



# **School Handbook**

## **2021-2022**

Current as of August 2021





*Cultivating Wisdom, Joyful Learning, and  
Love for God and Others*

# TABLE OF CONTENTS

<b>OAK HILL CLASSICAL SCHOOL</b>	<b>5</b>
Historical Sketch	5
Mission	5
Statement of Faith	5
Philosophy of Education	6
Affiliations	8
Oak Hill Classical School Board	8
<b>ADMISSIONS</b>	<b>8</b>
Admission Procedures	8
Student Requirements	9
Parental Requirements	9
Timeline for New Students	10
Re-enrollment	10
<b>TUITION</b>	<b>10</b>
Discounts & Financial Aid	10
2021-2022 Tuition	11
Additional Fees	11
Financial Commitment	11
<b>GENERAL SCHOOL POLICIES</b>	<b>12</b>
School Hours	12
Attendance Policy	12
Short-term / Unplanned Absences	12
Make-up Work	12
Extended Absences	12
Pre-Arranged Absences	13
Tardies	13
Early Check-Out	13
<b>DISCIPLINE POLICY</b>	<b>14</b>
Code of Wisdom	14
School Rules	15
Classroom Discipline	15
Referrals	16
Serious Misconduct	16
Expulsion	16
Re-admission	17
<b>UNIFORMS</b>	<b>17</b>
Vendors	17
Rationale	17

Pop-Culture References/Characters	17
Enforcement	18
General Dress Code	18
Uniform Quick Guide for Girls	21
Uniform Quick Guide for Boys	22
<b>TRANSPORTATION &amp; SAFETY</b>	<b>23</b>
Pick-up and Carpool	23
Photo Release Permission	24
Visiting the School	24
School Event Transportation	24
Emergency Communication	24
Sexual Harassment or Assault	25
Inclement Weather	25
<b>MEDICAL</b>	<b>25</b>
Health Policy	25
Contagious Illness	26
Head Lice	26
Medication Distribution	26
Allergies	27
Injuries	27
<b>CELEBRATIONS</b>	<b>28</b>
Holiday Observances	28
Birthdays	28
<b>PARTNERING WITH PARENTS</b>	<b>28</b>
Philosophy	28
Ways to Get Involved	29
Gryphon Flight Team (GFT)	29
<b>COMMUNICATION</b>	<b>30</b>
Principles	30
Stay Connected	31
Social Media	31
<b>ACADEMICS</b>	<b>32</b>
Homework Policy	32
Grading Guidelines: Grammar School	33
Grading Guidelines: Upper School	34
Help Classes	34
Field Trips	35
Promotion Policy	35
Learning Disabilities	35
<b>NON-DISCRIMINATION POLICY</b>	<b>36</b>

# OAK HILL CLASSICAL SCHOOL

## Historical Sketch

Oak Hill Classical School is a K-8, independent, interdenominational, 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. We do encourage and expect academic rigor and excellence from our students, but we hope for more for them. 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. We believe that the creeds of the early church and the major confessions of the Protestant Reformation are credible summations of biblical orthodoxy. We are in essential agreement with these creeds and confessions when they speak to the doctrinal issues addressed in this Statement of Faith. 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.

1. We believe that the 66 books of the Old and New Testaments are alone the perfect, inspired, infallible, and authoritative Word of God, and as such, rightly interpreted, they are the final authority in faith and practice.
2. We believe that there is only one God, eternally existent in three Persons: Father, Son and Holy Spirit, who is infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth; He alone is sovereign over all things, ordaining whatsoever comes to pass.

3. We believe that God created all things out of nothing, for His own glory and good pleasure, and for the display of His eternal power, wisdom, and goodness; having created all things, God created man in His image, male and female, perfect, sinless, and immortal, and He charged mankind with the governance of the created world, to cultivate it for His glory.
4. We believe in the historicity of Adam and Eve, our first parents; we believe that though they were created sinless, they did not remain in that perfect state, but willfully and consciously disobeyed their Creator's command. Consequently, the guilt of Adam's sin and his fallen nature are covenantally transferred to all mankind.
5. We believe that God created and gifted men and women differently for different roles, and that such differences should not be minimized, but recognized, encouraged, and enjoyed.
6. We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth during the reign of Caesar Augustus, in His sinless life, in His miracles, in His vicarious and sin-atonement death on a cross by the shedding of His blood, in His bodily resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.
7. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary; salvation is a gift of God, received by grace alone, through faith alone, in Christ alone, for the glory of God alone.
8. We believe that faith without works is dead.
9. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live godly lives.
10. We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of damnation.
11. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
12. We believe that parents are responsible for educating their children and for bringing them up in the nurture and admonition of the Lord.

## 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 specially 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. Oak Hill is established, equipped and committed to a classical approach to education in the light of a Christian worldview, grounded in the

Old and New Testament Scriptures. We seek to set an educational standard for a unified and directed approach to classical and Christian learning. 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 to continually 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.



---

## Affiliations

### Association of Classical Christian Schools

Oak Hill Classical School is a member of the Association of Classical Christian Schools (ACCS). ACCS is organized to promote, establish, and equip member schools that are committed to a classical approach in the light of a Christian worldview.

### Georgia Association of Christian Schools

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 Trustees 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 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.

## ADMISSIONS

### Admission Procedures

1. Prospective parents should:
  - a. Attend an Oak Hill Classical School Informational Meeting, Open House, or individual tour of the school and read the Oak Hill Classical School Student/Parent Handbook and our Statement of Faith (both available on our website). Speak to the Head of School if you have any questions about classical Christian education in general or about Oak Hill in particular.
  - b. Submit the Application for Admission (available online at our website) and other applicable documents to the school office with a \$150.00 per child non-refundable application fee. If applicable, also submit an online Application for Financial Assistance (see Oak Hill website for details).
2. Upon receipt of a completed Admission Application, other required documents, and fee, an academic assessment will be scheduled for the prospective student(s). This assessment includes math, reading, and writing skills, and is given to determine where the student stands academically.

3. Once the assessment is complete, a family interview is scheduled. At the interview, the family's questions about Oak Hill will be answered, and the school's expectations will be clarified. Each parent, student and siblings over the age of two must participate in the family interview.
4. The school will contact parents with a decision regarding acceptance. If accepted, the family will receive an email letter of acceptance with enrollment instructions. The school will also notify parents with respect to decisions regarding any requests for financial assistance.
5. The Enrollment Contract must be signed and returned to the school with the enrollment fee (\$400). All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final.
6. At least one parent is required to attend Curriculum Night held soon after the beginning of the new school year and the two Association meetings held once each Semester.

## Student Requirements

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. 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.
3. 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 applied.

## Parental Requirements

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 Head of School, 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. These matters will be reviewed in the family interview.
2. 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.

## Timeline for New Students

1. Open enrollment for new students begins February 1st. Enrollment remains open until July 15th.
2. Oak Hill seeks to conduct the Admissions process as expediently as possible, while allowing time for parents to sufficiently consider this decision.

## Re-enrollment

1. Re-enrollment of current students begins January 15. Parents are encouraged to re-enroll their students during this time, to assure they have a spot for the following school year. The application fee is waived and a registration discount is given during the re-enrollment period.
2. The Head of School will communicate by email with parents as to the timing of re-enrollment.
3. The re-enrollment process should be done completely online through TADS.

## TUITION

Education is one of the most important investments parents will make in their children. In seeking to be good stewards of our faculty, facilities, students, and finances, Oak Hill operates on a tuition-based model. The vast majority of our general budget is covered by tuition and fees. However, in keeping with our mission and vision, we work hard to ensure we offer the highest-quality education at an appropriate and kind cost to parents. We also want to make this education as accessible as possible to all who desire to provide it to their children. For that reason, we offer several opportunities for Financial Aid and discounts.

## Discounts & Financial Aid

The following are available:

- Application fee (\$150) waived for returning students who re-enroll by March 31
- Enrollment fee \$100 discount for re-enrollment/enrollment by March 31
- Full tuition payment (by July 1): 5% discount
- Biannual payments (by July 1 and January 1): 3% discount
- Multi-Child Discount: 2.5% discount each additional student (up to four additional students)
- Pastoral Discount: 25%
- 25% off tuition for faculty children who attend Oak Hill
- Oak Hill uses third-party organizations to determine a family's eligibility for financial aid.
- The financial aid application process can be initiated at any point after open enrollment begins (February 1) and we encourage you to begin the process as soon as possible, to assist us with budgeting.
- Financial Applications without an Oak Hill Application will not be considered.

- Oak Hill provides financial assistance via three avenues:
  - **Budget allocations:** Oak Hill strives to provide at least a tithe (10%) of our operating budget each year, as funds are available, through financial assistance and discounts to families who are committed to educating their children at Oak Hill.
  - **Arete Scholars Fund / Tax Credit Scholarship:** In addition to in-house funds, Oak Hill partners with Arete Scholars Fund to offer significant scholarships to qualified applicants. For more information, and to download an Arete application, please visit [aretescholars.org](http://aretescholars.org).

## 2021-2022 Tuition

K-4 (3-day)	\$4,870
K-4 (5-day)	\$6,870
K-5 (3-day)	\$5,365
K-5 (5-day)	\$7,625
Grammar School (grades 1-5)	\$9,250
Logic School (grades 6-8)	\$9,730

## Additional Fees

### Grammar School

Application Fee	\$150 (waived for existing students through March 31)
Registration Fee	\$400
Books and Activity Fee	\$400

### Logic School

Application Fee	\$150 (waived for existing students through March 31)
Registration Fee	\$400
Books and Activity Fee	\$550

## Financial Commitment

Oak Hill must make substantial financial commitments each year based on the number of students enrolled (teacher salaries, adequate facilities, supplies, etc.). For this reason, all tuition is non-refundable and non-transferable except in extreme circumstances. Financial commitments are binding for the entire school year. This holds for students who withdraw anytime during the school year, whether the second week or mid-year. The Oak Hill board will consider cases on an individual basis if a student discontinues enrollment. Prepaid tuitions that are not refunded will be calculated and acknowledged as a charitable donation. Tuition and fees include the use of all books for students.

## GENERAL SCHOOL POLICIES

### School Hours

School Hours: 8:30am - 3:00pm

Morning drop-off begins at 8:10am and runs until 8:25am

Afternoon dismissal begins at 3:00pm and ends at 3:15pm

On early release days, all grades are dismissed at **noon**.

### Attendance Policy

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 school

([admin@oakhillclassical.org](mailto:admin@oakhillclassical.org)) and all the student's teachers explaining the absence as soon as possible.

### Short-term / Unplanned 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.

### Make-up Work

It is expected that the child or his parents discuss these arrangements with the teacher and take the initiative in completing the missed work.

Upper School 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.

For Upper School unexcused absences, a student may receive a "0" on daily work or minor quizzes. They may be allowed to make up any major tests, however, 10 points may be deducted from the grade.

### Extended Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the school and the student's teachers in writing or by email, explaining the circumstances. This will permit the administration and the appropriate teacher(s) 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. For upper school, a student must complete final exams before advancing to the next grade level. A student who is absent during a final exam will receive a grade of "I" (incomplete) in the pertinent course until the missed exam is completed.

Upon request from parents, the Head of School is authorized to waive requirements set by other provisions of this policy. In doing so, he shall take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

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 "P" (pass) or "F" (fail) 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, when extended absences are voluntary (versus emergency or illness), we expect all schoolwork to be completed within the time specified by the teacher.

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.

### **Tardies**

A tardy is defined as any occasion when the student is late for school at the beginning of the day or picked up late following afternoon carpool.

1. Morning carpool runs from 8:10-8:25am. Doors close promptly at 8:25am, any student arriving after the doors are closed will be considered tardy and will need to be signed in by a parent and collect a tardy slip from the front desk.
2. Students should be in their seats, ready to begin their day at 8:30am.
3. Afternoon carpool runs from 3:00-3:15pm. Parents arriving to pick up their student(s) after 3:15pm should come in to sign out their student(s) and a tardy will be given.
4. Each student is allowed 4 tardies per semester. The 5th and subsequent tardies result in a \$10 fine per tardy, per student. Upper school students that miss more than half of the first period will be considered absent from that class.
5. Every Student who arrives late to school must pick up a tardy slip at the front desk and give it to their teacher.

### **Early Check-Out**

Parents must see the front office staff to check a student in or out of school. After a parent has checked out the student the parent will need to wait in the lobby or in their vehicle in the closest carpool lane until the child is released to them. All requests for early check-out should be communicated to the school by phone or email before 2:30 pm. Teachers are not permitted to release a student to anyone before first checking with the office.

## DISCIPLINE POLICY

All discipline will be based on biblical principles (e.g., confession, repentance, reconciliation, restitution, forgiveness, etc.) and administered using the expectations outlined in the Code of WISDOM (see below). Behavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a Christ-like life. It is our desire to point students to Christ as the remedy for their sin; not simply to control or change their behavior. It is also understood that parents are ultimately responsible for their child's behavior, even while the child is at school. Oak Hill Classical School will not administer corporal punishment.

Oak Hill teachers and staff work to create the best environment in which students can learn. As teachers create predictable routines, make expectations clear and simple, manage transitions thoughtfully, and execute well-planned lessons, students at each grade level will be given the proper structures in which to make good choices. However, even in the best-ordered classroom, students will sin, and it is in those times that Oak Hill faculty and staff have the opportunity to disciple students toward a life of repentance and faith in Jesus Christ.

The vast majority of behavior problems will be dealt with at the classroom level, by the classroom teacher. The kind and amount of discipline (within these stated guidelines) will be determined by the teacher and respective Head of School. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

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.

### Code of Wisdom

As we seek to holistically cultivate wisdom into the mind, body, will, and affections of our students the "Code of Wisdom" is central. All students at Oak Hill will be expected to conduct themselves according to the code of WISDOM listed below.

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

This will be the primary verbiage that teachers and staff use with our students. Following are some more specific rules and consequences that are also part of our procedures.

## School Rules

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 electronic games, or devices (including smart watches) in school during the school day.
4. No glass containers are allowed at school.
5. No guns or knives are allowed on the school grounds.
6. 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.
7. 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.
8. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
9. 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.
10. Public displays of affection are not permitted by Oak Hill students on school grounds or at school-related events (e.g., games, field trips, extracurricular activities).
11. It is expected that students work diligently and concentrate fully on their work while in school.
12. 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.
13. Restrooms, locker rooms, and changing facilities are only to be used in conformity with one's biological gender.

## Classroom Discipline

Our routines and rhythms of the day are an integral, but yet often overlooked, part of our overall discipline plan. Teachers have thoughtfully laid out their schedules, seating assignments and routines to aid each student to grow in wisdom.

Redirecting and training are focused on the heart of the matter and students are continually pointed back to God's Word and His help.



Consequences are also a necessary part of discipline and training. Natural consequences are preferred when applicable.

Each teacher will also implement a classroom policy that is designed to communicate concretely to the child about his/her behaviour. These plans are developmentally appropriate for that grade level and will be communicated by the individual teachers. For example, in K4 a child might “pull a banana,” while in 5th grade the child may write his/her name on the board.

Communication and partnership with parents is vital and will happen via “take-home” folders, emails and phone calls.

## Referrals

There are five behaviors that will **automatically** necessitate a disciplinary referral. Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, stealing.
3. Rebellion (i.e., outright disobedience).
4. Fighting (i.e., striking in anger or with the intent to harm another student), or putting self or others in danger.
5. Obscene or profane language, including taking the Lord’s name in vain.

## Serious Misconduct

If a student should commit an act of a serious nature, the school may deem it necessary to bypass the protocol outlined above, and impose suspension or expulsion immediately. Examples of such serious misconduct could include: endangering the lives of other students or staff, gross violence, vandalism to the school facilities, violations of law, or any flagrant act in clear contradiction of scriptural commands. Students also may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session. Any serious misconduct resulting in suspension or expulsion will be added to the student’s permanent school discipline record.

## Expulsion

The Oak Hill Board of Trustees 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 Head of School is empowered to expel the student. 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 first to the Head of School and then to the Board of Trustees.

## Re-admission

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

## UNIFORMS

### 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](https://landsend.com/school). Oak Hill ID: 900155771

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

### Rationale

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 work day 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.

### 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.

## **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 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.

## **General Dress Code**

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. Boys Oxford shirts must be logoed and buttoned to the top when worn with a tie or bowtie.

### **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 that don't have built-in shorts.

### **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 Quick Guides.

1. Socks and shoes must be predominantly 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, 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, coats, 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.

### *Grammar School*

**Grammar School students remain in school uniforms for P.E. class.** Please wear appropriate underclothing (recess shorts or tights) under skirts or dresses that do not have built-in shorts.

### *Upper School*

**Upper School students must dress in athletic clothes for P.E. class.** The rules below apply to male and female students. If a student is out of dress code for P.E., it may result in a zero for the day in that class.

- Shirts must be unaltered Oak Hill-issued t-shirts (e.g. for field day, athletic competitions, capstone trips, 5K, etc.).
- Shorts must be basketball-style and no shorter than 3 inches above the knee (may be shorter when worn with leggings).
- Pants must be loose-fitting (e.g. track pants, joggers, etc.). Leggings may only be worn when layered with shorts.

## Hair, Makeup and Accessories

1. Girls in Grammar School may not wear makeup. Girls in Upper School 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 below the collar. Boys in Upper 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).

### **Gryphon (Spiritwear) Fridays**

Gryphon Fridays give students a chance to show school spirit and exercise some individualism. As students get older, they are progressively given more choices on this day.

For this day, all students may wear any Oak Hill t-shirts or sweatshirts, tucked or untucked, and any uniform bottoms. Oak Hill tops must be school-issued (field day, athletic competitions, capstone trips, 5K, etc.) No sleeveless shirts are permitted.

Upper School students are free from color restrictions for socks and shoes. They may also wear jeans on Gryphon Fridays. Jeans may not be tight and may not have rips, holes, or tears, etc.

Reminder: "Dominion" shirts (the school's former name) are not permitted.

### **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/Dresses must be uniform length (i.e. no more than 3 inches above the knee)
2. Policy of no characters/pop-culture references applies
3. No rips, holes, tears, etc.
4. No overly tight or revealing clothing
5. No spaghetti straps, tank tops or strapless tops

## 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 Worn every Wednesday	Everyday Options See Lands' End site for specifics	Gryphon Fridays Optional on Fridays
<b>GRAMMAR K4 – 5th</b>	<ul style="list-style-type: none"> <li>White Peter Pan Polo (long or short-sleeved)</li> <li>Plaid Jumper</li> <li>Navy or White tights or socks</li> <li>Regular School Sneakers may be worn on Wednesdays, unless it is a Special Event that requires Full Best Dress.</li> <li>Required for Special Events: Navy/Black T-strap or Mary Jane shoes</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki, navy, or plaid skirts; navy and khaki skorts, shorts, or pants</li> <li>Shirts: Logoed polos</li> <li>Dresses: Logoed polo dress (Privacy shorts, leggings, or tights should be worn under dresses)</li> <li>Belt, if bottoms have belt loops</li> <li>Dark colored or white tights or socks</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki, navy, or plaid skirts; navy and khaki skorts, shorts, or pants</li> <li>Oak Hill T-shirts or sweatshirts</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> <li>Pull-over, Oak Hill outerwear may be worn on Gryphon Fridays.</li> </ul>
<b>LOGIC 6th – 8th</b>	<ul style="list-style-type: none"> <li>White Oxford (long-sleeved or short-sleeved), no logo</li> <li>Plaid pleated skirt, top of the knee</li> <li>Navy V-neck cardigan</li> <li>Navy knee socks or tights</li> <li>Regular School Sneakers may be worn on Wednesdays unless it is a Special Event that requires full Best Dress.</li> <li>Required for Special Events: Navy or black closed toe shoe; no more than 2" heel</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki and navy skorts, skirts.</li> <li>Shirts: Logoed polos</li> <li>Dark colored or white tights or socks</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Jeans or uniform bottoms. Jeans may not be tight and may not have rips, holes, or tears, etc.</li> <li>Oak Hill T-shirts or sweatshirts</li> <li>Color choice for socks and shoes</li> <li>Pull-over, Oak Hill outerwear may be worn on Gryphon Fridays.</li> </ul>

## Uniform Quick Guide for Boys

In addition to the general guidelines listed below, the following is a list of specific uniform guidelines for young gentlemen attending Oak Hill Classical School. **Full Best Dress must be worn on Picture Day, Lessons & Carols, Grandparents' Day and Spring Vesper.** Full Best Dress includes \*Pants (not shorts), dress socks (not white), and dress shoes. Long sleeved logoed oxfords are required for Logic School's (6th-8th) Full Best Dress.

Grade Level	Best Dress Worn every Wednesday	Everyday Options See Lands' End site for specifics	Gryphon Fridays Optional on Fridays
<b>GRAMMAR K4 – 5th</b>	<ul style="list-style-type: none"> <li>French Blue Oxford from LE, (long-sleeved or short-sleeved) buttoned to top, logoed.</li> <li>Khaki pants (or shorts* see note).</li> <li>Regular School Sneakers may be worn on Wednesdays*</li> <li>Plaid bowtie</li> <li>Black, navy, tan, grey or white* socks</li> <li>Solid black or brown belt</li> <li>Black, brown, or tan dress shoes for Special Events that require Full Best Dress.</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki and navy pants and shorts</li> <li>Shirts: Logoed polos</li> <li>Belt, if bottoms have belt loops</li> <li>Black, white, navy, tan, or grey socks</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki and navy pants and shorts</li> <li>Oak Hill T-shirts or sweatshirts</li> <li>Black, white, navy, tan, or grey socks</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> <li>Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.</li> </ul>
<b>LOGIC 6th – 8th</b>	<ul style="list-style-type: none"> <li>LE French Blue Oxford, long <b>long-sleeved</b>, buttoned to top, logoed</li> <li>Khaki pants</li> <li>Plaid necktie</li> <li>Solid black or brown belt</li> <li>Regular School Sneakers may be worn on Wednesdays*</li> <li>Black, brown, or tan dress shoes required for Full Best Dress</li> <li>Black, navy, tan, grey or white* socks*</li> <li>Khaki, black or navy dress socks required for Full Best Dress</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Khaki and navy pants and shorts</li> <li>Shirts: Logoed polos and turtlenecks</li> <li>Belt, if bottoms have belt loops</li> <li>Black, white, navy, tan, or grey socks</li> <li>School Sneakers (need to be mainly blue, black, white, tan, gray, or brown in color, minimal accent colors permissible)</li> </ul>	<ul style="list-style-type: none"> <li>Bottoms: Jeans or uniform bottoms. Jeans may not be tight and may not have rips, holes, or tears, etc.</li> <li>Oak Hill T-shirts or sweatshirt</li> <li>Color choice for socks and shoes</li> <li>Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.</li> </ul>

## TRANSPORTATION & SAFETY

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

### Pick-up and Carpool

For standing carpool arrangements, please fill out the [Carpool Permission Form](#) and list the individuals who have your permission to pick up your students.

#### Morning Carpool Procedures

1. All Students may be dropped off at the front door of the school beginning at 8:00am.
2. Carpool will run until 8:25am, at which time the doors will be locked. If a parent has arrived after 8:25am, he or she will be asked to come in and sign the student in. This will count towards a tardy (see Attendance Policy).
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 3:00pm. Parents should pull in front of the school and form 2 lines of cars, following the directions of the traffic director.
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.
8. Parents are welcome to walk in and get their children. However, they must wait until after carpool is completed at 3:15pm to enter the building in order to keep lobby traffic to a minimum during carpool loading.
9. If a parent has arrived after 3:15pm to pick up children, he or she will be asked to come in and sign the student out. This will count towards a tardy (see Attendance Policy).
10. Please avoid stopping traffic on Old Fountain road, even if it means passing the school and turning around.

#### Alternate Pick-up Procedures

1. Early drop off and late pick up are not permitted.
2. For day-of or occasional carpool changes, a parent must notify the school of such changes by email ([admin@oakhillclassical.org](mailto:admin@oakhillclassical.org)) or phone (770-338-7945) before 2:30pm the day of the change.



## Photo Release Permission

Please fill out the [Photo Release Permission Form](#) to consent to the use of your student's picture in school materials (e.g. yearbook, website, social media, printed materials, etc.).

## Visiting the School

1. Parents are always welcome to visit Oak Hill Classical School. Parents are also welcome to join their children for lunch. Please contact the front office for your student's lunch schedule.
2. All visitors should follow the procedures below when visiting our school:
  - a. Inform the Front Office Staff and teachers affected by your visit before, if applicable. (examples: Birthday snacks, eating lunch with your students, observing the class, etc.)
  - b. 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.
  - c. Visitors will wear a visitor tag at all times while in the building .
  - d. Visitors may only visit classrooms or areas of the school intended for that visit. If you are there specifically to observe a class please do it in a way that doesn't interfere with regular classroom procedure.
  - e. Visitors will sign out when leaving the building.
3. Lunch Schedules:
  - a. Grades K5-1st: M/T/TH/F 11:45-12:15, W 11:30-12:00
  - b. 2nd Grade: M/F 11:45-12:15, T/Th 11:15-11:45, W 11:00-11:30
  - c. Grades 3rd-5th: M/T/TH/F 11:15-11:45, W 11:30-12:00
  - d. Logic School (6th-8th): M/T/TH/F 11:45-12:15, W 12:15-12:45

## School Event Transportation

A School vehicle, when possible, will be used for field trips or school trips. A student will not be allowed to go on a field trip or school trip without a completed Field Trip Permission Form. Two Staff members will be present in each vehicle transporting students.

## Emergency Communication

The safety of our students, staff and faculty is of paramount importance. 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 the Remind texts to receive these communications.)

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.

## Sexual Harassment or Assault

In cases involving allegations of sexual harassment or assault, the Head of School shall be the officer to whom all such complaints are directed, as well as law enforcement as necessary. Parents, students, and staff members are encouraged to report any 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 Head of School. If the complaint involves the Head of School, the report should be made directly to the Chairman of the Board of Trustees. All complaints will be investigated and reported, if necessary, to the proper local, state or federal authorities.

## 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.

During times of inclement weather (or other school closing emergencies), Oak Hill will generally follow the lead of other local 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.

## MEDICAL

### 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 and 7th grade. **Immunization records must be turned in to the school office by September 1 of the school year.**
2. Students are also required to have a Certificate of Birth on File. **Birth certificates must be turned in by September 1 of the school year.**
3. 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. Do not send a child to school if they have a temperature over 100.4 or if they are showing signs of a virus or infection (vomiting, diarrhea, severe colds, etc.)

4. 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. **A medical form can be found [here](#) and must be completed by September 1 of the school year.**

## Contagious Illness

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).

Regarding Covid, parents will receive updated information in a separate document before the start of school. All Covid updates will be sent from the Head of School as needed throughout the school year.

## Head Lice

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 Head of School.
3. Oak Hill Classical School will keep a supply of acetaminophen and ibuprofen that may be administered only after written or verbal permission is granted by the parent to an Oak Hill Classical School staff member for each use. Written Permission may be granted through the [MEDICAL REPORT](#) that must be filled out by September 1st of the current year for every student.
4. For anything except acetaminophen and ibuprofen, parents must complete the [MEDICAL REPORT](#) and list the students medications under OTHER 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.) If a medication is to be

given temporarily for a period of time during the school year. The parent must send a signed Doctor's note as well as a signed agreement for someone to administer the medication.

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 [MEDICAL REPORT](#) 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 BEFORE the start of school, through the following methods.
  - a. Filling out the [MEDICAL REPORT](#) with all the pertinent allergy information.
  - b. Letting the [administration](#) know specific requests or special things that we can do to help your student with their allergy.
2. 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. Teachers will provide a list of students and their allergies to the parents in their class.
3. For students with allergies, parents are encouraged to send in a small stash of appropriate snacks for their children.
4. Parents must give the school a plan of action should exposure to the allergen occur.
5. Parents are responsible for communicating with the school if a child's allergies change in any way.

## Injuries

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.

## CELEBRATIONS

### Holiday Observances

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. Valentine's Day parties are permitted, but cards will only be exchanged in classrooms from K4 through 5th grade.

### Birthdays

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

In the Upper School, birthdays will be celebrated during lunch. Snacks may be brought to share with a particular grade or the entire Logic School. It is the parent's responsibility to bring any birthday snack.

## PARTNERING WITH PARENTS

### Philosophy

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 or 5-day course of instructions for K4 and K5 students and a 5-day course of instruction for 1st - 8th 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.

## Ways to Get Involved

1. Visit the school/class at any time. Please make the appropriate arrangements with administration and your student(s)' teacher.
2. Assist in the classroom. Arrangements should be made with the teacher concerned.
3. Act as chaperone on field trips or as a host for class parties.
4. Join the Gryphon Flight Team or Parent Volunteer organization and become involved in the Special School events.
5. Attend Parent-Teacher Conferences (at least one parent required). 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 or teacher's request.
6. Attend the annual Curriculum Night as well as the Association Meetings (at least one parent required).
7. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home in the green take home folder for Grammar school and through [Thinkwave](#) for Logic School.
8. Communicate your ideas for school improvement and comments regarding the school program to the [administration](#).
9. Support our Oak Hill Community by giving not only of your time, but also of your resources. Visit [OakHillClassical.org/Give](http://OakHillClassical.org/Give) for more information.

## 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:

1. Hot Lunch
2. Room Parents
3. Library
4. Special Events (Muffins with Moms, Donuts with Dads, Lessons and Carols, Upper School Spring Gala, Father Daughter Dance, Spring Vesper, etc)
5. House Events and Activities
6. Fundraising Events (Great Pumpkin Race, Spring Banquet, etc.)
7. Building Maintenance and projects

## COMMUNICATION

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.

### Principles

1. The Board of Trustees will not serve as the initial contact on school-related issues. Please communicate first with the person most directly involved with the issue.
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. **Parent to Teacher:** If an issue should arise regarding an individual teacher's behavior, rules or procedures, parents should speak directly to the teacher. If the issue is not satisfactorily resolved, parents may bring the concern to the Head of School.
5. **Parent to Head of School** If an issue should arise regarding school rules, procedures or curriculum or the Head of School's behavior, parents should speak directly to the respective Head/Administrator. Parents may also present concerns about an individual teacher's behavior, rules or procedures directly to the Head of School, if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved, the matter may be taken before the Board of Trustees.
6. **Parent to Board:** If an issue regarding any policy, curriculum, program, or staff member has not been satisfactorily resolved with the administration, parents may present their concerns directly to the Board of Trustees via [trustees@oakhillclassical.org](mailto:trustees@oakhillclassical.org), or by contacting the chairman of the Board.

---

## Stay Connected

Communication is vital to the success of the partnering relationship we desire to have with parents and families. Oak Hill seeks to communicate well and thoroughly with all of our families, and we have several avenues for parents to stay on top of the latest goings-on and information about Oak Hill.

### Website

[OakHillClassical.org](http://OakHillClassical.org)

### Calendar

Access the [calendar on the school website](#), or pick up a print calendar in the school lobby.

### Email

Teachers and school administration regularly communicate important information via email.

### Remind Text

The most immediate source of “high importance” information.

### Green “Take-Home” Folder or Student Planner

In Grammar School in particular, many things will be communicated through the ‘Green Take Home Folder’, which should be checked daily. Grades 5th-8th will have a Student Planner in which their assignments will be listed.

### Thinkwave

In fifth grade and Logic School, all grades and teacher’s comments will be posted in Thinkwave. Please check Thinkwave on a regular basis to track your student’s progress.

## Social Media

### Facebook

[www.facebook.com/oakhillclassical](http://www.facebook.com/oakhillclassical)

### Parents/Students/Teachers/Alumni Facebook Group

[www.facebook.com/groups/OakHillGryphons](http://www.facebook.com/groups/OakHillGryphons)

### Instagram

[@oakhillclassical](https://www.instagram.com/oakhillclassical)



## ACADEMICS

### Homework Policy

*Homework at Oak Hill has 3 main goals:*

1. To practice skills that need practice toward mastery
2. To facilitate partnering with parents in academic pursuits
3. To develop the habit of responsibility in students

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.

The guide below should be regarded as average times, not as required minimum times, and then only if homework is assigned. Class homework assignments, for grades K4-4th, will be written on a Weekly Homework Assignment Sheet and sent home in the green "Take Home" Folder. Students in grades 5th-8th will have a school planner that all assignments will be recorded in. The chart below is an estimated time of homework assigned to the average student at Oak Hill Classical School. Individual times may vary according to individual ability and work habits. Parents of students who consistently exceed the average times should consult with their child's teacher. As students get older, they are given more freedom to determine their schedules and pacing, the goal of which is training in self-mastery and responsibility. An example of this is the assignment of papers and speeches. These will be assigned well in advance of the due date, and adequate in-class time will be allotted to give the students a strong start with the teacher there to provide guidance. Adequate homework time will also be planned throughout the period between assignment and due date.

GRADE	APPROXIMATE TIME PER NIGHT
Grammar School	30 minutes
Logic School	1 hour
Normally, homework will not be given over weekends, holidays or vacations.	

## Grading Guidelines: Grammar School

**In K4 - 2nd grade**, Oak Hill uses the following marks on report cards and assessments. Daily papers will not be marked formally but may offer comments or contain a symbol such as a check mark or smiley face.

- 1 = Exceeding expectations
- 2 = Meets expectations
- 3 = Approaching Expectations
- 4 = Does not meet expectations

**In grades 3 - 4**: The above marks will continue to be used on report cards for skills, conduct, some daily papers and secondary subjects. For language arts and math, students will transition to the more traditional 10 point grading system that follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

Other Marks: Oak Hill strives for its students to grow not only academically, but in wisdom as well. For each term, students will be given a '*Habits of the Heart and Mind*' report as a part of their report card. That report will use the following marks. These grades will not be weighted.

- 1= Exceeding expectations
- 2 = Meets expectations
- 3 = Approaching Expectations
- 4 = Does not meet expectations

### 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 Logic School academic grades will be recorded online in Oak Hill's data management system (Thinkwave). Teacher comments will be available in Thinkwave as well as on the printed report cards. 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 will sign and return the report card each quarter.

## Grading Guidelines: Upper School

**Upper School Grading and GPA Scale**

<b>Class Grade</b>	<b>Letter Grade</b>	<b>GPA Points</b>
98 - 100	A+	4
93 - 97	A	4
90 - 92	A-	4
87 - 89	B+	3
83 - 86	B	3
80 - 82	B-	3
77 - 79	C+	2
73 - 76	C	2
70 - 72	C-	2
0 - 69	F	0

All Upper School grades are recorded in Thinkwave, and will be entered by the Tuesday following the completion of the assignment.

Assignments turned in late will receive one letter grade reduction (11 points for first day, 10 for every day thereafter) from the grade earned on the assignment. For example, if a student receives an 85 on an assignment turned in a day late, the grade for that assignment will be a 74.

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.

## 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.

## Field Trips

1. Oak Hill encourages 'out of the classroom' learning whenever possible and appropriate.
2. Each student's activity fee includes the price of two reasonably priced field trips per year.
3. All field trips must be approved by the 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.
9. Chaperones may only be a child's parent or legal guardian.
10. Only current students of Oak Hill in the participating class may attend a field trip.

## Promotion Policy

Oak Hill takes a very subjective approach when promoting students to the next grade level. Each child is a unique and precious human being made in the image of God. His/her individual development is much more than just a percentage of adjective standards reached. While these standards do exist and are very important, teachers and parents will look at the whole child (age, maturity, size, emotional and social wellbeing, etc.) to determine the child's readiness for the next grade level. This discussion will be part of an ongoing conversation between parents and teachers, with teachers and administration having the final say.

The older a child gets, the more a traditional, objective look at grades determines placement.

## 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.

### Definitions:

1. **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.

2. **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.

**Policy:**

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.

## 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.









# OAK HILL

## CLASSICAL SCHOOL

[OakHillClassical.org](http://OakHillClassical.org)

2955 Old Fountain Road  
Dacula, GA 30019  
770.338.7945