



School Handbook

2025-2026



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

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OAK HILL CLASSICAL SCHOOL

Historical Sketch

Oak Hill Classical School is an independent, interdenominational, classical Christian school serving students in grades K-8. Founded in 2006 and located in the northeastern suburbs of Atlanta, the school now operates on a 3-acre campus. Oak Hill began with 28 students, renting space from a local church congregation in the Lawrenceville, Georgia area, under the name *Dominion Classical Christian Academy*. Ten years later, the school adopted its current name and moved into its building in nearby Dacula. In that same school year, Oak Hill celebrated its first graduating class of four students.

Mission

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

Philosophy of Education

The focal point of all that is, has been, and ever will be is the person of Jesus Christ. The education of our students 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. Therefore we believe that every aspect of our children's education needs to be intentionally grounded in, 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." The staff at Oak Hill desires to assist parents 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. 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,” to glorify Him.

We believe students should receive a historically substantive and rigorous liberal arts education rooted in the history and culture of Western civilization. Our approach draws heavily from Dorothy Sayers’ influential essay *The Lost Tools of Learning*, in which she proposes a return to classical methods centered on the medieval Trivium. The Trivium offers a time-tested model of instruction that imparts the tools of learning to students in stages that align with their natural cognitive development: grammar (the tool of knowledge), logic (the tool of reasoning), and rhetoric (the tool of communication). The goal is not merely to teach students what to think, but to equip them with the ability to think thoroughly, maturely, and biblically. By recovering these “lost tools of learning,” students become well-prepared to live to the glory of God with hearts and minds formed to know and love what is good, true, and beautiful. These tools, when joined with an active and biblically grounded study of the people, ideas, and events of the past, prepare students to reason persuasively, speak precisely, and evaluate all human knowledge in the light of Truth—and to do so with grace, humility, and wisdom.

Statement of Faith

As a covenantal school, Oak Hill Classical School admits students from families who profess the historic Christian faith and are in agreement with our Statement of Faith and Statement on Marriage, Gender, and Sexuality. The following statement of faith describes the minimum understanding of and subscription to Christian belief required of parents enrolling students at Oak Hill.

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. For our purposes, a Christian has heard the word of truth, the 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 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 His return in power and glory.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is 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.

As a member of the Association of Classical Christian Schools (ACCS), Oak Hill Classical School subscribes to the ACCS statement of faith, which is found in that association's by-laws (essentially the Apostles' Creed and the first two chapters of the Westminster Confession of Faith).

Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

Rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hatful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Oak Hill Classical School.

GOVERNANCE AND AFFILIATIONS

School /Church Relationship

Oak Hill Classical School is not formally affiliated with or run by any particular local church body. We expect all faculty and staff to be active members in a local, Protestant evangelical church body as an outworking of their faith in Jesus Christ.

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 - 8th grade.

The Board of Trustees

The Board of Trustees is responsible for overseeing the vision and strategic direction of the school, the school's Bylaws, foundational documents, and Statement of Faith. The Board periodically examines the school's policies, programs, and curricula to ensure their consistency with the school's mission and philosophy. The Board relies on the Head of School for the 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. Oak Hill Classical School is a Covenant school, meaning that at least one parent or guardian of a student must adhere to Oak Hill's Statement of Faith and be actively involved in a local church.
5. 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.
6. 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.
7. At least one parent is required to attend New Parent Orientation and Curriculum Night which will be held within a couple weeks after the beginning of the new school year as well as the State of the School meeting held once each year and Parent Teacher Conferences.

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. At least one parent is required to attend New Parent Orientation (if applicable), Curriculum Night which will be held within a couple weeks after the beginning of the new school year as well as the State of the School meeting held once each year and Parent Teacher Conferences.
5. 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. Current Families are given first priority for the coming year. Enrollment will happen automatically however, families will also have the opportunity to opt out in the month of January if they don't wish to enroll for the coming year. The application fee is waived for returning families and a registration discount is given during the re-enrollment period. The Head of School will communicate by email with parents as to the timing of re-enrollment.
2. 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](#).

Tuition 2025-2026

K-4 (3-day) \$6,454

K-4 (5-day) \$8,909

K-5 (5-day) \$10,103

Grammar School (grades 1-5) \$11,829

Logic School (grades 6-8) \$12,595

Rhetoric School (grade 9) \$13,602

Additional Fees

Application Fee \$150 (new students)

Enrollment Fee \$400

Financial Commitment

Oak Hill must make substantial financial commitments each year based on projected student enrollment (e.g., teacher salaries, facilities, curriculum materials, and general operations). For this reason, all tuition is non-refundable and non-transferable, except in extraordinary circumstances as determined by the Oak Hill Administration.

Financial commitments are binding for the entire school year, regardless of a student's withdrawal date—whether it occurs during the second week or mid-year. If a student discontinues enrollment, the Oak Hill Administration will consider appeals on a case-by-case basis. Any prepaid tuition that is not refunded may be acknowledged as a charitable donation.

Tuition and fees include the use of school-issued textbooks and materials. All books must be returned at year-end. Families are welcome to purchase readers and other curriculum materials for their home libraries.

Oak Hill is committed to partnering with parents in the education of their children, and parent involvement is essential to that mission. A lack of parent involvement—including failure to attend required events, chronic tardiness, or excessive absences—may result in the loss of financial aid.

Students may not miss more than 10% of the school year (18 days total) and may not accrue more than five (5) unexcused absences. Students who exceed either threshold will forfeit any financial aid awarded and will not be eligible for future financial aid. Exceptions may be made at the discretion of the Head of School in the case of extraordinary circumstances (e.g., chronic illness, major accident, or other qualifying events).

GENERAL SCHOOL POLICIES

School Hours

School Hours:

- Lower School (Grades K4-5th) 8:30am - 3:00pm
Morning drop-off begins at 8:10am and runs until 8:25 am
- Upper School (Grades 6th-9th) 8:15am-3:00pm
Morning drop-off begins at 8:00am and runs until 8:10 am

*Students arriving after start of school hours will be counted tardy and a parent will have to come and sign them in.

Afternoon dismissal runs in two shifts:

- Lower School Carpool runs 3:00-3:15 pm
- Upper School Carpool runs 3:10-3:20 pm

*Parents arriving after 3:20 will need to come and sign their student out and they will be counted as tardy.

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

Carpool Procedures

Morning Arrival

- **Grammar School** carpool runs from **8:10–8:25 AM**. Doors close promptly at 8:25 AM.
 - Any student arriving after the doors are closed must be signed in by a parent at the front desk and will receive a tardy slip.
 - Students must be **in their seats and ready to begin the day by 8:30 AM**. Any student not seated and prepared by 8:30 will be marked tardy.
- **Upper School** carpool runs from **8:00–8:10 AM**.
 - Students must be **in their seats and ready to begin class by 8:15 AM**. Any student not in their seat by 8:15 will be marked tardy.
 - Upper School students who **miss more than half of the first period** will be considered **absent** for that class.

Afternoon Pick-Up

- Afternoon carpool runs from **3:00–3:20 PM**.
 - Parents arriving **after 3:20 PM** must come inside to sign out their student. A **tardy** will be recorded for late pickup.
1. Parents should pull in front of the school and follow the directions of the traffic director.
 2. ***IN AFTERNOON CARPOOL IT IS ESSENTIAL THAT EVERY VEHICLE TURN RIGHT OUT OF THE PARKING LOT. (If you do not want to turn right please proceed through the carpool line and then park until carpool has finished, at that point you may exit.)***
 3. Car engines are to be turned off while waiting for students to load.
 4. Cell phones are not to be used during carpool.
 5. Carpool tags must be visible upon entering school property.
 6. Follow all directions of staff members managing carpool.
 7. Your line of cars will be dismissed when all children are loaded safely.
 8. 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.
 9. Students may not, *for any reason*, come back to the classroom after their name has been called for carpool. If the student has left something in the classroom, they need to still proceed to the carpool line and the parent will need to pull around, park, wait for a lull in traffic and then accompany the student back into the building to get the left item(s).
 10. If a parent has arrived after carpool 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).
 11. Please avoid stopping traffic on Old Fountain road, even if it means passing the school and turning around or parking in the gas station parking lot to wait for the line to clear a bit.

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) or phone (770-338-7945) before 2:30 pm the day of the change.

School Day Information and Guidelines

Lunch

Lunch/Snacks

Students should bring all snacks, lunches, and water bottles with them at the beginning of the school day.

Food deliveries from restaurants or vendors (e.g., DoorDash, Uber Eats, Instacart, etc.) are **not permitted** under any circumstances. Parents should also avoid dropping off lunches during the day; however, exceptions may be made for forgotten lunches.

Only water is permitted as a drink—no sodas, juices, or flavored drinks. Students must bring a refillable water bottle each day.

Candy is not allowed at school, and students will not have access to microwaves to heat their food.

For Grammar School parents (K4–5th), please take into consideration your child’s ability to open their lunch and snack items. Practice at home or pack items in containers and packaging that your child can open independently.

Visiting the School

We welcome parent involvement and strive to maintain a safe and focused learning environment. Campus visits should be for a specific purpose, such as a conference with a teacher, celebrating a birthday, or joining a student for lunch. To help us plan well and protect classroom time, all visits must follow these guidelines:

Visitor Procedures

1. **Request approval at least one day in advance.**
 - Email both the classroom teacher and **admin@oakhillclassical.org** to request a visit.
 - Non-parent visitors (e.g., grandparents, siblings) must be approved by the administration and accompanied at all times by an Oak Hill parent or guardian.
2. **Check in and remain in designated areas.**
 - Sign in at the front desk and wear a visitor badge while on campus.
 - Stay only in the classroom or area approved for your visit.
 - Visitors may not move freely around campus. Observations should be quiet and non-disruptive.
3. **Sign out when leaving.**

Lunch Visitation Policy

Parents are welcome to visit for lunch on special occasions, such as birthdays, but we ask that visits be limited to no more than twice per school year per student. Parents may bring up to two additional family members (e.g., grandparents or siblings) for these special visits.

Due to limited space and supervision constraints, parents may also take their child off campus for birthday lunches during the designated lunch and recess period.

All lunch visit requests must be submitted at least 24 hours in advance to both the classroom teacher and the administration team at admin@oakhillclassical.org. We will respond to confirm whether we are able to accommodate your visit based on space and scheduling.

School Events

Visitor guidelines vary based on the type of event:

- **Volunteer-Only Events:** For registered volunteers only.
- **Parent-Only Events:** For parents; preschool-aged siblings may be permitted.
- **Designated Guest Events:** Some events are limited to specific guests only—for example:
 - **Daddy-Daughter Dance:** Fathers or male primary guardians only
 - **Muffins with Moms:** Mothers or female primary guardians only
 - **Grandparents' Day:** Grandparents only
- **Off-Campus Events and Programs:** May allow broader attendance, such as extended family or invited guests, as specified in the event invitation.

Please note: Unless otherwise indicated, events are not open to the general public or extended family. All guests must adhere to the guidelines for that event and sign in when on campus.

Event-specific details will be communicated ahead of time, including check-in and parking instructions.

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. If your student gives cards/gifts they must be given to everyone in the class; special gifts for individuals are not permitted.

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.

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 send an email to the school (admin@oakhillclassical.org) as well as all the student's teachers explaining the absence as soon as possible. Students may not miss more than 10% of school days (18 days) and may not accrue more than five (5) unexcused absences during the school year. Three (3) unexcused tardies count as one (1) unexcused absence. Students who exceed 18 missed school days (for any reason), or five (5) unexcused absences, may not be promoted to the next grade and may be subject to discipline measures, such as expulsion. Students who miss more than ten percent of the school year will forfeit any financial aid awarded by the school and will not be eligible for financial aid in future school years. Exceptions may be made by the Head of School in the case of extraordinary circumstances (e.g., major accident, chronic illness, etc.).

Unplanned Absences

If a student needs to be absent from school for sickness or any other unplanned absence, the parents should contact the school office and student's teacher 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. Make up work, time given to complete and grading scale will be at the teacher's discretion.

Planned Absences

If a student will be absent for a non-emergency reason (e.g., family travel), parents must notify the school in writing by emailing admin@oakhillclassical.org and the student's teachers. A Pre-Arranged Absence Form (available under *School Life* on our website) must also be submitted in advance.

Teachers are not required to provide makeup work in advance of a planned absence. Missed work must be completed within the timeframe set by each teacher. Some assignments (e.g., daily work or minor quizzes) may not be eligible for makeup and may result in a "0" or "Incomplete" at the teacher's discretion.

Upper School students must complete final exams to receive course credit. Missed finals will result in an "Incomplete" until the exam is made up.

Any student who misses more than 10% of school days in a grading term (planned or unplanned) may not receive academic credit. In such cases, a meeting with the administration and teachers will be required to determine whether the student will receive a letter grade, a "P" (Pass), or an "F" (Fail).

The Head of School may waive specific requirements in extraordinary cases, taking into account the student's academic standing, attitude, and discipline record.

Tardies

A tardy is defined as any of the following:

- Arrival after the designated morning carpool window has ended
- Failure to be seated and ready to begin the day by the scheduled start time:
 - Grammar School: seated by **8:30 AM**
 - Upper School: seated by **8:15 AM**
- **Late pickup** following the end of afternoon carpool (after **3:15 PM**)

Students not meeting these expectations will be marked tardy for the day.

Tardy Procedure

All students arriving after the designated carpool window must report to the front desk, where a parent or guardian must sign them in. The student will receive a **tardy slip** to present to their classroom teacher.

Upper School Absences Due to Tardiness

Upper School students (Grades 6 and up) who arrive more than halfway through the first class period will be marked absent for that class.

Grace Period and Tardy Tracking

The first two weeks of school will serve as a grace period as families adjust to arrival and dismissal routines. Tardies will be recorded during this time, but no fines will be issued.

After the grace period ends, the following consequences will apply:

- **Tardies 1–3:** Recorded and communicated to parents via email
- **Tardy 4 and beyond:** A **\$10.00 fine per tardy, per student** will be assessed and billed through TADS.

Late Pickup Fees

Students remaining after the conclusion of afternoon carpool (3:20 PM) are considered late pickups. The following fee schedule applies for **significantly late pickups**:

- 3:25–3:30 PM: \$5.00
- 3:31–3:35 PM: \$10.00
- 3:36–3:40 PM: \$15.00
- Additional \$5.00 charged for every five-minute interval thereafter

Late pickup fees will also be billed through TADS.

Early Check-Out

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.** Parents must let the school and teacher know if a

student will need to be checked out early so that the teacher can have the student packed up and ready to go. If the student has multiple unexcused early checkouts the policies regarding absences will apply. For student's safety, students will not be allowed to check out over the phone, except in the case of an emergency or illness.

Oak Hill Staff will not let a student be dismissed to go with anyone other than the legal guardians or the people who have been given permission to pick up the student either by email or by phone call. If it has not been communicated to the staff, the staff must check with the legal guardian/parent before that child leaves.

DISCIPLINE AND BEHAVIOR

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.

- 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

This will be the primary verbiage that teachers and staff use with our students when dealing with a discipline issue.

General Discipline

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 above). Misbehavior shall be viewed from a spiritual and Scriptural perspective to shepherd the child's heart toward a Christ-like life. We 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. These discipline procedures shall have the function of placing the responsibility of discipline on the parent. The parents shall be responsible for administering all forms of corrective punishment.

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. Parents and students need 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 the 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.

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.

- Students are expected to cooperate with and embrace basic Christian standards of behavior and conversation.
- 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.
- No electronic games, or devices (including smart watches) in school during the school day, Fitbits are allowed as long as they are not connected to the internet and are not a distraction.
- No glass containers are allowed at school.
- No guns or knives are allowed on the school grounds.
- 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.
- 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 and other school property.
- Students are expected to treat one another with kindness and respect. Teasing, criticizing, name-calling, and other forms of unkindness are not permitted.
- 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.
- 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).
- It is expected that students work diligently and concentrate fully on their work while in school.

- 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.
- Restrooms, locker rooms, and changing facilities are only to be used in conformity with one's biological gender.

Imago Dei Policy on Threats and Threatening Language

All people are created in the image of God and worthy of dignity and respect (Gen. 1:26-27; Ps. 8:4-5). This is the truth that guides our policy as we glorify God by honoring His image bearers. Our Wisdom code is permeated with this truth in the calls for truth, respect, and peace to name a few points of connection to the *Imago Dei*.

In light of this truth, we want to be clear on our approach should we encounter any incidents of threatening verbal language, actions, or writing directed toward our students, teachers, or school in general. This would include statements made or written (physical or digital) outside of school hours. We understand that disputes will happen between students from time to time and we will always seek to help students resolve those quickly by pursuing reconciliation (the "M" in our Wisdom code). However, threats of physical violence are never appropriate and students must learn self-control. ***This policy is specific to our Logic School Students who are mature enough to recognize the gravity of their words and actions.***

- What will not be tolerated are statements (verbal or written) or gestures (such as pointing a hand at another mimicking a gun) that threaten violence toward another.
 - This includes writing such things about students and faculty in an assignment or story.
 - This will also include so-called "joking." Our students need to know that such jesting is not funny and highly inappropriate, violating the *Imago Dei*, and will not be tolerated. Often students default to the "I was joking" defense when they get into trouble. However, with such serious matters, we do not have time to figure that out, and as said above, even if the student was joking, it is inappropriate and will not be tolerated.
- Consequences: should a student violate this policy the minimum consequence will be suspension and could result in expulsion. We are Educators, not Law Enforcement or Investigators, and such threats are potential criminal offenses that we are obligated to turn over to Law Enforcement.
 - We certainly understand this is sobering to think about, but we take the safety of our students and teachers very seriously. We also believe this is an opportunity for students to have virtue formed in them amid such a crude and crass culture.

"Christianity teaches that human dignity is rooted in the holiness of God; it reflects God's dignity. That is because human beings are made in the image of God (Gen. 1:27). The Creator, who possesses infinite value

and worth, has stamped us with a value and dignity that is derivative of His own value and dignity. Lose that idea, and you have lost any transcendent, foundational reason to treat human beings any differently than you treat a dog, a dolphin, or even a weed. It is no accident that the two greatest commandments are love of God and love of neighbor (Matt. 22:34–40). You cannot have the latter without the former and those who truly have the former will also have the latter, for if we love the God of infinite dignity, we will also love people because they reflect, however imperfectly, His dignity.” -meditation on the Imago Dei from RC Sproul

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 behavior. 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,” a 5th grade the child may write his/her name on the board and a Logic School student may be sent home with a demerit.

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

Disciplinary Referrals

Certain behaviors warrant immediate administrative attention and will result in a disciplinary referral. These include, but are not limited to, the following serious infractions:

1. Disrespect toward staff – The staff member involved will determine whether disrespect was shown.
2. Dishonesty – This includes lying, cheating, or stealing in any context while at school.
3. Rebellion – Defined as direct, willful disobedience of a school authority.

4. Fighting or dangerous behavior – Physical aggression (striking in anger or with intent to harm) or any behavior that endangers the student or others.
5. Obscene or profane language – This includes vulgar speech or the misuse of the Lord's name.

Referrals may also be issued for:

- An excessive accumulation of demerits
- Repeated failure to complete homework
- Ongoing classroom misbehavior despite teacher intervention

Age and Developmental Consideration

Younger students will not automatically receive a referral for a first offense of the behaviors listed above. In such cases, age, the severity of the offense, and the level of training or instruction received in that area will be considered before determining disciplinary action.

All referrals require a meeting with a member of the Administration and the student to discuss the behavior. If a child receives more than one referral in a year, this can lead to a meeting with parents and a possible suspension.

If a student receives multiple referrals in a school year the following is the typical process of corrective discipline:

- 1st Referral - Phone call to parents from Admin
- 2nd Referral - Mandatory Conference with Parents
- 3rd Referral - Minimum of a 3-Day Suspension
- 4th Referral - Potential Expulsion

This process can be escalated or delayed by Admin as they determine what is best for both the individual student and the broader school community.

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 Administration Team 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 Head of School will make a decision based on the student's attitude and circumstances at the time of reapplication.

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 K4-3rd, will be written on a Weekly Homework Assignment Sheet and sent home in the green "Take Home" Folder. Students in grades 4th-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.

Missing Homework

Missing homework will result in the following disciplinary action:

1st offense: Normal classroom discipline (Name on board, demerit, etc.)

2nd offense: Normal classroom discipline and silent lunch

3rd offense: above actions, plus an email home to the parents

4th offense: above actions and a referral

GRADE	APPROXIMATE TIME PER NIGHT
Lower Grammar School	30 minutes
Upper Grammar (3rd-5th)	30 minutes-1 hour
Upper School	1-2 hours
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 - 5, the above marks will continue to be used on report cards for skills, conduct, some daily papers and secondary subjects. For primary subjects such as language arts and math, etc. students will transition to the more traditional 10-point grading system that follows:

- A = 90-100
- B = 80-89
- C = 70-79
- F = 69 and below

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

Grading Guidelines: Upper School

Upper School Grading and GPA Scale

Class Grade	Letter Grade	GPA Points
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

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.

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 Upper School academic grades will be recorded online in Oak Hill's data management system Educate. Report cards will be sent home on a Quarterly basis.

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 bus.
6. All parents that will be transporting students must submit a copy of their driver's license in advance as well as any needed paperwork.
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.
11. Additional siblings and/or children are not permitted on Oak Hill field trips.

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.

Learning Disability 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.

UNIFORMS

Vendor

Oak Hill's designated uniform supplier for all uniform items is Lands' End.

Policy Regarding Logos

Logos on official uniform items may not be put on by any other vendor other than Land's End only, this is to ensure consistency and continuity.

Lands' End: landsend.com/school. Oak Hill ID: 900155771

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. Land's End provides 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, lunch boxes, 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, lunch boxes, 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 the dress code, a notification may be sent to the parents. Repeated infractions will require a parent to bring proper uniform pieces to school and/or disciplinary measures.

General Dress Code

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

Shirts

- Polo color options include navy, evergreen, and white.
- Shirts must be tucked in.
- Polos must have embroidered school logo.
- Boys Oxford shirts must be logoed and buttoned to the top when worn with a tie or bowtie.

Leggings, Tights, Undershirts, and Privacy Shorts

- Boys may not wear leggings or a longer layer under their shorts.
- Boys' undershirts must be solid in color in either black, white, navy, or gray and must be clean and neat in appearance.

Girls' Guidelines

Leggings and tights must be solid-colored and opaque.

- Tights may be white, navy, or black.
- Leggings must be navy or black—white and gray leggings are not permitted.
- Leggings must be full-length to the ankle (capri-length is not allowed).
- All leggings and tights should be clean, neat in appearance, and free of rips or tears.
- Grammar School girls should always wear dark-colored privacy shorts under skirts, dresses, and jumpers that don't have built-in shorts.

Belts

- Belts must be worn with any uniform bottom that has belt loops.
- The belt buckle must be plain.
- Colors options include: brown, tan, navy, gray, or black.

Socks and Shoes

- Socks and shoes must be predominantly neutral-colored (i.e. black, white, navy, tan, or gray).
- Grammar School students must wear socks every day.
- Logic and Rhetoric School students may choose to wear shoes without socks when appropriate, such as when wearing flats.
- 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.

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, hoodies, coats, etc.) purchased from Land's End. Hoods are not permitted to be worn in the building at any time, if a student pulls their hood up they will immediately have that clothing item confiscated and they will be asked to not bring it back to school.

Field Trip Attire

Unless otherwise noted, the required field trip uniform is an **Evergreen-logo polo** paired with **khaki bottoms**.

House Attire-Upper School

The House sweatshirt sold by Land's End is a legitimate uniform item available only to Upper School students (Grades 6-9th). When the sweatshirt is worn it must have a polo (Monday, Tuesday, Thursday) under it or a Spirit wear shirt (Fridays). The House Sweatshirt may not be worn on Wednesday for Best Dress.

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 the 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, or purchased from [the Gryphon Gear store](#)).
- Shorts: Boy's and Girl's Shorts must be solid in color, acceptable colors are Navy, black, and gray. You can also opt to purchase shorts from [Oak Hill's Gryphon Gear store](#) (there are youth and adult sizes for sale). The basketball-style shorts may be worn no shorter than 3 inches above the middle of the knee. Girls also have the option to wear shorts over leggings. Girl's shorts may not be tight or exceptionally short even with leggings worn underneath.
- Sweatpants/Athletic pants must be solid in color, acceptable colors are Navy, black, and gray if worn you can also opt to purchase [Oak Hill's Gryphon Gear store](#). Sweatpants and Athletic pants need to be loose-fitting.

Hair, Makeup, and Accessories

- Girls in Grammar School may not wear makeup. Girls in Upper School may wear modest makeup. Girls should keep their fingernails neat and well-groomed.
- Boys' hair may not extend below the eyebrows, middle of the ear, or below the collar. It must be styled in a conservative manner (no ponytails, mullets, mohawks, designs shaved into the hair, hair covering the eyes, etc.) Boys in Upper School must be clean-shaven.
- Dyed hair is not permitted for students.
- 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, and hats (indoors). Boys with pierced ears should not wear earrings to school or at school events.

Gryphon (Spiritwear) Fridays

Gryphon Fridays provide students with an opportunity to show school spirit and express appropriate individualism. As students progress through the grades, they are given increased flexibility in dress on these days.

- **All students** may wear any Oak Hill t-shirt (tucked or untucked) along with standard uniform bottoms. Tops must be school-issued (e.g., Field Day, athletic teams, Capstone trips, 5K, etc.). Sleeveless shirts are not permitted.
- **Upper School students (Grades 6–8)** may wear socks and shoes without color restrictions. However, they must return to wearing uniform bottoms on Gryphon Fridays.
- **Rhetoric School students (Grade 9 and up)** may wear traditional-style jeans. Jeans must be clean and neat—no rips, holes, tears, studs, jeggings, overalls, tight, baggy, or oversized styles are permitted.

Please note: The Administrative Team reserves the right to revoke Gryphon Friday privileges if guidelines are not followed.

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.

- Shorts/Skirts/Dresses must be uniform length (i.e. no more than 3 inches above the knee)
- Policy of no characters/pop-culture references applies
- No rips, holes, tears, etc.
- No overly tight or revealing clothing
- No spaghetti straps, tank tops, or strapless tops
- Swimwear: Girls must have a full coverage one piece or tankini that does not show any midriff and is not low cut. Boys can wear short style swim shorts, speedos are not allowed. Shorts are not required for the girls but they are more than welcome to wear them over their suits, Shirts are not required for the boys but they are more than welcome to wear them.

SEE UNIFORM QUICK GUIDES BELOW

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
GRAMMAR K4 – 5th	<ul style="list-style-type: none"> White Peter Pan Polo (long or short-sleeved) Plaid Jumper Blue Sweater (optional) Navy or White tights or socks Shoes may be sneakers but need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) or a Mary Jane, or flat shoe* (no heels). <i>*Required for School Programs/Events.</i>	<ul style="list-style-type: none"> Bottoms: Khaki, navy, or plaid skirts; navy and khaki skorts, shorts, or pants Shirts: Logoed polos Dresses: Logoed polo dress (Privacy shorts, leggings, or tights should be worn under dresses) Belt, if bottoms have belt loops Dark-colored or white tights or socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Khaki, navy, or plaid skirts; navy and khaki skorts, shorts, or pants Oak Hill T-shirts or sweatshirts School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) Pull-over, Oak Hill outerwear may be worn on Gryphon Fridays.
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 House Acorn Pin with House Color Shoes may be sneakers but need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) or a Mary Jane, or flat shoe* (no heels). <i>*Required for School Programs/Events.</i>	<ul style="list-style-type: none"> Bottoms: Khaki, navy, or LE plaid skorts or skirts. Shirts: Logoed polos Dark-colored or white tights or socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Uniform bottoms required for Gryphon Fridays. Khaki, navy, or plaid skirts; navy and khaki skorts, shorts, or pants Oak Hill T-shirts or sweatshirts Color choice for socks and shoes Pull-over, Oak Hill outerwear may be worn on Gryphon Fridays.
RHETORIC 9th	<ul style="list-style-type: none"> White Oxford (long-sleeved or short-sleeved), no logo Gray Skirt V-neck Navy Sweater Vest or Sweater, logoed. Navy and Evergreen Tie optional House Acorn Pin with House Color Dress shoes (Mary Jane or Flats-no heels). Navy, white socks or navy tights or nude pantyhose. 	<ul style="list-style-type: none"> Bottoms: Khaki, navy, or LE plaid skorts or skirts. Shirts: Logoed polos Dark-colored or white tights or socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Jeans or uniform bottoms. (see above guidelines). Oak Hill T-shirts or sweatshirts Color choice for socks and shoes Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.

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.

Grade Level	Best Dress Worn every Wednesday	Everyday Options See Lands' End site for specifics	Gryphon Fridays Optional on Fridays
GRAMMAR K4 – 5th	<ul style="list-style-type: none"> French Blue Oxford from LE, (long-sleeved or short-sleeved) buttoned to top, <i>logoed</i>. Khaki (tan colored) pants or shorts. Regular School Sneakers may be worn on Wednesdays (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) Plaid bowtie (Bowties are only available for purchase through the front office) Black, navy, tan, gray or white socks Solid black, navy, or brown belt 	<ul style="list-style-type: none"> Bottoms: Khaki and navy pants and shorts Shirts: Logoed polos Belt Black, white, navy, tan, or gray socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Khaki and navy pants and shorts Oak Hill T-shirts or sweatshirts Black, white, navy, tan, or gray socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.
LOGIC 6th – 8th	<ul style="list-style-type: none"> LE French Blue Oxford, long long-sleeved, buttoned to the top, <i>logoed</i> Khaki (tan colored) pants Plaid necktie from LE Solid black, brown, or navy belt House Acorn Pin with House Color Regular School Sneakers may be worn on Wednesdays (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) Black, navy, tan, gray or white socks 	<ul style="list-style-type: none"> Bottoms: Khaki and navy pants and shorts Shirts: Logoed polos and turtlenecks Belt Black, white, navy, tan, or gray socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Uniform bottoms required for Gryphon Fridays. Khaki and navy pants and shorts. Oak Hill T-shirts or sweatshirt Color choice for socks and shoes Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.
RHETORIC 9th	<ul style="list-style-type: none"> White Oxford (long-sleeved or short-sleeved), no logo Navy Blazer (not Logoed) Navy and Everygreen Tie Gray Dress pants Solid black, navy, or brown belt Dress Shoes (black, brown, or navy). Dress socks, preferably in navy, brown, gray or black. 	<ul style="list-style-type: none"> Bottoms: Khaki and navy pants and shorts Shirts: Logoed polos and turtlenecks Belt Black, white, navy, tan, or gray socks School Sneakers (need to be mainly blue, black, white, tan, gray, or brown, minimal accent colors permissible) 	<ul style="list-style-type: none"> Bottoms: Jeans or uniform bottoms. (see above guidelines). Oak Hill T-shirts or sweatshirts Color choice for socks and shoes Pull-over Oak Hill outerwear may be worn on Gryphon Fridays.

MEDICAL AND SAFETY

Campus Safety/Visitor Check in

1. **Please contact the front office at least one day in advance to schedule your visit.**
 - a. ***Parents and guardians*** are welcome for classroom and lunchtime visits, with prior coordination and approval through the front office and/or your student's teacher.
 - b. ***Other visitors*** are welcome for lunchtime visits only, with prior per-person approval, and must be accompanied at all times on campus by an Oak Hill parent or guardian.
 - c. We ask that *all* visits are limited to special occasions.
2. **Check-in and visit guidelines**
 - a. Sign in at the front desk presenting Government Issued ID (required) and obtain a visitor identification badge.
 - b. Wear your visitor badge at all times while on campus.
 - c. Only visit classrooms or areas of the school for which you have approval.
>> Visitors, including parents, may not wander around the school; they must stay in the classroom or area approved for their visit. This is for the safety of both the visitor as well as our students and staff. If you are there specifically to observe a class, please do so in a way that does not interfere with regular classroom procedures.
 - d. Sign out upon your departure from campus.

Transportation and Carpool Safety

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

School Event Transportation

All school vehicle(s) transporting students will have a school approved driver. A student will not be allowed to go on a field trip or school trip without a completed Field Trip Permission Form. Two adults (must include at least one staff member) will be present in each school vehicle transporting students. Students who do not fit in the school vehicle must ride in the same vehicle as a parent or guardian.

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.

Approved Carpool Pickup Persons

Anyone on your approved pickup list must present your family's carpool tag in order to pick up your child.

If the person picking up is not part of your regular rotation, we ask that you notify the school via email in advance (admin@oakhillclassical.org). If the approved individual does not have your carpool tag, you must notify the school office by phone or email prior to pickup so we can verify authorization and ensure a safe and smooth dismissal.

Morning Arrival

- **Grammar School** carpool runs from **8:10–8:25 AM**. Doors close promptly at 8:25 AM.
 - Any student arriving after the doors are closed must be signed in by a parent at the front desk and will receive a tardy slip.
 - Students must be **in their seats and ready to begin the day by 8:30 AM**. Any student not seated and prepared by 8:30 will be marked tardy.
- **Upper School** carpool runs from **8:00–8:10 AM**.
 - Students must be **in their seats and ready to begin class by 8:15 AM**. Any student not in their seat by 8:15 will be marked tardy.
 - Upper School students who **miss more than half of the first period** will be considered **absent** for that class.

Afternoon Pick-Up

- Afternoon carpool runs from **3:00–3:20 PM**.
 - Parents arriving **after 3:20 PM** must come inside to sign out their student. A **tardy** will be recorded for late pickup.

12. Parents should pull in front of the school and follow the directions of the traffic director.
13. ***IN AFTERNOON CARPOOL IT IS ESSENTIAL THAT EVERY VEHICLE TURN RIGHT OUT OF THE PARKING LOT. (If you do not want to turn right please proceed through the carpool line and then park until carpool has finished, at that point you may exit.)***
14. Car engines are to be turned off while waiting for students to load.

15. Cell phones are not to be used during carpool.
16. Carpool tags must be visible upon entering school property.
17. Follow all directions of staff members managing carpool.
18. Your line of cars will be dismissed when all children are loaded safely.
19. 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.
20. Students may not, *for any reason*, come back to the classroom after their name has been called for carpool. If the student has left something in the classroom, they need to still proceed to the carpool line and the parent will need to pull around, park, wait for a lull in traffic and then accompany the student back into the building to get the left item(s).
21. If a parent has arrived after carpool 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).
22. Please avoid stopping traffic on Old Fountain road, even if it means passing the school and turning around or parking in the gas station parking lot to wait for the line to clear a bit.

Alternate Pick-up Procedures

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

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.**
5. Oak Hill ***will not*** keep over the counter medicine on hand to be dispensed to students. If a student needs medication (over the counter or prescription), it must be given to the front desk personnel with a parent permission note and instructions. Students will need to come to the front desk to administer medication.

Contagious Illness

Students with fever, diarrhea, contagious viruses, severe colds, strep throat, covid, 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).

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 and the students may not return to school until they are free of lice and nits for at least 24 hours. 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 must be provided by the parent for the student and must be given to the front desk with signed parental/guardian permission and instructions. Medicine taken by students must be administered by one of the following:
 - a. Parents of the student.
 - b. Front desk personnel or an administrator.
3. Oak Hill **will not** keep over the counter medicine on hand to be dispensed to students. If a student needs medication (over the counter or prescription) it must be given to the front desk personnel with a parent permission note and instructions. Students will need to come to the front desk to have medication administered.
4. Please complete the Student Medical Report in TADS. 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, with proper permission.

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.
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 Classical School strives to provide a safe environment, but accidents can happen. All injuries that occur on school property or during school activities will be reported promptly to parents, as school staff are not medically trained to assess severity.
2. Minor injuries may be treated with basic first aid such as ice or rest. Serious injuries requiring immediate medical attention will result in contacting parents and, if necessary, emergency services (911). If parents cannot be reached, emergency contacts will be notified.
3. Participation in activities like P.E., recess, and field trips carries a reasonable risk of injury. School safety rules are designed to reduce these risks. Failure to follow these rules increases the chance of injury, and students and parents accept this risk by participating.
4. The school reserves the right to restrict field trip participation for any student or parent who does not follow safety protocols.

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.

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.

Sexual Harassment or Assault

Oak Hill Classical School is committed to protecting the safety and dignity of every student. In accordance with Georgia's Mandated Reporting Law, all school personnel—including staff, faculty,

and volunteers—are legally required to report any suspected child abuse, including sexual harassment or assault.

The Head of School serves as the school's *designated delegate* and is responsible for receiving and filing all reports with the appropriate authorities. Any person who has reasonable cause to believe that a student has experienced abuse must notify the Head of School immediately. If the report involves the Head of School, it must be made directly to the Chairman of the Board of Trustees.

The school will investigate all reports and notify the proper local, state, or federal agencies as required by law.

For more information on Georgia's Mandated Reporting Law, visit:

<https://oca.georgia.gov/training/mandated-reporting>

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 a 5-day course of instruction for K5 - 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. Attend all required parent events: Curriculum Night, State of the School and Parent Teacher conferences.
2. Read emails from teachers and administrators to stay up to date.

3. Be involved in your student's learning at home. (Helping with homework, reading aloud, conversations, etc.)
4. Act as chaperone on field trips or as a host for class parties or a room parent.
5. Join the Gryphon Flight Team (the Parent Volunteer organization) and become involved in the Special School events.
6. 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.
7. Communicate your ideas for school improvement and comments regarding the school program to the administration.
8. Support our Oak Hill Community by giving not only of your time, but also of your resources. Visit 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 the following teams:

1. Hot Lunch Volunteers
2. Room Parent and Teacher Appreciation
3. Facilities Team: Library, Kitchen, Campus Beautification, etc.
4. Morning Special Events: Muffins with Moms, Donuts with Dads, Pastor's Brunch,
5. Evening Special Events: Parent Events (Evenings at Oak Hill, etc), Daddy Daughter Dance, Mother Son Pizza and Game night.
6. Fundraising Events/Student activities (Great Pumpkin Race, Paper Airplane Competition, Olympic Games)

If you are interested in helping to serve on the Gryphon Flight Team please contact Keri Walker (keri.walker@oakhillclassical.org)

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.

Communication 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, 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

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 4th-8th will have a Student Planner in which their assignments will be listed.

Educate

Student Files

Social Media

Facebook

www.facebook.com/oakhillclassical

Parents/Students/Teachers/Alumni Facebook Group

www.facebook.com/groups/OakHillGryphons

Instagram

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

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.

