-style-type: none"> • Bottoms: Khaki or navy pants or shorts • Shirts: Logoed polos and turtlenecks • Belt, if bottoms have belt loops • Black, white, navy, tan, or grey shoes and socks
LOGIC 6th – 8th	<ul style="list-style-type: none"> • French Blue Oxford, (long-sleeved or short sleeved) buttoned to top, no logo • Khaki pants • Plaid necktie • Solid black or brown belt • Khaki, black or navy dress socks • Black, brown, or tan dress shoes 	<ul style="list-style-type: none"> • Bottoms: Khaki or navy pants and shorts • Shirts: Logoed oxford long or short-sleeve (no polos) • Tie or bowtie (optional) • Belt, if bottoms have belt loops • Black, white, navy, tan, or grey shoes and socks
RHETORIC 9th – 12th	<ul style="list-style-type: none"> • French-blue Oxford, long-sleeved, buttoned to top, no logo • Khaki dress pants • School or House tie** • Navy Blazer • Black leather belt • Grey, black, or navy dress socks • Black dress shoes 	<ul style="list-style-type: none"> • Bottoms: Khaki or navy pants (no shorts) • Shirts: Logoed oxfords longsleeve (no polos) • School tie or bowtie • Belt, if bottoms have belt loops • Black, white, navy, tan, or grey shoes and socks



VII. SAFETY AND TRANSPORTATION

Safety and Boundaries

As an educational extension of both local Christian churches and families, Oak Hill Classical School takes the utmost care in providing a safe and healthy environment in which to educate its students. It seeks to form and foster biblical relationships between students, as well as to encourage and safeguard relationships between children and adults. For these reasons, Oak Hill’s “Student and Teacher Protection Policy” has been created. Among other things, it seeks to protect against cruelty to others, sexual misconduct, and acts of violence. This policy is based on the assumption that teachers are responsible for the safety of students during class hours alone, acting *in loco parentis* (in the place of parents).

- Students are not to leave campus unless they are with an approved adult. Students should at no time leave school property unless given clear permission by a teacher, parent, or public official acting on behalf of public safety.
- During breaks between classes, students are to stay in designated areas. (These will be clearly explained on the first week of class.)
- One-to-one sessions with students will be conducted in an open, public, or other place where private conversations are possible while in full view of others. Students should at no time be alone with an adult, whether church official or school affiliate. Teachers will not meet with students or parents outside of a setting and a time appropriate for a Christian teacher’s interaction with a child and/or parent.
- In all discipline or conference scenarios in which one parent or one student is involved, teachers are to ask for third-party mediation from a fellow teacher or Oak Hill board member.
- Upon encountering a suspicious person on school property, students and Oak Hill personnel are to immediately contact the proper authorities (either city official, parent, or Oak Hill personnel).
- All Oak Hill personnel are required by this policy to report known or suspected abuse of students to the appropriate state authorities.
- Class discussion or portrayal of sexual material (from literature, history, art, Scripture, et cetera) should be done in accordance with biblical doctrine and in consistent communication with parents.
- Physical contact between teacher and student, student and student, and teacher and parent should be in accordance with Christian principles of proper relationships as well as the laws and statutes set forth by the United States of America and the State of Georgia. Oak Hill does not practice corporal punishment with its students and in no way advocates corporal punishment between students. Home discipline is left to the discretion and wisdom of the parents in accordance with Biblical teaching. Physical force may only be used by Oak Hill personnel to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- There are many ways to demonstrate affection while maintaining positive and safe boundaries with students. Some examples of positive and appropriate forms of affection are listed below:



1. Brief hugs.
 2. Pats on shoulder or back.
 3. Handshakes.
 4. 'High-fives' and hand slapping.
 5. Verbal praise.
- No electronic devices are allowed during school hours or morning/afternoon carpool. This is a zero tolerance policy. See the section on Technology.
 - Parents or guardians must complete written permission forms or give verbal permission verifiable by a third party before Oak Hill personnel transport students for a school sponsored activity or for any purpose.
 - Firearms and weaponry are not permissible in a Oak Hill classroom or in affiliation with Oak Hill, but for educational purposes (to be communicated and approved in advance) or in accordance with the laws and statutes of the United States of America and the State of Georgia.
 - In the event of a medical emergency, Oak Hill personnel will first call 911, then a parent. Afterward, we will contact all relevant parties at a time and by a method which is most appropriate for the occasion.
 - Oak Hill personnel will cooperate with any investigation by state or federal authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by Oak Hill Classical School members, in accordance with school policy.

The violation of any of the aforementioned policies by teacher, parent, or student is grounds for discipline, removal, or legal action.

Transportation

Oak Hill does not provide transportation to and from school; parents must arrange for transportation for their students.

Student Drivers

1. Rhetoric students 16 years or older who have a valid driver's license and liability insurance may purchase a parking permit and be allowed to park on campus. The process for applying for a parking permit is as follows:
 - a) Students will bring their license to school and show it to the front office
 - b) Students will bring proof of insurance and show it to the front office
 - c) Students will pay a \$25 fee to obtain a parking permit
2. Upon arrival, students should park only in their assigned spot and should enter the school and report to the appropriate class.
3. After carpool is completed, students will be dismissed and should exit the campus in a timely manner. If a student needs to leave before the end of carpool, the parent will need to check the student out by 2:30pm through an email, written note, or in person.



4. Students are not permitted to give rides to other students who are not members of their own family until written permission has been given to the school office by the parents of both the driver and the passenger.
5. Students are not to go to their cars during the school day unless they have checked out of school to leave campus or have been given permission by an administrator.
6. Driving to school is a privilege that may be revoked at any time at the discretion of the school administrators. The school will annually assess the space available for student drivers and will determine the maximum number of student drivers possible for each year.

Morning Carpool Procedures

1. Logic and Rhetoric students (6th-12th grades) may be dropped off at the front door of the school beginning at 8:10am.
2. Grammar students (K4-5th) may be dropped off at the front door of the school beginning at 8:10am. Oak Hill Acorns are never to be dropped off at the front door but escorted in by a parent or guardian.
3. Parents are welcome to walk their children into the building, but should park in the parking lot, so as not to interrupt the carpool process.

Afternoon Carpool Procedures

1. All students are dismissed at 2:45pm. Parents should pull in front of the school and form 2 lines of cars, following the directions of the traffic director. The line furthest from the door is numbered 5 - 9, the line closest to the doors is 1 - 4.
2. Car engines are to be turned off while waiting for students to load.
3. Cell phones are not to be used during carpool.
4. Carpool tags must be visible upon entering school property.
5. Follow all directions of staff members managing carpool.
6. Your line of cars will be dismissed when all children are loaded safely.
7. If for any reason you need to wait for a child, or take a few extra minutes to buckle, etc., you will be asked to pull up and wait in the parking spots directly in front of the carpool lines (see carpool map).
8. Parents are welcome to walk in and get their children. However, they must wait until after carpool is completed to enter the building in order to keep lobby traffic to a minimum during carpool loading.
9. If a parent has arrived after 3:00pm to pick up children, he or she will be asked to come in and sign the student out.
10. Please avoid stopping traffic on Old Fountain road, even if it means passing the school and turning around.

Alternate Pickup procedures

1. If a parent plans for someone else to pick up their student in carpool, the parent must notify the front desk of this change by email or phone (770-338-7945) before 2:30pm.



2. If you have a standing carpool arrangement with another Oak Hill family, communication about that may happen one time, in writing or by email, to the front desk.
3. Early drop off and late pick up are not permitted.

Visiting the School

1. Parents are always welcome to visit Oak Hill Classical School. Parents are also welcome to join their children for lunch. See the class schedule for lunch times.
2. All visitors should follow the procedures below when visiting our school:
 - a. Visitors will sign in at the front desk (including reason for visit) and speak to a front desk staff member, who will distribute a visitor tag.
 - b. Visitors will wear a visitor tag at all times while in the building.
 - c. Visitors may only visit classrooms or areas of the school intended for that visit.
 - d. Visitors will sign out when leaving the building.
 - e. Visitors are to comply with the safety and boundary guidelines in this Handbook.
 - f. Visitors may be asked to leave campus if they are not cooperating with school guidelines or causing a disruption to Oak Hill's mission and vision.

Emergency Communication

The safety of our students, staff and faculty is of paramount importance to us at Oak Hill. In the event of an emergency (fire, severe weather, intruder), parents will be notified as soon as possible by email and by text. (Parents must sign up for Remind texts upon acceptance to Oak Hill. Text "@ohgryphons" to the number 81010).

Please do not contact the school during a presumed emergency, as our staff and faculty will be working hard to keep students as safe as possible.

Inclement Weather

Because Oak Hill does not provide transportation service, the responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.

In the event of inclement weather, even if Oak Hill is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. Absences will be logged and considered accordingly.

During times of inclement weather (or other school closing emergencies), Oak Hill will generally follow the lead of Buford City Schools regarding starting delays, early dismissals, and cancellations. Parents should monitor text, email, school social media pages and local television stations, in regard to starting delays, early dismissals, and cancellations.



Health Policy

1. Following Georgia state law, Oak Hill Classical School requires a current immunization record or a notarized religious affidavit statement for every student upon initial enrollment and again upon entering K5, 7th and/or 11th grades. Immunization records must be turned in to the school office before September 1 of that school year.
2. It is expected that students are sent to school healthy, well rested, and ready for class. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation. Oak Hill Classical School does not have a nurse on staff.
3. Parents should provide the school with updated emergency numbers of friends and/or family who can pick up their child from school if the child becomes ill. All updates are made via the Emergency Contacts web form in FACTS FAMILY ONLINE (formerly ParentsWeb). This information will be used to contact people who may need notification in a medical emergency when the parents cannot be reached first. The electronic Student Medical Form includes a waiver in order to facilitate necessary action in case of a medical emergency. This is indicated by checking “Yes” under “Permission to Treat” on that form.
4. All students who intend to participate in interscholastic athletics during the course of the academic year must have their parents and a physician complete Oak Hill Classical School's athletic forms prior to beginning participation. Students are not permitted to practice for or participate in any athletic contest if all forms have not been completed and turned into the athletic director. The Physical Examination and Health History forms are to be completed for each academic school year. These forms are available on the school's website (oakhillclassical.org/athletics) and at the front office.

Contagious Illness and Head Lice

Students with fever, diarrhea, contagious viruses, severe colds, strep throat, and the like should remain at home to avoid infecting others. They should not return to school until they are symptom-free and without a fever for at least 24 hours prior to re-entering the classroom (fever-free without the aid of medication). In the case of head lice on any child, a general notification will be sent to all families. Every discretion will be used in communications. **To avoid spreading lice, infected children should be kept home from school until they are free of lice and nits.** Parents are responsible for ensuring their child is lice and nit free.

Medication Distribution

1. No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself or any other student (except for medicinal inhalers and Epi-Pens, see #5b below). When possible, parents are to administer medication to their own children before and/or after school hours as necessary.
2. When medication during school hours is necessary, all medication taken by students must be administered by one of the following:
 - a. Parents of the student.
 - b. Designee of the parents. (Designee must be an adult identified in writing to Oak Hill Classical School prior to the initial distribution of medication.)



- c. Oak Hill Classical School staff person designated by the Headmaster.
3. Oak Hill Classical School will keep a supply of acetaminophen and ibuprofen that may be administered after written or verbal permission is granted by the parent to an Oak Hill Classical School staff member for each use. Alternately, parents are given the option at the beginning of the school year to give permission for acetaminophen and/or ibuprofen to be administered on an as-needed basis, in which case parents will receive an email after the student receives acetaminophen or ibuprofen.
4. For anything except acetaminophen and ibuprofen, parents must complete a *Permission to Administer Medication Form* and have the *signed physician's orders on file* for each prescription medication requested to be administered by Oak Hill Classical School. No medication will be given without the physician's signed request. All medications must remain in the school office, except in the case where permission has been granted to self-medicate for inhaler, Epi-Pen or insulin (see #5b below.)
5. Students who require medication on an as-needed basis through the use of an inhaler, Epi-Pen or insulin will be permitted to self-medicate if the following conditions have been met:
 - a. A physician has determined that the student should carry the medicinal inhaler, Epi-Pen or insulin on his or her person and self-administer the medication. Physicians' orders must be on file with the school office. PLEASE NOTE: We require that parents provide a current Epi-Pen to be kept in the main office in case of an emergency, even if the student also has permission to self-medicate and keeps one on his or her person.
 - b. Parents must complete the *Permission to Administer Medication Form* and indicate that: "the student is able to self-administer and carry the inhaler, Epi-Pen or insulin, and has been trained in its use."

Allergies

1. If a student has an allergy severe enough to trigger immediate medical attention, parents are asked to communicate thoroughly with the child's teacher, front office staff, and administration.
2. All common areas of Oak Hill Classical School are or have designated Peanut and Tree Nut Free zones. The school provides a peanut- and tree nut-free lunch table and chairs for students who are allergic to nuts.
3. Oak Hill will do all that it can to protect children from any allergens, including communicating regularly with parents about snacks to be given at school for special occasions, etc.
 - a. Teachers will provide a list of students and their allergies to the parents in their class.
 - b. Parents sending in snacks should contact the parents of students with allergies for approval of snacks.
4. When any school parent sends in food for a group of students, Oak Hill asks that a list of ingredients be included at least 24 hours in advance of the planned treat.
 - a. When the food is for a class specific event, the teacher will communicate to the parents of students in the class. When it is a larger school event an administrator will communicate with the parents.



5. For students with allergies, parents are encouraged to send in a small stash of appropriate snacks for their children.
6. Parents must give the school a plan of action should exposure to the allergen occur.
7. Parents are responsible for communicating with the school if a child's allergies change in any way.

Student Injury

1. Oak Hill strives to provide as safe an environment for its students as possible, but accidents do occur. If at any point a student is injured, the supervising teacher will initially assess the situation.
2. Depending on the nature of the injury, an incident report may be completed.
3. In general, minor injuries will be treated with over-the-counter medication, ice, and rest.
4. Should any injury be serious enough to warrant immediate medical attention, the student's parents and, if necessary, 911/ Emergency Services will be contacted immediately.



VIII. CELEBRATIONS AND PARTNERSHIPS

Holiday Observances

Oak Hill will recognize and celebrate the major Christian holidays throughout the year by not holding class. School will be closed according to those holidays on the Church calendar. However, students can expect a minimum amount of schoolwork during holidays (mostly reading), and work is to be completed before classes resume. Observances of holidays at Oak Hill shall be conducted according to the following guidelines:

1. The school recognizes the benefit and necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God’s providence and blessing in their individual lives and in history.
2. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ.)
3. Many believers view “Easter Week” as an especially holy season—a season for sober contemplation on the significance of Christ’s death and resurrection. The school will observe the deep significance of the season in classroom devotions, assembly services, and classroom discussions, but will not encourage parties and celebrations.
4. “Secular or National Holidays” (e.g. Valentine’s Day, Halloween, Veterans Day, etc.) will not be institutionally observed or encouraged, but neither will they be disciplined or ignored.

Birthdays

Parents may bring in a special treat for the class and/or lunch for their student(s). Parents should contact their teacher to arrange a day and time.

Philosophy of Parent Partnership

As a support and extension of the family unit, Oak Hill considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. We believe in the concept of *in loco parentis* – in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children, and we see ourselves as “subcontractors” of the parents; coming alongside the parent in this endeavor. The parents are the contractors – the ones who are responsible for getting the job done. Our authority and our tasks are delegated to us from the parents. Therefore, we strongly encourage parental involvement in the education of their children and have formatted our program to foster such involvement.

Oak Hill Classical School shall provide a 3-day course of instructions for K4 and K5 students and a 5-day course of instruction for 5-day K5 - 12th grade students. The school will provide all curricula, planning, grading, testing, and instruction. Parents shall be responsible for having their students complete any assigned homework. Parents shall also be responsible for familiarizing themselves with their student’s curricula and assignments. Parents are also responsible for supporting school efforts



for discipleship of their children, and for maintaining good communication with their children's teachers.

Parent Involvement

Parents can further involved themselves with Oak Hill and their child's education in a number of important ways:

1. Visit the school/class at any time.
2. Pray for the school, the students, the teachers, the alumni, and the other families.
3. Assist in the classroom. Arrangements should be made with the teacher concerned.
4. Act as chaperone on field trips or as a host for class parties.
5. Share your expertise, experience, and travels as they may relate to an area of study in a class.
6. Help with a special event in the school, e.g., Celebratio, Pastors Brunch, Spring Banquet, Grandparents' Day, etc.
7. Attend Parent-Teacher Conferences in the Fall. Oak Hill makes time in the schedule (early release) for parents and teachers to meet together. Informal conferences may be held anytime at the parent's request.
8. Attend annual Association Meetings (at least one parent required).
9. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home.
10. Read alongside your child; study with them. Learn the things they are learning.
11. Communicate your ideas for school improvement and comments regarding the school program to the administration. We want to hear from you.
12. Serve on one of the school committees (Fundraising, Development, Hot Lunch, Library etc.)
13. Help with Fundraisers.

Gryphon Flight Team (GFT)

Oak Hill is not just an organization of students, but one of students, staff, faculty, and families. It is through this association that volunteers are recruited for volunteer activities, including but not limited to the various events on the school calendar. Join the Gryphon Flight Team to help us organize parents and involved their many gifts in the life of the school.



IX. COMMUNICATION POLICY

We consider it a great privilege to serve families in educating their children from a classical and Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We desire to take direct action to resolve conflicts in a manner consistent with Scripture.

We have outlined the proper lines of communication and dealing with grievances according to the biblical principles found in Matthew 18 and James 3. We believe Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Oak Hill staff and administration will abide by these same principles in communicating with parents and students.

Often parents will have an idea on how to improve the school, but are not sure how to share it. In this case the same principles should be applied. If a parent has an idea about how to improve the school in general, he or she should talk to the administration or email Trustees@OakHillClassical.org

Some Principles to Guide Communication:

1. **The Board** will not serve as the initial contact on school related issues. Please communicate first with the person most directly involved with the issue, often a classroom instructor first and then the administrator.
2. **No individual Board member may** speak on behalf of the Board unless specifically authorized by the Board to do so on a specific issue.
3. **Parent to Parent:** If an issue should arise regarding the conduct of children outside of school, or if there appears to be a personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, biblical manner. The school has no authority over its students outside of school and will not become involved in personal conflicts beyond their effects in the classroom. If mediation is necessary, the school would urge families to seek the help of their church.
4. **Parents to Teacher:** If an issue should arise regarding an individual teacher's behavior, rules or procedures, the parents should speak directly to the teacher. If the issue is not satisfactorily resolved, the parent may bring the concern to the Headmaster.
5. **Parents to Headmaster:** If an issue should arise regarding school rules, procedures or curriculum or the Headmaster's behavior, the parents should speak directly to the respective Head/Administrator. Parents may also present concerns about individual teacher's behavior, rules or procedures directly to the Headmaster, if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved, the matter may be taken before the school Board.
6. **Parents to Board:** If an issue regarding any policy, curriculum, program, or staff member has not been satisfactorily resolved with the administration, the parents may present their concerns



to the Board at the regularly scheduled Board meetings. Parents should communicate with a Board member to schedule such a hearing.

In circumstances involving allegations of sexual harassment or assault: In cases involving complaints of potential sexual harassment or assault, the Headmaster shall be the officer to whom all such complaints are directed. Parents, students, and staff members are encouraged to report harassment or assault that they experience or witness. Any school parent, student, or staff member who receives a complaint of harassment or assault should report it immediately to the Headmaster. If the complaint involves the Headmaster, the report should be made directly to the Chairman of the School Board. All complaints will be investigated and reported, if necessary, to the proper local, state or federal authorities.

Non-Discrimination Policy

Oak Hill Classical School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.



“A ROADMAP TO SUCCESS: FOR PARENTS AND STUDENTS”

by Brian G. Daigle

At a time when the standard for success is so readily quantified, either by monetary value, GPA, standardized test scores, employment percentage, or a host of other mathematically-inclined standards, we as parents and educators need to consider success as is stated in God’s economy, put forth and explained in God’s Word. To cite various examples:

Genesis 1:28

And God blessed them, and God said unto them, Be fruitful, and multiply, and replenish the earth, and subdue it: and have dominion over the fish of the sea, and over the fowl of the air, and over every living thing that moveth upon the earth.

Deuteronomy 8:18

But thou shalt remember the LORD thy God: for *it is* he that giveth thee power to get wealth, *that he may establish his covenant* which he swore unto thy fathers, as *it is* this day. (emphasis added)

1 Kings 2:3

And keep the charge of the LORD thy God, to walk in his ways, to keep his statutes, and his commandments, and his judgments, and his testimonies, as it is written in the law of Moses, that thou mayest prosper in all that thou doest, and whithersoever thou turnest thyself...

Psalms Chapter 1

¹ Blessed [is] the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful.

² But his delight [is] in the law of the LORD; and in his law doth he meditate day and night.

³ And he shall be like a tree planted by the rivers of water, that bringeth forth his fruit in his season; his leaf also shall not wither; and whatsoever he doeth shall prosper.

⁴ The ungodly [are] not so: but [are] like the chaff which the wind driveth away.

⁵ Therefore the ungodly shall not stand in the judgment, nor sinners in the congregation of the righteous.

⁶ For the LORD knoweth the way of the righteous: but the way of the ungodly shall perish.

Psalms 37:4

Delight thyself also in the LORD; and he shall give thee the desires of thine heart.



Psalms 127:1

Except the LORD build the house, they labour in vain that build it: except the LORD keep the city, the watchman waketh *but* in vain.

Proverbs Chapter 3

- ¹ My son, forget not my law; but let thine heart keep my commandments:
² For length of days, and long life, and peace, shall they add to thee.
³ Let not mercy and truth forsake thee: bind them about thy neck; write them upon the table of thine heart:
⁴ So shalt thou find favour and good understanding in the sight of God and man.

Proverbs Chapter 20

- ⁷ The just [man] walketh in his integrity: his children [are] blessed after him.
⁸ A king that sitteth in the throne of judgment scattereth away all evil with his eyes.
⁹ Who can say, I have made my heart clean, I am pure from my sin?
¹⁰ Divers weights, [and] divers measures, both of them [are] alike abomination to the LORD.

Matthew Chapter 6

- ²⁵ Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment?
²⁶ Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they?
²⁷ Which of you by taking thought can add one cubit unto his stature?
²⁸ And why take ye thought for raiment? Consider the lilies of the field, how they grow; they toil not, neither do they spin:
²⁹ And yet I say unto you, That even Solomon in all his glory was not arrayed like one of these.
³⁰ Wherefore, if God so clothe the grass of the field, which to day is, and to morrow is cast into the oven, [shall he] not much more [clothe] you, O ye of little faith?
³¹ Therefore take no thought, saying, What shall we eat? or, What shall we drink? or, Wherewithal shall we be clothed?
³² (For after all these things do the Gentiles seek:) for your heavenly Father knoweth that ye have need of all these things.
³³ But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.

Matthew 16

- ²⁴ Then said Jesus unto his disciples, If any *man* will come after me, let him deny himself, and take up his cross, and follow me.



- ²⁵ For whosoever will save his life shall lose it: and whosoever will lose his life for my sake shall find it.
- ²⁶ For what is a man profited, if he shall gain the whole world, and lose his own soul? or what shall a man give in exchange for his soul?

Luke Chapter 16

- ¹⁰ He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much.
- ¹¹ If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true [riches]?

Romans 12:2

And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what *is* that good, and acceptable, and perfect, will of God.

Galatians Chapter 5

- ²² But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith,
²³ Meekness, temperance: against such there is no law.

1 Timothy Chapter 6

- ¹ Let as many servants as are under the yoke count their own masters worthy of all honour, that the name of God and [his] doctrine be not blasphemed.
- ² And they that have believing masters, let them not despise [them], because they are brethren; but rather do [them] service, because they are faithful and beloved, partakers of the benefit. These things teach and exhort.
- ³ If any man teach otherwise, and consent not to wholesome words, [even] the words of our Lord Jesus Christ, and to the doctrine which is according to godliness;
- ⁴ He is proud, knowing nothing, but doting about questions and strifes of words, whereof cometh envy, strife, railings, evil surmisings,
- ⁵ Perverse disputings of men of corrupt minds, and destitute of the truth, supposing that gain is godliness: from such withdraw thyself.
- ⁶ But godliness with contentment is great gain.
- ⁷ For we brought nothing into [this] world, [and it is] certain we can carry nothing out.
- ⁸ And having food and raiment let us be therewith content.
- ⁹ But they that will be rich fall into temptation and a snare, and [into] many foolish and hurtful lusts, which drown men in destruction and perdition.
- ¹⁰ For the love of money is the root of all evil: which while some coveted after, they have erred from the faith, and pierced themselves through with many sorrows.
- ¹¹ But thou, O man of God, flee these things; and follow after righteousness, godliness, faith, love, patience, meekness.
- ¹² Fight the good fight of faith, lay hold on eternal life, whereunto thou art also called, and hast professed a good profession before many witnesses.



- ¹³ I give thee charge in the sight of God, who quickeneth all things, and [before] Christ Jesus, who before Pontius Pilate witnessed a good confession;
- ¹⁴ That thou keep [this] commandment without spot, unrebukeable, until the appearing of our Lord Jesus Christ:
- ¹⁵ Which in his times he shall shew, [who is] the blessed and only Potentate, the King of kings, and Lord of lords;
- ¹⁶ Who only hath immortality, dwelling in the light which no man can approach unto; whom no man hath seen, nor can see: to whom [be] honour and power everlasting. Amen.
- ¹⁷ Charge them that are rich in this world, that they be not highminded, nor trust in uncertain riches, but in the living God, who giveth us richly all things to enjoy;
- ¹⁸ That they do good, that they be rich in good works, ready to distribute, willing to communicate;
- ¹⁹ Laying up in store for themselves a good foundation against the time to come, that they may lay hold on eternal life.
- ²⁰ O Timothy, keep that which is committed to thy trust, avoiding profane [and] vain babblings, and oppositions of science falsely so called:
- ²¹ Which some professing have erred concerning the faith. Grace [be] with thee. Amen.

James 4:10

Humble yourselves in the sight of the Lord, and he shall lift you up.

All these verses, as well as many others in Scripture, have a few important principles in common:

- 1) success is defined by God,
- 2) success is centered upon God's providence and His eternal glory,
- 3) we can be deceived about success in this present life,
- 4) we are prone to taste and love that deception,
- 5) parental success, as God defines it, confers blessings on children and children's children.

The translation of these principles to education is important. The good student, the good home, the good church, the good parents, and the good job cannot simply be measured in number. This is true because "good," by definition, hastens us to an ethical standard, one which numbers do not fully grasp. The same is true for "success." What is success for the Christian student? What is success for the Christian school? The Christian home? The Christian church?

Let's first consider, by way of doing a bit of demolition, what success in education is not. As Christians, who are to see the purpose of man far beyond any answer given by capitalism, democracy, technology, and political revolutionaries, we should agree with John W. Robbins in his foreword to Gordon Clark's *A Christian Philosophy of Education*:

"The purpose of education is not to enable the student to earn a good income.



The purpose of education is not to preserve our American system of government and political freedom. The purpose of education is not world unification.

The purpose of education is not to teach young people a trade.

The purpose of education is not to encourage the never-ending search for truth.

The purpose of education is not to put the student in harmony with the cosmos.

The purpose of education is not to raise the consciousness of students and train them for world revolution.

The purpose of education is not to prepare students for productive careers.

The purpose of education is not to integrate the races.

The purpose of education is not the social adjustment of the child.

The purpose of education is not to stay ahead of the Russians (or Japanese) in technology.

The purpose of education is not to create good citizens.

No, the purpose of education is far different, far more noble than any of these things.

The purpose of education is to make Christian men, men transformed by the renewing of their minds after the image of Him who created them.” (emphasis added)

Thus, what has been said so far boils down to a few principles within education specifically:

1) Success in learning cannot be acquired without the work of the Holy Spirit and the good providence of the Triune God (i.e. it cannot be acquired by college prep, the most academically competent teachers, higher tuition, better buildings, a major capital campaign, more logic, *et cetera*)

2) Success in education requires a lifelong standard, eternal even, not one of easily seen checkpoints (i.e. college entrance, good job, suburban home, ACT score, *et cetera*).

When we see it this way, the goal of education is a well-lived life complete with faithful men and women at the helm. It also means that success in education is radically connected to faithfulness with our personal and societal lots. So, practically speaking, what does present faithfulness, and therefore present success, look like in our students and parents?

To be a **successful Oak Hill student**, here are seven goals we should mature in balancing:

1. **Be in class.** This means both physically and emotionally. Be present and on time. Be attentive to lectures and prepared with questions or concerns from the previous class's homework. Actively engage your classmates and teachers. Actively listen. Actively read. Actively speak. Actively learn. Consider your own sentiments on the topic, and how those sentiments are consistent or not with God's Word, so that your head may truly be more learned than your bookshelves.



2. **Turn in work on time.** Maintain a kind of order and *decorum* for your personal schedules so that your work at Oak Hill takes high priority. Balance your duties at home and within the broader community so as to serve your academic work and not oppose it. Use wisely the time given to you to complete assignments. Be efficient, yet thorough.

3. **Do your best work** and let the quality of your work be ever maturing. Since this education is formally yours to behold, be grateful by the quality of work you do, the kind of work you present to your teachers and the Lord. Care for the learning process and those working to provide you with this kind of education, which means slothfulness is not a mark of a Godly man or woman. The more you put into this, the more you will get out of it. If this kind of education bores you, it is because you are a boring person.

4. **Dig.** Don't expect the answers or the questions to come easily. And don't expect them to be necessarily difficult because they are old. Be a problem-solver who lives with eyes wide open. Mental sweat in the right directions and for the right reasons is a good thing. This is the kind of work which establishes a life-long work ethic, translating to home, office, and church.

5. **Be teachable.** We know there will be many things you do not know, and this is okay to say. "I don't know" is one of the starting principles of any good student. You are in school for this very reason. We continue to learn and read for this very reason: there will always be things we don't know. And this ignorance should not drive us to frustration or self-loathing. It should drive us to dig, to seek for answers and pray for Godly inspiration and knowledge. Thus, be soft and humble in your reception of critique and bold in your pursuit of wisdom, understanding, and application.

6. **Help others dig.** Be aware of your neighbor, their struggles and their gifts. Lend your gifts to strengthening and teaching others. And don't wait to be asked to do so.

7. **Go to the source.** When conflict arises -- and it will -- between you and your classmate or you and your teacher, be sure to go to the source (the other person) to resolve the issue. Be not quick to 'share the situation' with your friends while bitterness stews and brews. Counsel is a good thing; gossip, cancerous. If you feel your brother has sinned against you, go to the Lord, go to your brother, and then go with your brother to the Lord. Likewise, consider whether the 'sin' really is a sin, or if it is something that Christian love can simply forgive without a student militia being formed. If your classmate steps on your toe or drops his/her backpack on yours, Christian love can absorb and forgive this trifle with little commotion, if any.

To be a **successful Oak Hill parent**, here are five goals we should mature in balancing:

1. **Create a healthy family structure.** This structure should encompass both time and space. Because as grown-ups we set the pace for our home, we likewise set the pace and structure



in which our children live, move, and have their being. This means that by setting any structure whatsoever, we automatically open doors for some options and close the door on others. The structure of our family functions should be such that our students are supported in their work and neither opposed nor conflicted. Oftentimes, this is as simple as maintaining good eating and sleeping habits, as well as proper rest on the weekends. This basic structure makes for a happy and alert student. As parents and teachers, it should be our utmost concern that as our children get older, we mature with them in creating an environment that will further facilitate, not hinder, their faithfulness to the responsibilities God has given them at this time.

2. **Be the kind of student you want your child to be.** We as parents are the primary models for our children in all things. Whether or not we have formally set ourselves in that role as parents, God has. As primary educators, we are also primary students. This means that your students will deal with books, learning, culture, the world, thinking, argumentation, frustration, work, and play much like you do. If we want our children to dig and be life-long learners, we cannot simply command them to do so. We must first model it for them. Do they see you dig? Do they see you read? Do they see you engage in good conversations with friends or family members? Do they see you put Scripture paramount in the home? Do they see you pray for your pastor and forgive your spouse? Raising a child in the way they should go does not simply mean putting them in a certain context and on a certain path, then saying “go.” It means you modeling for them *the way* they should go, raising them with your thoughts, words, and deeds, and not just your “because I told you so.”
3. **Be the primary educator.** This is similar to the first two, though a few distinct things need to be said. Being the primary educator in this sense means something like being the primary worldview-giver, the most important worldview shaper in our child’s life, and being intentional about it all the way through. This may feel a little more natural for moms than it does for dads, given the typical roles of each in modern education. Still, fathers have a natural and important role not just in shaping grand teachings and practices in the child, but in leading them. As fathers we ought to be just as intentional and creative, working closely with our wives to cast a vision and bring that vision to fruition for our children, even if much of our formal careers are done outside the home. I believe too many moms feel like an educational island in their home. This ought not to be the case. If these few paragraphs don’t convince you, pick up *Father Hunger* by Douglas Wilson and give it a thorough read. As fathers, in order to have the kind of vision we need to be giving, we must turn our grazing attention away from Georgia football on Saturday nights and toward our children in preparation for Sunday morning. How would our homes look different if we chose to only watch one SEC football game this fall, using the other Friday or Saturday nights as times to sing the Psalms with our families or have Christian fellowship around a good meal? What if instead of watching SEC football we went with our kids in the backyard and tried to design a new sport, one never before played? This is not to say watching football is necessarily a sin. It is only to say that idols are real, and idols are always local,



immediately seen and felt in neighborhoods and on the local news. Cathedrals really can look like stadiums.

Likewise, being the primary educator for our students means asking education-minded questions as often as possible: How is the Lord incorporated into everyday tasks? How does Christian joy overflow at the dinner table? How does forgiveness play itself out in the living room or in the car? Where does logic and literature fit with a grocery trip? (Even if your child comes to know more logic or literature than you, are you interested? Do you ask questions?) In being the primary educator, we have a great privilege to think through a host of good curricula for our children, giving them a wide range of experiences, including the academic ones, while showing how it all holds together in Christ. Family time should have some kind of catechesis involved, explaining the basics of Christian doctrine and how that doctrine becomes practice. The local church, particularly the Sabbath day, should matter greatly to our understanding of the Christian's life and tasks. Time management and relationship to authority gain ground, or lose ground, with us as parents. Sure, learn some of the subjects with your student and read along in the literature! Edit papers and spend thirty minutes or an hour a day talking with your student about what they are learning academically. Ask lots of questions if you don't feel like you can contribute anything substantively to the subject at hand. More importantly, model for them those things which you hope for them to be doing by the time they are your age, and make sure your hopes align with God's Word. Don't simply be the kind of parent your child needs now. Be the kind of parent you want your child to become.

4. **Fill the voids.** When communities are assembled, and we become a part of that community, it is important we find ways our God-given gifts and talents fit within the overall frame and goal of that community. Some are able to give time, some give money, some give organization abilities, some give daily prayers, and some give shout-outs on their blogs. Either way, we should all be giving.
5. **Go to the source.** When expectations are not fulfilled, one of two things has occurred: either we had unrealistic expectations because of our own faulty assumptions, or someone built those expectations in us with a promise and did not keep that promise. The majority of the time it is the former scenario. Thus, we have conflict. When conflict arises, and it will, between you and a fellow parent or between you and the teacher, be sure to go to the source (the other person or your own expectations) to resolve the issue. Be not quick to "share the situation" with the moms at a weekly pow wow where egos tend to be stroked along with exaggerated information. Counsel is a good thing; gossip, cancerous. If you don't know which one you are doing, know we are prone to gossip before we are prone to goodly Godly counsel. If you feel your brother has sinned against you, go to the Lord, go to your brother, and then go with your brother to the Lord. Likewise, consider whether the "sin" really is a sin, or if it is something that Christian love can simply forgive without a parent militia being formed. If a fellow parent brings to the potluck the same dish you brought, or



teachers choose different uniform colors than you would have chosen, Christian love can absorb and forgive this trifle with little commotion, if any at all.

We do not deserve Oak Hill. We do not deserve this opportunity for our children. We have not done enough in our lives to earn it. Oak Hill is a gift, and we have a simple responsibility: be thankful and be good stewards, together. This is what our western heritage is; this is what the Gospel requires.