The Oaks

A Classical Christian Academy

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2026–2027

Family Handbook

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Purpose, Structure, Philosophy, Objectives

1. PURPOSE, MISSION, & VISION

STATEMENT OF PURPOSE

The guiding philosophy of The Oaks Classical Christian Academy rests on a joyful submission to the Bible as the living Word of God, authoritative and sufficient for every area of life (2 Tim. 3:16-17). From this conviction flows our desire not merely to inform minds but to rightly order the affections of our students, to train their hearts to love our heavenly Father above all else and to delight in what He calls good and true (Matt. 22:37-40; Ps. 119:105). We seek to help students see Truth, Goodness, and Beauty rightly, as reflections of God revealed most fully in Jesus Christ, our Lord and Savior (John 1:14), and to cultivate in them a joyful, service-minded posture toward God and neighbor (Gal. 5:13; Phil. 2:3-4). The Oaks stands as an extension of the Christian home, walking alongside parents in the sacred work of formation and supporting the ministry of local churches, recognizing that Scripture entrusts the primary responsibility for education, both teaching and training, to the family (Deut. 6:6-7; Eph. 6:4). In partnership with parents and with respect to our various church families, we provide an education that is rigorously Christian and thoughtfully engaging, shaping the whole person, mind, heart, and soul, so that, by God's grace, students are increasingly conformed to the image of Christ for His glory and the good of His world (Rom. 8:29; Col. 3:16-17).

MISSION STATEMENT

The Oaks exists to partner with parents who seek to graduate classically educated young men and women who glorify Christ, shape culture, and shine the light of God's truth into every endeavor of life.

SCHOOL VISION

We aim to partner with parents to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize the difference between godly and ungodly cultural influences, and to be unswayed towards evil. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire them to be socially graceful and spiritually gracious; equipped with an understanding of the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at The Oaks Classical Christian Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire that they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have the opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

2. OBJECTIVES & STANDARDS

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, The Oaks strives to:

1. Teach all subjects in the curriculum as part of an integrated whole with the Scriptures at the center. "*All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.*" (2 Tim. 3:16-17)

2. Provide a clear model of biblical Christian life through the school staff and board. "*Jesus said to him, '"You shall love the LORD your God with all your heart, with all your soul, and with all your mind." This is the first and great commandment. And the second is like it: "You shall love your neighbor as yourself." On these two commandments hang all the Law and the Prophets.'*" (Matt. 22:37-40)

3. Encourage every student to begin to develop a personal relationship with God the Father through Jesus Christ. "*And Jesus came and spoke to them, saying, 'All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.' Amen.*" (Matt. 28:18-20)

4. Emphasize the three stages of development incorporated in the Trivium, grammar, logic, and rhetoric, in all subjects. Dorothy Sayers, in her article, "The Lost Tools of Learning," has said that a way to think of Grammar is as the fundamental rules and data of each subject; Logic as the ordered relationship of particulars in each subject; Rhetoric as the means by which the grammar and logic of each subject may be expressed clearly. At The Oaks we continue to research and explore how to effectively understand and recover the truth found in the Trivium.

5. Encourage every student to develop a love for learning and to achieve maximum academic potential.

6. Provide an orderly and secure atmosphere conducive to maintaining these objectives and standards.

3. STATEMENT OF FAITH

The following is the foundation of beliefs on which The Oaks is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at The Oaks. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When those types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

1. We believe the Bible to be the only inerrant, authoritative Word of God.

2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

5. We believe that salvation is by grace through faith alone.

6. We believe that faith without works is dead.

7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

8. 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.

9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

4. STATEMENT ON MARRIAGE & HUMAN SEXUALITY

1. We believe that human beings are created in the image of God their Creator. Therefore, we affirm that all humans, male or female, young or old, rich or poor, believer or unbeliever, single or married, identifying as straight, gay, or otherwise have inestimable value and must be treated with dignity and respect. (Gen. 1:27; Gen. 9:6; Ps. 8:3-5)
2. 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. 2:20-24; Matt. 19:3-8)
3. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as set forth in Scripture. We believe that God intends sexual intimacy to occur only in such a covenantal marriage relationship between a man and a woman. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Ex. 20:14; Matt. 5:27-28; Gal. 5:19-21; Matt. 22:23-30; Lev. 18:22)
4. 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. Similarly, we believe that rejection of one's biological sex is a rejection of the image of God within that person. (1 Tim. 1:8-11; Rom. 1:24-32; Heb. 13:4; Rev. 2:19-22; Eph. 5:1-17; Lev. 18:22-23; 1 Cor. 6:9-20)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (John 3:16-17; 1 John 1:9; Acts 2:38-39)
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Phil. 2:1-4; Rom. 12:10; Gen. 1:27; Gal. 6:1)
7. We believe that human sexuality is intended by God to include more than the contemporary cultural emphasis upon physical, sexual experience. Our sexuality is intended by God to reflect the whole of our sensual and relational createdness. We, therefore, renounce the equation of sexuality with genital sex alone and the false representation of sexuality found in pornography. We believe that such an emphasis results in the dehumanization of all people, especially women and children. (Gen. 5:2; Song of Solomon; Matt. 5:27-28)
8. We are committed to teaching biblical truth about marriage and sexuality with conviction and grace. (Acts 20:27; Eph. 4:11-15; 2 Tim. 3:16-17)
9. We expect our staff, students, and volunteers to live by such teaching on marriage and sexuality. (Rom. 12:6-13; Ps. 111:10; Gal. 5:16-25)
10. We differentiate attraction from behavior and recognize that faithful Christians may struggle with same-sex attraction. Members of the community who are committed to the school's teaching about marriage and sexuality and abide by its behavioral expectations will not be disciplined based solely on same-sex attraction. (Lev. 18:22-30; Matt. 7:2; Rom. 14:10; Rom. 2:1-4)

Additional Teaching Tools and References: Jude 21-23; 1 Pet. 5:5-7; Rom. 7:21-8:11

5. EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at The Oaks believe distinguish our approach to education:

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt. 28:18-20). The State has been directed to enforce God's laws and protect the innocent by means of retributive justice (Rom. 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph. 6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

2. We believe that God's character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method, incorporating instruction in Latin.

4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.

5. We have a full K–12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deut. 6:6-9; Prov. 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at The Oaks.

6. SCHOOL FOUNDING & STRUCTURE

The Oaks: A Classical Christian Academy is managed by the Board of Directors of the Oaks Education Association according to its bylaws which were adopted May 31, 1996.

Articles of Incorporation for The Oaks Education Association, a Washington Non-Profit Corporation were filed March 18, 1996. Tax exempt status retroactive to the incorporation date was subsequently recognized in a determination letter from the Internal Revenue Service. Incorporators were Tim Ansett, Todd Ostlind, Lon Parmely, and Bruce Williams.

The Articles of Incorporation indicate that the corporation was organized exclusively for charitable, educational, and religious purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code. The Articles also specifically state that the corporation shall support parents by providing a classical and biblically based education in a Christian environment and include our statement of faith.

In addition to the incorporators and their wives, a larger group of parents had been meeting and working toward forming the school as the Parent's Advisory Committee beginning in December 1995. Informal discussions of the desirability and possibility of starting a classical and Christian school in Spokane began in early 1994, if not sooner.

In the fall of 1996, the school opened its doors for students in grades K–6. Over the next seven years one grade per year was added and now the school offers grades K–12.

The school is run by a Board of Directors who typically meet once a month to carry out its responsibilities, with day-to-day operation authority delegated to the Head of School.

7. SCHOOL SCRIPTURE & SONG

During the formation of The Oaks, the founders established what our school scripture and song would be. Below is an excerpt from a note written by our founding Headmaster, Mr. Bruce Williams, reflecting on why this particular scripture and song were selected.

> *…After the board picked the name of the school, The Oaks: A Classical Christian Academy, the verses in Isaiah were picked because they were important regarding being a planting of the Lord for His glory and repairing the ruins of our classical and Christian education and the resulting generational Christian heritage for our children, grandchildren, and great-grandchildren. We also loved the saying and picture of "little acorns to mighty oaks" that was on our first school informational brochure.*
>
> *Then Psalm 84 was similar in that it was a song our Christian community was learning when we were beginning the school and it spoke about advancing from strength to strength going where other pilgrims have trod and praying the Lord would give His grace and glory to this endeavor. It was our prayer that He would withhold no good from us as we would seek to walk and live uprightly before Him, finally receiving His blessing as we put our trust in Him for this new calling He had placed on our lives.*
>
> *I am thankful for those beginning days and for how the Lord has begun repairing the ruins. There is still so much work to be done. May He continue to complete His good work and bring growth for the glory of Christ and His Kingdom in His good time. We are thankful for what God has done for our family and many others through The Oaks over these years—may He continue to call those continuing this work upward and onward toward maturity.*
>
> *In Christ,*
> *Bruce Williams*

The Oaks Board, administration, staff, family, and friends are eternally grateful to the founding families for their vision and faithfulness in establishing The Oaks Classical Christian Academy.

SCHOOL SCRIPTURE

Isaiah 61:1–6

The Spirit of the Lord God is upon Me,
Because the Lord has anointed Me
To preach good tidings to the poor;
He has sent Me to heal the brokenhearted,
To proclaim liberty to the captives,
And the opening of the prison to those who are bound;

To proclaim the acceptable year of the Lord,
And the day of vengeance of our God;
To comfort all who mourn,

To console those who mourn in Zion,
To give them beauty for ashes,
The oil of joy for mourning,
The garment of praise for the spirit of heaviness;
That they may be called oaks of righteousness,
The planting of the Lord, that He may be glorified.

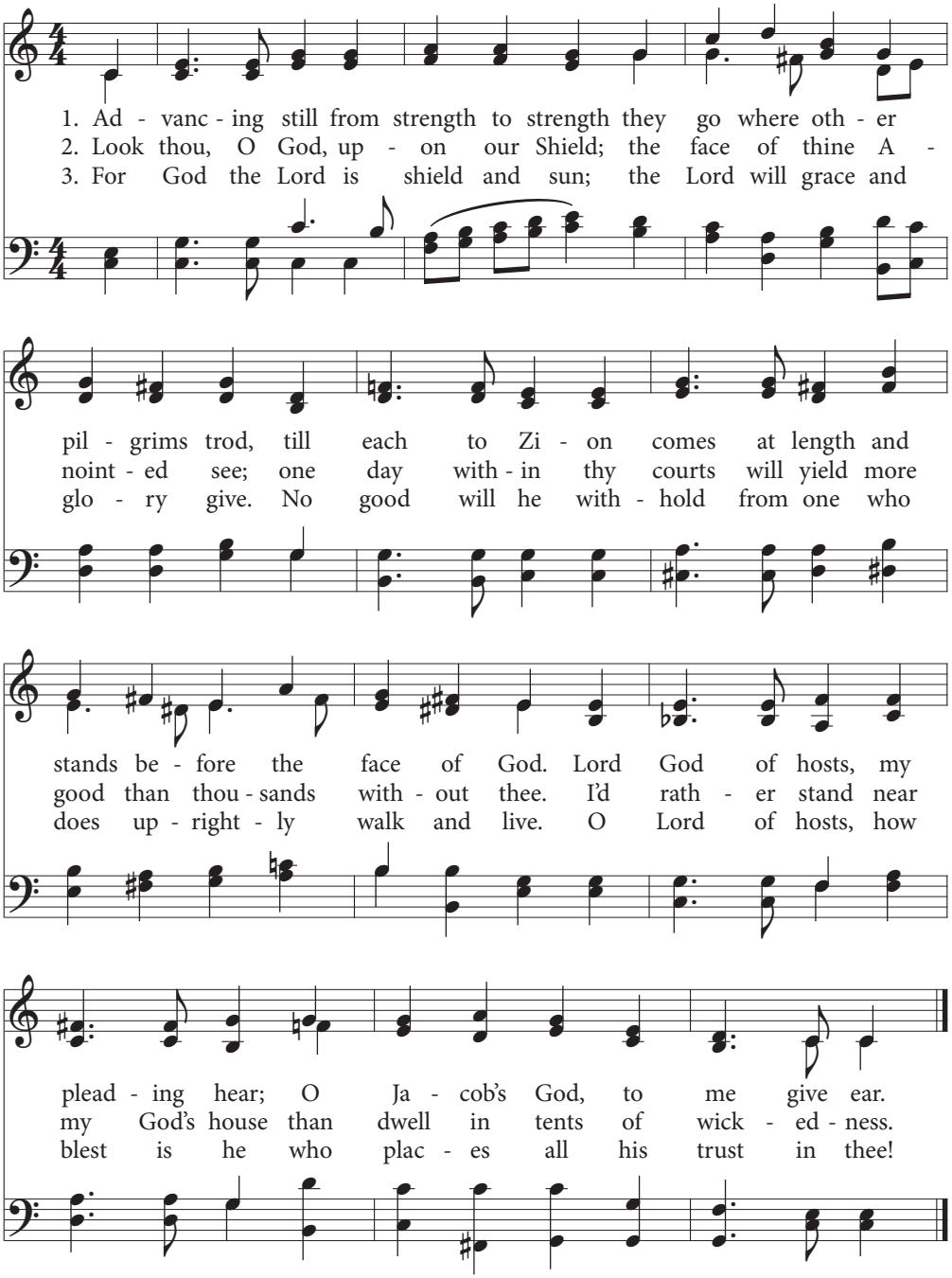
And they shall rebuild the old ruins,
They shall raise up the former desolations,
And they shall repair the ruined cities,
The desolations of many generations.

Strangers shall stand and feed your flocks,
And the sons of the foreigner
Shall be your plowmen and your vinedressers.

But you shall be named the priests of the Lord,
They shall call you the servants of our God.
You shall eat the riches of the Gentiles,
And in their glory you shall boast.

SCHOOL SONG

Advancing Still From Strength to Strength

PSALM 84

Words: *The Book of Psalms for Singing* © 1973 Crown & Covenant Publications
Music: John Bacchus Dykes, 1861

MELITA
88 88 88

Distinctions

8. DISTINCTIONS

8.1 CHRIST-CENTERED APPROACH

Christianity has been such an integral part of the history and development of western civilization that anything other than an education centered on the person of Jesus Christ fails at what it purports to be. The Oaks Classical Christian Academy holds that all truth is God's truth. We seek to reveal in all subjects the significance of historical Christianity and the teachings of the Scriptures in ways which are natural and not contrived. Our intent is to provide an explicit model of the Christian life and a Biblical worldview through our staff, Board of Directors, and volunteers so that every child is encouraged to develop a genuine and meaningful relationship with God through the person of Jesus Christ. Our goal is to foster Christian unity; however, we are unapologetic in the assertion of doctrines which are central to historic orthodox Christianity and strive to reveal these essential Christian teachings across our curriculum. We believe these doctrines are best expressed in the following two ecumenical creeds: the Apostles' Creed and the Nicene Creed. Students and faculty alike are, however, welcome to their personal and denominational views on issues about which genuine believers disagree. This approach cultivates an appreciation for the views of others while maintaining confidence in one's views and those of one's family and denomination. The Oaks Classical Christian Academy will teach each student the Apostles' Creed and the Nicene Creed.

THE APOSTLES' CREED

We believe in God,
the Father Almighty,
Maker of heaven and earth,
and in Jesus Christ, His only Son, our Lord,
who was conceived by the Holy Ghost,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
He descended into Hades;
on the third day He rose again from the dead;
He ascended into heaven,
and sits at the right hand of God the Father Almighty; from there He shall come to judge the living and the dead. We believe in the Holy Ghost,
the holy catholic church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.
Amen.

THE NICENE CREED

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible; and in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds, God of God, Light of Light, very God of very God, begotten, not made, being of one substance with the Father by whom all things were made, who, for us men and for our salvation, came down from Heaven, and was incarnate by the Holy Ghost of the virgin Mary, and was made man, and was crucified also for us under Pontius Pilate; He suffered and was buried and the third day He rose again, according to the Scriptures; and ascended into Heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge both the living and the dead; whose kingdom shall have no end.

And we believe in the Holy Ghost, the Lord, and Giver of life, who proceeds from the Father and the Son; who with the Father and the Son together is worshiped and glorified; who spoke by the prophets.

And we believe in one, holy, catholic and apostolic Church; we acknowledge one baptism for the remission of sins; and we look for the resurrection of the dead, and the life of the world to come.

Amen.

8.2 ACCREDITATION

The Oaks Classical Christian Academy is an accredited member of the Association of Classical and Christian Schools (ACCS). It is our intent to maintain accreditation with the Association of Classical and Christian Schools and to manage our day-to-day school operation in a manner consistent with the ACCS accreditation guidelines.

8.3 MEMBERSHIP

The Oaks Classical Christian Academy is a member of Alliance Defending Freedom (ADF). It is our intent to maintain membership with ADF, as on of the leading Christian law firms, to help protect religious freedom, free speech, marriage and family, parental rights, and the sanctity of life.

8.4 GOVERNANCE

A Board of Directors governs The Oaks Classical Christian Academy utilizing the Carver Model of Board Governance. The Board of Directors establishes policies to support the stated Oaks Classical Christian Academy purpose, mission, vision, and assumes complete authority and responsibility for all aspects of the operation of The Oaks Classical Christian Academy.

Meetings of the Board will generally be held at the principal office of the Corporation, monthly, at a date and time that maximizes the availability for all Directors and the Head of School, or at such other time and/or place as may be determined by the Board.

8.5 CLASSICAL METHODOLOGY

The Oaks Classical Christian Academy employs the classical approach of learning based upon the centuries-old Trivium described in "The Lost Tools of Learning" by Dorothy L. Sayers. The Grammar School (K–6th grades) emphasizes basic learning skills, while the Logic School (7–9th grades) concentrates on formal instruction in logic. The Rhetoric School (10–12th grades) helps students develop a clear understanding of verbal, written, and mechanical aspects of expression used in each subject studied. The goal is to teach students how to think as a basis for mastering specific subject areas. Intensive phonics and primary reading sources (including the Bible and classic works) are used for instruction in reading and the language arts. An incremental and cumulative approach is employed to develop and retain mathematics skills. And Latin, the language of scholars, is taught in an immersive manner for its direct benefits and as a reinforcement for understanding English grammar and vocabulary.

Please note, The Oaks Classical Christian Academy is constantly seeking to enhance our understanding and the implementation of classical education.

8.6 LATIN

Dorothy Sayers stated, "*I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this, not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning any other subject by at least fifty percent.*" There is no better way of acquiring the tools of learning than the rigorous study of an inflected language. This is one reason why Latin is an integral part of The Oaks curriculum.

In addition, the subject of Latin is taught in the language of Latin as the quickest route to becoming fluent in reading classical literature in its original form. Latin is essential for any classical and Christian school because many of the wisest and most beautiful literary works for the past twenty centuries have been written in Latin, not to mention the literature of the neo-Latin vernaculars (Spanish, French, and Italian, to name a few) as well as the great works of our own native tongue, English.

8.7 LOGIC

The Oaks Classical Christian Academy maintains that God is a rational God and that humans created in His image are rational beings. We believe that God reveals Himself to humans in rational ways through the Holy Scriptures and His creation, commonly called nature. Christianity, the way of life through which humans enjoy fellowship with God as their Heavenly Father, is, therefore, a rational lifestyle. Clearly, all Christian parents desire their children to know the truth of Christianity. The Oaks Classical Christian Academy seeks to aid parents in helping children understand the truth of Christianity through rational means so that the truths each student holds concerning God and Jesus Christ are his own and are truths he can personally defend against those who would challenge his faith. The goal is to teach and train students how to think clearly, precisely, and from a distinctly christ-centered world view, rather than to instruct them merely what to think.

> *"But sanctify the Lord God in your hearts, and always be ready to give a defense to everyone who asks you a reason for the hope that is in you, with meekness and fear."* (1 Pet. 3:15)

At The Oaks, the study of logic centers on an earnest and humble exploration of who God is and how He has crafted the human mind. He designed us to think clearly and speak truly, but the Fall has bent our hearts and minds away from truth. Non-Christians and Christians alike may resort to manipulative appeals and slippery arguments—sometimes even in defense of truth. A right conclusion is not the same thing as a good argument. Through a distinctly Christian study of logic, we learn to think and speak precisely and persuasively, all in the light of God's authoritative Word—for we believe that logic itself is grounded in God's character. When our thoughts and words reflect the ordered beauty of His character, we honor Him in imitation.

As the Bible often addresses the study of logic and the search for the wisdom of God, we find inspiration in passages like:

> *"Yes, if you **cry out** for discernment, and **lift up your voice** for understanding, If you **seek** her as silver, and **search** for her as for hidden treasures; Then you will understand the fear of the Lord, and find the knowledge of God. For the Lord gives wisdom; from His mouth comes knowledge and understanding."* (Prov. 2:3-6)

All of the bold words are references to different aspects of logical reasoning. Our primary goal in the Logic program is for the Logic students to cry out, lift their voices, seek, and search for wisdom. Wisdom involves more than just knowing things. We must know how to define, tell truth from falsehood, and discern whether a conclusion is proved by the statements that are supposed to support it.

Students study Logic for three years (7–9th grades) at The Oaks as a formal study, but all teachers in the Logic & Rhetoric Schools teach and apply the principles learned in those classes. In 7th grade the focus is on statements, arguments, syllogisms, and fallacies. In 8th grade, students apply this and build on it by studying truth tables and proofs. In 9th grade, students

read many of Plato's Dialogues to apply everything that they have learned in understanding these great works.

8.8 RHETORIC

According to Aristotle, rhetoric is the ability to persuade; and according to Quintilian, rhetoric is the art of a good man speaking well: *"The man who can really play his part as a citizen and is capable of meeting the demands both of public and private business, the man who can guide a state by his counsels, give it a firm basis by his legislation and purge its vices by his decisions as a judge, is assuredly no other than the orator of our quest"*.

Taking these classical definitions together with a Christian understanding, we define rhetoric at The Oaks as the ability to communicate verbally, biblically, and eloquently in order to incline people toward good, and to do so motivated by love for God.

The Bible emphasizes verbal communication. God spoke all things into existence. Christ is the Word. God reveals Himself to us primarily through a written document. Since we as humans are in God's image, words are central to our identity and calling (Gen. 1; John 1).

Biblical communication distinguishes the so-called wisdom of the world from true wisdom. False eloquence is flattery, but God's words are so true they are like gold refined seven times (Ps. 12). So we are to speak the truth in love (Eph. 4:15).

Eloquent communication reflects the beauty, pleasure, and power of God. The Bible is filled with carefully crafted language: *"Gracious words are like a honeycomb, sweetness to the soul and health to the body"* (Prov. 16:24).

The goal of all this is to incline people toward good. Christians are always to do good (Gal. 6:10). The good thing depends on the situation. It could be a good understanding of arithmetic, a good marriage, a good nation, a good relationship with God. Rhetoric is the ability to say what is fitting to the situation.

Finally, rhetoric must be motivated by love for God, as commanded for our good in the greatest commandment that sums up all the rest (Mark 12:30). If love for God is not the motive of our speech, then it is not Christian eloquence.

8.9 PARENTAL RESPONSIBILITIES

The Oaks Classical Christian Academy is a discipleship-based educational program, and therefore requires that at least one parent profess faith in our Lord and Savior Jesus Christ. It is also essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of The Oaks Classical Christian Academy. This includes a willingness to have their child presented the clear teaching (not forced indoctrination) of the school's Statement of Faith. The parents must be willing to cooperate with and adhere to all written policies of The Oaks Classical Christian Academy; especially in the area of discipline and schoolwork standards, as well as active communication with the particular teacher(s) and administration.

At least one parent is required to be a member in good standing of a local Christian church which is in substantial agreement with The Oaks Classical Christian Academy's Statement of Faith. The Head of School can address questions about which churches meet this criterion.

It is our belief that parents are responsible for educating their children (Deut. 4:9, 6:6-9). For this reason, The Oaks Classical Christian Academy provides a service to Christian parents for the education of their children. Parents are encouraged to participate at all organizational levels: volunteering in and out of the classroom, assisting the faculty or staff, and working with the governing board on special projects. We welcome parents to visit the classroom and to join children for lunch when schedules permit. Parental involvement and support in the classroom, on field trips, at special services and programs, and at annual events are also encouraged.

8.10 STUDENT HEALTH & SAFETY

If you witness, learn of, or hear information suggesting that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, you must notify Mr. Charlie Dowers, Head of School, immediately.

Do not attempt to resolve the situation yourself. Please notify the Head of School so that the school can handle the situation appropriately. You will not be retaliated against or disciplined in any way for making a good faith report of misconduct.

If you determine that Mr. Dowers has acted in an inappropriate manner, then you must notify The Oaks Classical Christian Academy Board of Directors.

8.11 CURRICULUM

For young children, the educational goal at The Oaks Classical Christian Academy is to develop mastery of the basic learning skills. In older students, critical thinking skills, together with competence in verbal and written methods of communication, are expected. To this end, The Oaks Classical Christian Academy emphasizes language proficiency (reading, grammar, and spelling), handwriting, history, Bible, mathematics, and Latin in its Grammar School (K–6th grades) and supplements these important subjects with science, music, art, drama, and physical education. In the Logic School (7–9th grades), The Oaks Classical Christian Academy will offer a fully integrated approach to studying literature, history, and Bible, along with writing, mathematics, science, Latin, and formal logic. The final stage of our educational model (the Trivium) is the Rhetoric School (10–12th grades). Students will continue in the study of English language (with a strong emphasis on writing skills), literature, mathematics, science, Bible, history, and the formal study of rhetoric. In support of our classical curriculum structure, we have carefully selected what we believe to be the finest materials available for each skill and subject area at each level of instruction. Nonetheless, our curriculum and support materials are constantly under review and are modified and updated as necessary to meet our educational goals.

8.12 EFFECTIVE DISCIPLINE

> *"Children, obey your parents in the Lord, for this is right. 'Honor your father and mother,' which is the first commandment with promise: 'that it may be well with you and you may live long on the earth.' And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."* (Eph. 6:1-4)

It is our intent at The Oaks Classical Christian Academy to teach and train every child to honor his parents and to show respect to all persons; to reveal the beauty of honor and obedience. Expecting honor and obedience to those in authority provides training for good citizenship and, more importantly, establishes a lifestyle of affections for "right things," for God and His Word. We endeavor to have as few rules as possible and to enforce them with consistency and love. In fairness to all students and their families, no student is allowed to disrupt the process of instruction, show disrespect to a school staff member, or to ill-treat another student (12.2 Discipleship/Disciplinary Policy). We, at The Oaks Classical Christian Academy desire to live in a culture of honor and grace.

8.13 UNIFORMS

Wearing uniforms at The Oaks Classical Christian Academy accomplishes many valuable objectives:

- Uniforms instill in students a sense of belonging and loyalty to the school community;
- Student behavior and productivity are generally improved when students wear uniforms;
- A prescribed uniform helps de-emphasize fashion consciousness, individuality, the impact of popular culture on our community, and tendencies to form socioeconomic cliques;
- Most families find that purchasing uniforms cost less than buying the typical student wardrobe in the long term;
- Uniforms serve a practical purpose of safety since students are easily identifiable on field trips and persons not in uniform are easily noticed on our campus; and
- Finally, uniforms look nice and help create a positive impression of our students and our school within our community.

8.14 THE OAKS CLASSICAL CHRISTIAN ACADEMY FAMILY

The Oaks Classical Christian Academy is a family of Christian parents, students, grandparents, and staff who strive together to see the school's mission become a reality to the glory of God. The following are descriptions of families who are successful in this endeavor.

The Oaks Classical Christian Academy seeks to provide an academic and social environment that is both stimulating and Christ-centered. Students (and at least one parent) entering The Oaks Classical Christian Academy must profess faith in the Lord Jesus Christ, demonstrate an understanding of the school philosophy and purpose, and show evidence of agreement with the school Honor Code (11.23 Student Honor Code).

The successful Oaks student will:

- Exhibit respect and honor for God, teachers, parents, and classmates.
- Demonstrate an understanding of God-ordained authority by his joyful obedience at all times.
- Possess a love for learning and a joy in exploring new knowledge.
- Be attentive to details and work diligently to give his best effort at all times.
- Exhibit humility and prefer others while standing firm for the truths of Scripture.

The Oaks Classical Christian Academy seeks to uphold the primary role and responsibility of Christian parents to educate and train their children. The Oaks Classical Christian Academy staff serves Christian families by helping provide a Christ-centered education for their children.

The successful Oaks parent will:

- Take advantage of every opportunity to grow as a disciple of Jesus Christ and a student of God's Word.
- Seek to lead his family to be kind, generous, obedient, and Biblically ordered.
- Possess an understanding of the The Oaks Classical Christian Academy's mission, and then take ownership and responsibility for furthering the vision of classical and Christ-centered education in and throughout our school family.
- Seek to be an active partner with The Oaks Classical Christian Academy in his child's education by being involved in the classroom, trusting the judgments and decisions of his child's teacher, showing love for learning himself, and reading all school communications.
- Display humility by following biblical principles in addressing concerns.

The role of teacher at The Oaks Classical Christian Academy is to instruct, advise, train, and discipline children with an attitude of compassion, devotion, and keen interest. For the school to fulfill its stated mission of "graduat(ing) classically educated young men and women who glorify Christ, shape culture, and shine the light of God's truth into every endeavor of life" the successful Oaks teacher will:

- Demonstrate a passion for the things of God and a desire to grow in favor with God and man.
- Love families and understand the importance of the family system while deeply appreciating the structure of authority established by God.
- Possess the God-given ability to teach and the desire to enhance their individual skills and abilities.
- Hold the appropriate degree, credentials, and ACCS certification.

8.15 EXTRA-CURRICULAR ACTIVITIES

The Oaks Classical Christian Academy seeks to provide a challenging academic program to our families. In addition, we want to offer a variety of extra-curricular activities to enhance The Oaks Classical Christian Academy's mission and vision. Offerings may include theater productions, sports teams, choral ensembles, mock trial team, etc., as well as music, art, and dance lessons through The Oaks Conservatory. More details, including the cost of activities, are available on the school website. We encourage families to choose wisely which of these programs to participate in, considering each student's academic status and interest in the activity.

Select Positions Important to Families

9. SELECT POSITIONS IMPORTANT TO FAMILIES

9.1 BIRTHDAY PARTIES

The Board, administration, and teachers of The Oaks Classical Christian Academy support the celebration of student birthdays. The classroom teacher will determine the most appropriate time and place based on the assignments/activities of the day. These celebrations typically take place at the end of the school day. Parents may bring a simple treat/dessert (no candles please) for the celebration, but may not bring presents/gifts for the guest of honor or goody/gift bags for the class. Parents will provide all plates, napkins, and other party supplies for the gathering. Parents, of course, are welcome to eat lunch with their child on their special day.

9.2 EXTRA-CURRICULAR & AFTER SCHOOL ACTIVITIES PARTICIPATION

The Oaks Classical Christian Academy seeks to prioritize the academic program over extra-curricular/after school activities. Therefore, students participating in theater, music performances, games, sporting events, school clubs, and any other after-school or extra-curricular activity must attend the entire academic school day on the day of the event/activity. Exceptions to this policy must be pre-approved by the appropriate administrative authority.

9.3 SOLICITATION ON SCHOOL GROUNDS

The Board and administration of The Oaks Classical Christian Academy recognize that there are numerous activities and events in our community that are valuable to the overall spiritual and academic development of our students and our families. We will seek to promote and support such events with administrative approval within The Oaks' communication channels. The Oaks Classical Christian Academy, however, will not provide free advertisement in any school-related publication or distribute promotional materials through our school mailing system. We also request that parents and students refrain from using the school to distribute invitations to personal or private gatherings. Invitations to personal or private gatherings should be accomplished outside of the school's day to day operations (off campus, by mail, email, etc.). The Oaks asks that families use the provided contact information available in the Family Directory on Annasis for parent to parent communications only and refrain from using for any solicitation purposes.

9.4 DATING RELATIONSHIPS

The Board of Directors, administration, and teachers of The Oaks Classical Christian Academy do not advocate any position on the legitimacy of dating for its students. We believe this is a decision best left to individual families and churches. The school does not, however, allow dating-type relationships among students during school hours. Furthermore, dating, romantic relationships, courting behavior, and other displays of romantic affection are not conducive to learning and will therefore not be allowed during school hours, on school property, or at school functions. School hours are for learning and the pursuit of knowledge and wisdom; if this pursuit is a rigorous pursuit, there should be no time for dating-type relationships or behavior.

9.5 SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS

The Oaks Classical Christian Academy Board of Directors, administration, and teachers recognize that families' and students' activities away from school grounds and apart from school functions do not fall under their governance. Nonetheless, with the support of the Scriptures, we encourage families and students to do all things whether at school, home, or in the community for the glory of God and in accordance with the precepts of His Word. Communications among students, while at home, are the private business of families. Therefore, in keeping with the principles of the The Oaks Classical Christian Academy's Honor Code (11.23), we encourage students to honor the Lord, their families, and others by using electronic communications such as phones, email, text messaging, instant messaging, and all forms of social media with integrity. We encourage the use of appropriate etiquette, avoiding indiscriminate email forwards, chain letters, inappropriate distribution of personal information, including email addresses, phone numbers, etc., while refraining from discussions that may dishonor the Lord, a family, individual, or The Oaks Classical Christian Academy. We also urge parents to supervise and train children in appropriate communication practices, knowing that students' interactions with their friends on the phone, email, instant messaging, social media, and in person affect the student's growth as a Christian as well as the culture of the home and school.

Some parents have requested that their child's (children's) photograph not be posted on the internet in any form. If you take photographs at a feast day, on a field trip, or at any other school function, please contact the school office before posting the pictures on the internet.

9.6 LOGIC & RHETORIC SCHOOL LOCKER GUIDELINES

Lockers are assigned to all Logic & Rhetoric School students by the office at the beginning of each school year. Students may not switch or change lockers without prior approval from the school administration. Lockers are school property and should be treated with care. Students are not permitted to enter another student's locker without permission.

LOCKER USE & DECORATION

- Decorations inside and outside the locker must be appropriate and reflect the Christ-centered culture of The Oaks.
- Decorations should be inside the locker with only the following exceptions for exterior locker decor:

  Birthday decorations may remain on the locker for up to **five school days**.

  Participants in Oaks athletics, theater, and school clubs (such as Mock Trial Team) may have themed decorations for the duration of the season. These decorations should be consistent for the entire team and have administrative approval.
- Lockers should be organized and cleaned out **weekly**, with special attention to removing food items.

If you experience any mechanical issues with your locker, please contact the office for assistance.

9.7 SECRET SANTA FUN

Logic & Rhetoric students may participate in Secret Santa Fun with their classmates between the Thanksgiving and Christmas Breaks each year to help celebrate the Christmas season.

The following guidelines are to be adhered to when participating in this activity.

- A Secret Santa student or student committee will be selected by the administration to manage the Secret Santa Program.
- The Oaks Secret Santa Program is an opportunity for students to bless their classmates during the Christmas season.
- Participation in the Secret Santa Program is 100% optional. No student will be pressured to participate.
- Gifting is limited to four (4) small gifts.
- Total cost of all gifts must not exceed $20.00.
- Gifting students will leave their gift above the student's locker with gift receivers name on the gift. Access to lockers is not permitted.

9.8 CELEBRATIONS AND SPECIAL OBSERVANCES

At The Oaks Classical Christian Academy, we gladly affirm that celebration is a good gift from the Lord and an important part of our shared life together. However, certain occasions—such as Saint Patrick's Day, April Fools' Day, and similar observances—can sometimes invite distraction or unhelpful behavior. To preserve the unity and Christ-centered character of our community, **all celebrations or related activities must receive prior permission from the appropriate teacher and/or school administration** before being brought into the school setting.

Our aim is not to limit joy, but to ensure that it is expressed in ways that are orderly, kind, and edifying to all. As Scripture reminds us: *"Let all things be done decently and in order."* (1 Cor. 14:40)

Admissions Procedures

10. ADMISSION PROCEDURES

10.1 ADMISSION STATEMENT

The Oaks Classical Christian Academy admits students of any race, color, national, and ethnic origin to all the 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, or ethnic origin in the administration of its educational policies, scholarships, or other school-administered programs.

10.2 ADMISSIONS PROCEDURES

The Oaks Classical Christian Academy uses an admissions procedure that resembles the application process used in many private colleges, allowing our school more accurately to identify and admit students and families who have expressed convictions similar to those upheld by the school regarding the education of their children. The selection of the student body of The Oaks Classical Christian Academy is second only to staff selection in impacting the school's mission and vision. We seek to foster a family-like atmosphere that is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we will labor to build and maintain a school culture of grace, a culture that would elicit the response from our Lord, *"Well done, good and faithful servants."*

The Oaks Classical Christian Academy opens the application process in January for the upcoming academic year. Interested families are encouraged to visit our school website, www.theoakscca.org, to review the application process and complete the admissions interest form.

The basic process for new applicants is as follows:

1. ***Initial Visit (scheduled throughout the year)***
   Parents tour the campus and meet with an administrator to learn about The Oaks. Applications for admission are available at the conclusion of this visit.
2. ***Application (accepted throughout the year)***
   Applications are processed upon being returned fully completed, accompanied by the family application fee.
3. ***Placement Testing & Shadowing***
   Testing will be scheduled for each incoming student to determine grade placement after the completed application is received & reviewed. Students applying to 4th grade or higher will also shadow with the appropriate class following their assessment.
4. ***Family Interview***
   Interviews are scheduled with an administrator, parents, and incoming student(s) following review of the placement testing.
5. ***Acceptance/Denial Notification***
   Acceptance is determined by the Head of School following the family interview, and after reviewing all other required materials. Official notification of acceptance or denial will be mailed to each applicant at or after open enrollment begins. ***Open enrollment officially begins February 1.*** After official acceptance, applicants will receive all appropriate information for preparing for school, including financial arrangements. Included in the acceptance packet will be two books, *Teach Them Diligently* and *The Case for Classical Christian Education*. All families are asked to read both of these books within the first year of enrollment.

A student's academic achievements are considered in the application process, but only to assist in grade placement. The Oaks Classical Christian Academy is seeking to enroll students who,

because of their own family's spiritual, behavioral, and educational priorities, will most benefit from an Oaks education.

Priority for acceptance is as follows:

1. Current students (automatically reenrolled in January);
2. A sibling of a current student;
3. All other applicants.

A child entering the kindergarten program must have reached the age of five years by September 1 of the fall in which he would join The Oaks Classical Christian Academy. A kindergarten placement test will also be required.

If a child has completed the previous school year at another school and his academic placement test as well as his academic records and behavior compare favorably to the equivalent grade at The Oaks Classical Christian Academy, the child is placed in the grade for which he is applying. However, if there is evidence to show that the child lacks the skills necessary for the next sequential grade level, he will repeat the previous grade. Each child should understand that his parents have willingly and kindly delegated their authority to the school. Therefore, he is subject to the instruction and care of the teachers and administration in their prescribed roles at The Oaks Classical Christian Academy.

The Oaks Classical Christian Academy is a Christ-centered educational community and therefore requires that at least one parent profess faith in our Lord and Savior Jesus Christ. It is also essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of The Oaks Classical Christian Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school community. The parents must also be willing to cooperate with and adhere to all the written policies of The Oaks Classical Christian Academy; this is most important in the area of discipline and academic standards, as well as active communication with individual teachers and administration.

Upon acceptance, parents will receive an acceptance letter, and the *Release of School Records* form will be sent to the previous school attended. For the enrollment process to be final, The Oaks Classical Christian Academy must receive the following items:

- Current immunization certificate (shot record must be up to date or Certificate of Exemption)
- Medical information forms
- Proof of health insurance/Insurance Card (if requested)

All financial arrangements between the family and the school will be understood and agreed upon before an enrollment is considered final.

The Parent Orientation, held at the beginning of each academic year, is considered a required event for all Oaks parents, junior kindergarten–12th grade.

10.3 TUITION & FEES

We recognize that financial considerations do play a role in your child's education and that tuition is an investment in the life of your child. In fact, our goal is that financial considerations will not prevent qualified students from attending The Oaks Classical Christian Academy because Christian education should not be a commodity but a ministry.

BASIC FINANCIAL UNDERSTANDINGS

The following information has been compiled primarily for the benefit of those families who have had children accepted as students in The Oaks. Although our preeminent task is to educate students, we need to ensure that all financial arrangements and practices are clearly understood and followed by all concerned.

Family Application Fee: This is a one-time payment of $125 per family, turned in with the family application. This fee is non-refundable and covers administrative costs and placement testing.

Enrollment Fee: This is an annual fee of $325 per K–12th Grade student ($175 per JrK student), due upon acceptance for new families and February 5 for current families, as a part of the auto re-enrollment process. This fee is non-refundable.

Tuition: Monthly tuition payments are due by the fifth of each month. Normally these payments are divided over twelve months, beginning in July and continuing through June, even though the school year runs from September through June. Families enrolling in school after July will have the tuition divided over the remaining months (i.e., August through June, or September through June). Payments are made by automatic bank withdrawal, which will be set up after acceptance is determined. *Please see fees chart.* Questions on specific bills may be addressed to the school's business office. Families desiring to pay up front are able to do so via cash or check in the office.

Student Resource Fee: This is a annual fee per student. Resource Fees will be charged to each student and will be combined with the monthly tuition payment (or may be paid in full by July 1 or the first month of enrollment if enrolling after July). *Please see fees chart.* In addition to the resource fee the students will purchase some of their own supplies & books for literature, Latin, etc.

Extracurricular Activities: These fees are applied when families sign up for extracurricular activities such as athletics, theater, conservatory, etc.

Non-refundable Status of Tuition & Fees: Due to the fact that the school contracts with our teachers and staff to pay them a set amount for the year, regardless of any reduction in student population, and in consideration of the per student costs we incur in materials and overhead for the year, we cannot refund any paid Tuition, Application, Enrollment, or Resource Fees.

2026–2027 TUITION & RESOURCE FEES

Grade	Annual Tuition	Monthly Tuition Amount	Annual Resource Fee
Junior Kindergarten	$3,600	$300	N/A
Kindergarten (Half-Day)	$5,640	$470	$125
Kindergarten (Full-Day)	$10,100	$842	$200
Grammar (1st–6th Grade)	$10,100	$842	$175
Logic & Rhetoric (7–12th Grade)	$10,500	$875	$175

The annual tuition and resource fee includes the cost of core and elective course requirements, textbooks, school day field trips, and any other expense associated with classroom instruction. Additional fees are charged for non-required elective offerings (i.e. private music and art lessons, theater, team sports, and academic tutoring). Students are also responsible for materials listed on the grade level supply list. Any textbook or school-supplied materials that are damaged will be the responsibility of the family/student.

10.4 DONATIONS/GIFTS

Each year, The Oaks depends upon, and is most appreciative of, the generosity of alumni, parents, past families, grandparents, faculty, staff, and community members to continue the good work of providing excellent classical, Christian education to our students. A gift to The Oaks Annual Fund supports teacher salaries, student scholarships, athletics, theater, Conservatory, & more. Please prayerfully consider supporting us in this important endeavor.

Financial gifts given to the school are considered tax-deductible and a receipt will be issued to the donor. Gifts given directly to staff members or families are not tax-deductible. Tuition and fee payments are not tax-deductible.

10.5 FINANCIAL AID & SCHOLARSHIP PROGRAM (FACTS MANAGEMENT)

The Oaks aims to work with families to make this education accessible to most families who desire to be part of the community. This involves prayer and a financial aid application process. The first step is to attend a financial aid meeting with the Head of School (dates announced in the spring). After the meeting, families are given a link to the FACTS Management online application. FACTS will review the prospective family's financial data and provide a recommendation. After reviewing both the FACTS recommendation and the family's answers to qualitative questions on the form, The Oaks Financial Aid Committee approves award amounts for each student. The Oaks business office then informs the family of the amount of assistance granted. Funds are limited; therefore, monies awarded will be on a first come, first served basis. Please contact the school office for more information.

10.6 STUDENT WITHDRAWAL PROCEDURES

MID-YEAR WITHDRAWAL:

Families looking to withdraw their child from The Oaks mid-year should follow the process below.

- Family notifies The Oaks Registrar of their intent to withdraw.
- Family completes the Student Withdrawal form within Annasis.
- Upon completion of the withdrawal form, the form is reviewed by the Head of School and respective Dean.
- Registrar then notifies the teachers, office staff, and business office of the withdrawal.
- Teachers will collect any classroom supplies and/or books from the student or family and finalize grade books.
- The business office will make any final financial arrangements and close the account. If there is an outstanding balance, records will be withheld until resolved. Please note, a family submitting withdrawal paperwork before the 5th of the month will not be responsible for that month's payment.
- Registrar sends the student's records to the student's new school upon request and with confirmation that there is no outstanding balance due.

WITHDRAWING FOR UPCOMING SCHOOL YEAR:

The Oaks operates under a continuous enrollment process. Therefore, families desiring to withdraw their child from The Oaks for the upcoming school year should follow the process below.

- Family completes the Student Withdrawal form within Annasis during the priority registration time (January/February). Please note that families completing the withdrawal form after the priority registration time will incur the yearly enrollment fee.
- Upon completion of the withdrawal form, the form is reviewed by the Head of School and respective Dean.
- Registrar sends the student's records to the student's new school upon request and with confirmation that there is no outstanding balance due.

Academic Policies

11. ACADEMIC POLICIES

11.1 ACADEMIC PROGRAM

The Oaks Classical Christian Academy is committed to offering an academic program that is distinctly Christ-centered and classical in methodology. The subjects of Bible, English grammar, reading, literature, handwriting, history, science, mathematics, Latin, logic, and rhetoric, along with appropriate elective coursework (i.e. art, physical education, theater, etc.) will be selectively taught in K–12th grades. The overall academic program will be divided into three schools, as follows:

- Grammar School (K–6th grades)
- Logic School (7–9th Grades)
- Rhetoric School (10–12th grades)

11.2 REVERENCE POLICY

In all areas of instruction, especially Bible classes, and related activities, teachers and students will give God's character proper respect and consideration. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. Reverent reference to the Lord is necessary for the sake of the students' spiritual training, joyful encouragement, and instruction. The following list is not meant to be all-inclusive, but is characteristic of the kind of activities to avoid:

- Silly or trite references to Jesus Christ and His work on the cross.
- Mockery of angelic powers, demonic or heavenly.
- Emphasis on good feelings or works versus humble obedience and grace.

11.3 HOMEWORK PHILOSOPHY & POLICY

The Oaks Classical Christian Academy recognizes that parental involvement is critical to a child's education; therefore, homework affords parents the opportunity to assist their child in his studies and train him in the habits that will serve for a lifetime of study. We define homework as additional class-related work assigned by the teacher and completed outside of class. The following are not considered homework: personal review, Dig Deep reading, or work on assignments an individual student has not completed in class.

Homework and personal review helps students develop the diligence necessary for lifelong learning. In many cases, the time in class during the school day is not enough for a student to complete the amount of practice required for mastery. A student may desire to spend additional time reviewing in preparation for the next day's lesson. A teacher may assign homework to allow for necessary practice. Short periods of practice or study of new information is often a better way to learn than one long period of study. Additionally, older students can benefit from an independent time of study that creates habits that will carry them through higher education and beyond. For policies related to grading late homework assignments, please see 11.6 Late Assignments & Homework.

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then, only if homework is assigned.

Grade	Approximate Maximum Time per Week Night
K	None
1st–2nd	20–40 minutes (infrequently)
3rd	30–45 minutes (as needed)
4th–5th	45 minutes
6th	45–60 minutes
7th–8th	60–90 minutes
9th–12th	90–120 minutes
**Normally, homework is not to be assigned over the weekend or over holidays and vacation periods.*	

11.4 GRADING/PROGRESS REPORT POLICY

The Oaks Classical Christian Academy reports academic progress and behavior quarterly with online report cards via Annasis, the school information system. The Academic Calendar lists the dates when report cards are ready for parent review.

To keep parents informed of their child's progress throughout a grading period, teachers will post student progress in a timely manner on Annasis.

The Oaks Classical Christian Academy uses an objective standard in each class/subject to assess student work. Grades will not be based "on a curve" or against any other overtly subjective means. This approach reduces the possibility of grade inflation and gives a more accurate picture of student performance and progress. Please note that annual standardized test results are not included in, or considered part of, the grade or progress reporting procedures. Grades are calculated on tests, quizzes, book reports, class assignments, class participation, and homework. Variety in the amount and kind of testing, assignments, and homework is highly encouraged. In addition, projects may be used in place of tests for some classes.

11.5 GRADING GUIDELINES

Percentages & Grade Equivalents		
97%–100%	A+	
94%–96%	A	
90%–93%	A-	
87%–89%	B+	
84%–86%	B	
80%–83%	B-	
77%–79%	C+	
74%–76%	C	
70%–73%	C-	
69% or below	F	Failing
	I	Incomplete (*for missing work or not enough grades to assign a final grade*)
	P	Pass
	E	Excels
	S	Satisfactory
	N	Needs Work

11.6 LATE ASSIGNMENTS & HOMEWORK

The Oaks Classical Christian Academy's policy for late assignments or homework applies to all grade levels. An assignment or homework is late when it is not turned in at the time assigned by the teacher. We desire to teach and train the skills of organization, timeliness, and diligence.

A student who fails to hand in a classroom assignment or homework at the time it is due will receive a parent notification. If an assignment is turned in the first day after the due date; the student will receive a maximum grade of 89% (89% of the earned grade). If the student hands in the assignment or homework on the second day, the student will receive a maximum grade of 69% (69% of the earned grade). If the student fails to hand in the assignment or homework on the third day, the student may be sent to the Dean of School, who will treat the student's behavior as a discipline issue. The student may receive a parent notification and, after completing the classroom assignment or homework, a grade of 0% on the classroom assignment or homework.

Late Homework Guidelines			
Due Date	Late Day 1	Late Day 2	Late Day 3
Hand in homework assignment	Hand in assignment & parent notification	Hand in assignment	Does not hand in homework
Maximum grade: 100%	Maximum grade: 89% *(89% of earned grade)*	Maximum grade: 69% *(69% of earned grade)*	Maximum grade: 0% Still completes homework; visit Dean of School

Dig Deep Reading is not considered homework. It is handled according to the guidelines in 11.14 Dig Deep: The Oaks Classical Christian School Reading Program.

11.7 ACADEMIC TESTING & ABSENCES

Students in all grades may expect to take regular and periodic tests in all subjects and skill areas. Students and parents will be informed ahead of time of approaching test dates and provided adequate time to prepare. Students are expected to participate in examinations on the announced date. The teacher will approve exceptions.

Class work, papers, and exams missed due to an absence must be made up within two (2) class days of returning to school. If a student is absent for several consecutive days, the teacher, student, and parent will develop a make-up plan. The plan will seek to expedite the makeup process without penalizing the student.

It is the responsibility of the student and parent to contact the teacher and make necessary arrangements to make up for a missed assignment or exam. Students are expected to take tests or examinations scheduled for the date they return from an absence. For example, since Tuesday is the day for the Latin quiz, if a student is absent on Monday, he is still expected to take the scheduled exam on Tuesday when he returns from the absence. The teacher has the authority on issues related to testing and make-up work due to absences.

11.8 ACADEMIC HONORS & AWARDS

The Oaks Classical Christian Academy maintains a system of formal honors and awards primarily for the following reasons:

- The recognition of good work (diligence, punctuality, putting forth one's best effort, etc.) is a biblical principle, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.). Therefore, we seek to publicly recognize students who meet the requirements to receive the applicable honor or award.
- We hope to encourage good work among all students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded.
- We want to draw public attention to the high quality of the work completed by The Oaks Classical Christian Academy students to the glory of God.

ACADEMIC HONORS:

Students in 3rd grade and higher are eligible to receive semester academic honors. For Grammar students there are two levels conferred: "A" and "A/B" and for Logic & Rhetoric students there are three levels conferred: Cum Laude (with honors), Magna Cum Laude (with high honors), and Summa Cum Laude (with highest honors).

GRAMMAR SCHOOL HONORS:

"A/B" honors are bestowed upon students having, during the semester in consideration for the award, received no more than two quarter grades below 80% (all As and no more than two Bs in both quarters).

"A" honors are bestowed upon students having, during the semester in consideration for the award, received no quarter grades below 90% (all As in both quarters).

LOGIC & RHETORIC SCHOOL HONORS:

Cum laude (with honors) is bestowed upon students having, during the semester in consideration for the award, received a 3.5 to 3.6 grade point average.

Magna cum laude (with high honors) is bestowed upon students having, during the semester in consideration for the award, received a 3.7 to 3.9 grade point average.

Summa cum laude (with highest honors) is bestowed upon students having, during the semester in consideration for the award, received a 4.0 grade point average.

Grade point averages for honors are calculated from semester report cards for 7th and 8th grade students and from transcripts for 9–12th grade students.

END-OF-YEAR AWARDS:

At the conclusion of each school year, The Oaks hosts an end-of-year awards program, acknowledging student accomplishments for the school year. The particular categories may change over time. Other Awards may be awarded as deemed appropriate by the administration.

The Oaks is grateful each year to celebrate the accomplishments of our students through the End-of-Year Awards Ceremony. As a school family, it is a joy to pause and give thanks for the many evidences of God's grace among us. Scripture calls us to "*rejoice with those who rejoice*" (Rom. 12:15), and a faithful Christian community delights in the blessings and successes of one another. Celebration, rightly ordered, is a good gift from God. Throughout Scripture, God's people marked seasons of thanksgiving in order to acknowledge His kindness and faithfulness. In the same way, we gather at the End-of-Year Awards Ceremony to recognize diligence, growth, perseverance, service, and achievement in the lives of our students. These accomplishments are the fruit of God's grace expressed through faithful parents, diligent teachers, and students who have labored well in their studies and in the pursuit of truth, goodness, and beauty. At the same time, Christian celebration must be joined with humility. We desire to teach our students to receive various forms of recognition with gratitude rather than pride, remembering that every good gift comes from the Lord (James 1:17). Our goal is to cultivate thankful hearts, encourage faithful work, strengthen our school family, and ultimately give glory to God.

GRADUATION AWARDS:

Academic Honors: Upon graduation, students are eligible to receive cumulative awards. There are three levels conferred: Cum Laude (with honors), Magna Cum Laude (with high honors), and Summa Cum Laude (with highest honors).

> **Cum laude** (*with honors*) is bestowed upon graduates having cumulatively, during all eight semesters of 9–12th grade, received a 3.5 to 3.6 grade point average.
>
> **Magna cum laude** (*with high honors*) is bestowed upon graduates having cumulatively, during all eight semesters of 9–12th grade, received a 3.7 to 3.9 grade point average.
>
> **Summa cum laude** (*with highest honors*) is bestowed upon graduates having cumulatively, during all eight semesters of 9–12th grade, received a 4.0 grade point average.

Cumulative grade point averages for honors are calculated from transcripts. Honors for the awards program and commencement are computed based on the cumulative GPA of all work completed at The Oaks prior to the final semester. Honors on diplomas are computed based upon the final cumulative GPA at The Oaks. Students who transfer into The Oaks during 9–12th grade must receive a 3.5 or higher cumulative GPA from their Oaks classes to qualify for graduation honors.

Valedictorian/Salutatorian: A valedictorian and salutatorian are selected from the senior class each year. These two students are selected based on various factors, including their spiritual testimony, academic performance, extracurricular activities, commitment to the mission of the school, and the honors they received as Oaks students. Along with these criteria, students must have attended The Oaks for three years or more and have a seven semester cumulative grade point average of 3.5 or higher. The Head of School will approve the final selection.

11.9 ACADEMIC PROBATION

Logic & Rhetoric students' grade point averages (GPA) are calculated at the end of each quarter from the student's report card. Based on their GPA, students shall be placed on academic probation. Please note the following:

If a student's GPA is 2.2 or below, the student will be placed on academic probation for the following quarter. A parent/administrator conference will be arranged at this time.

If the student's GPA is above a 2.2 for the following quarter, the student will be removed from academic probation status. The student will remain on probation if his GPA is not above 2.2.

If the student's GPA is below a 2.0 for two consecutive quarters, the student may be expelled.

Students on academic probation are ineligible to participate in extracurricular activities.

If implementation of this policy would be counter-productive to the objective, the Head of School may decide not to place a student on probation. A written record explaining this decision will be signed by the Head of School and placed in the student's file.

11.10 PROMOTION & RETENTION

Students who achieve passing semester grades in all subjects and skill areas are eligible for promotion to the next grade level. Students in Grammar School who fail to achieve a passing score in one subject or skill area may be promoted provisionally, provided the subject failed is not reading or mathematics. Grammar students who fail to achieve a passing score in reading, math or any two (2) other subjects or skill areas are subject to retention. Students in Logic & Rhetoric School who fail to achieve a passing score in one subject or skill area for the year may be promoted provisionally, provided they complete a course of study established by the faculty and administration. The final decision in matters of promotion and retention will rest with the Head of School.

11.11 ADD/DROP CLASS POLICY

The following guidelines are for making a determination about when a 7–12th grade student can add or drop a class during the semester.

1. A 7–12th grade student must confer with the Dean of Logic & Rhetoric Schools before completing the designated form to determine if it is suitable to add or drop a class.

2. A 7–12th grade student must complete and return the Add/Drop Class form (available in Annasis or in the school office) for approval from the Dean of Logic & Rhetoric Schools. A parent signature authorizing the change of schedule outlined on the *Add/Drop Class* form is required, along with a signature from both the teacher whose class is being added and the one whose class is being dropped. The Registrar signature is required to ensure that all promotion and graduation requirements are being met.

3. The Dean of Logic & Rhetoric will forward the completed *Add/Drop Class* form to the Registrar for proper recording of the change of schedule.

4. The student may begin attending an added class and stop attending a dropped class upon receiving an updated schedule card.

11.12 GRADUATION REQUIREMENTS POLICY

The following are the graduation requirements for The Oaks:

Subject	Credits	Notes
Bible	4	
Literature	8	
History	8	
Foreign Language	4	Latin is the required foreign language
Math	8	must include Trigonometry or higher
Logic & Rhetoric	5	with a successful senior thesis
Science	8	
Music	4	must be taken all semesters
Culture & Fine Arts	1	
TOTAL	50	

Credits: Fifty (50) total credits are required for graduation.

Class credits are calculated off of a Carnegie Unit system. Students receive one (1) credit for each course that has sixty (60) hours of instruction and two (2) credits for each course that receives one hundred twenty (120) hours of instruction. Credits are awarded after each semester.

Students receive two and a half (2 ½) credits per semester for each Traditio course, which receives two (2) hours of instruction per day. Traditio fulfills credit requirements for Literature, Bible, and History.

Calendar: The school calendar is divided into two (2) semester grading periods;
55-minute class periods, 6 periods per day, 5 days per week, 18 weeks per semester.

Transcripts:

Note: High school level classes taken by students during their 7th or 8th grade years will be noted on the back of their transcript.

Grading System		
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
F	Failing	0.0

Grade Point Averages: Unweighted grade point averages (GPA) are computed at the end of each semester. Cumulative GPAs are reported on the transcript annually for freshman, sophomore, & junior students, and by semester for senior students. A weighted GPA is provided upon request.

Honors: A course that is advanced and considered more academically challenging is denoted as an honors course. To calculate a student's weighted GPA, honors courses with sixty (60) hours of instruction are awarded an additional half (½) grade point per semester, and those with one hundred twenty (120) hours of instruction are awarded one (1) additional grade point per semester.

Class Rank: Due to small class sizes, only the rankings of first, second, and third place students are reported on the student transcript. Class rank is calculated at the end of the eighth semester.

Testing: All students ***are encouraged*** but not required to take the College Board SAT test during their junior or senior years. Students can also take the ACT, CLT, and AP tests in addition to the SAT test.

11.13 GRAMMAR SCHOOL BIBLE MEMORY VERSES

Each Grammar student will recite a passage of Scripture from memory each week to fulfill the requirements for the appropriate Bible class. Selected memory passages are printed in the Weekly Letters and recordings are available within Annasis.

11.14 DIG DEEP: THE OAKS CLASSICAL CHRISTIAN SCHOOL READING PROGRAM

Reading is a necessary and also joyous part of education. At The Oaks, there is an emphasis on reading books that challenge and shape ideas and imaginations. In the classroom, students and teachers work through challenging material together in close detail, modeling careful and charitable reading habits. But there are so many more books that delight and instruct students! The purpose of the Dig Deep Reading program is to give time and space for students to develop reading skills while enjoying good books with quality writing. Students will be guided to select stories that feed their souls and books that participate in the Great Conversation.

Each quarter, students will read two books at home. These are selected as accessible and beneficial readings for each student. One book, the entire class reads. It is related to the curriculum and it may be engaged with in class and considered as class material. The second book is selected from a provided list. This list is a curated list of titles that are consistent with the vision for the Dig Deep Reading program. These are books that must be part of the Great Conversation, so we rely heavily on classics that have stood the test of time. Titles on each list are considered standards for a particular grade level and ought to be read before the student undertakes to read less eminent books. All these books are aimed to cultivate students' tastes while helping them to capture a love of reading.

This program encourages a habit of regular reading, thirty minutes a day, five days a week. At The Oaks, this reading program is essential to cultivating a student capable of assessing and shaping culture. To select the quarter's book, students fill out the assignment form, and both teacher and parent sign their approval. Upon completion, students in the K–12th grades sign that they have completed the required readings. Grammar School parents are welcome to read the selected books with their child. The readings are due the Monday of the last week of the quarter to allow for equal eight week sessions. Dig Deep Reading is required, so any students who do not complete these books on the due date will receive an automatic incomplete grade in their Literature class until the work is finished.

May we all continue to cultivate a love for the written word, particularly the Word of God!

11.15 SUMMER READING REQUIREMENTS

During summer break, The Oaks Classical Christian Academy students (5–12th grade) are required to read one assigned book.

These books are selected to delight and instruct students during the summer, but also are the launch point for the upcoming academic year.

We value reading when school is not in session for several reasons:

- Learning never stops, and reading is central to our goal of developing students who have a passion for learning.
- Reading is the single most important element of the learning process.
- Reading good books produces character (integrity, honor, etc.).
- Reading improves vocabulary, spelling, and comprehension.
- Exposure to great writing develops an appreciation of truth and beauty while enhancing the gift of articulation.
- Good books introduce students to people, places, and things that they would not ordinarily encounter.
- A good reader is better able to understand the Bible, and a student must read to become a good reader.

11.16 TEXTBOOK CARE

Select classroom textbooks belong to The Oaks Classical Christian Academy. Students use the textbooks assigned for a portion or the entirety of the school year. The teacher will record the condition of each book when issued to the student. A replacement fee will be charged for any book that is lost or damaged beyond use. A damage fee will be charged for any book that is damaged but usable.

11.17 ELECTRONIC DEVICES

Cellular/smart phones are permitted on school grounds but are to be powered off during school hours (8:30am-–3:00pm) and stored in the student's locker or a designated location determined by the school administration. Using a cell/smart phone for calls, text messages, online access, or any other purpose is not permitted during school hours. The use of cell/smart phones for online access, including social media, music, web browsing, etc., is not permitted while on school grounds without teacher or administrator permission. This includes all extracurricular activities. Many families at The Oaks are seeking to limit the use of such online platforms for their children and this is one way we can honor, support, and prefer, one another in our community. Students who need to contact their parents during school hours may use the telephone in the school office.

Laptops or tablets may be used in the Logic & Rhetoric School with the instructor's permission. Students in the Grammar School are encouraged not to bring tablets or laptop computers to class.

Smart watches are allowed in the classroom, as long as all cellular/wifi data is turned off.

All other electronic devices are subject to administration approval. In the event that an electronic device is not used properly, a teacher or administrator may place the device in the school office to be picked up at the end of the school day.

11.18 STUDENT & PARENT INTERNET USE

The Oaks Classical Christian Academy is equipped with high-speed internet for the convenience and support of our faculty and staff. Parents are welcome to use the guest internet service when on the school campus. Please check with the school office to obtain the password. Teachers may often grant a student permission to use the guest internet to complete a research assignment. Students must always receive permission to access The Oaks' high-speed internet service for all devices.

11.19 STUDENT USE OF ARTIFICIAL INTELLIGENCE (AI)

At The Oaks Classical Christian Academy, we are committed to growing a Christ- centered community where truth, goodness, and beauty are at the heart of all we do— both in the classroom and beyond. Our desire is to cultivate in our students a love for learning, not just for academic excellence but also for moral integrity, honesty, and a passion for always doing what is right.

In keeping with this mission, we encourage our students to engage fully with their teachers, classmates, and the learning process itself. This engagement should be driven by their own effort, resourcefulness, and creativity—a true intellectual pursuit aimed at shaping mind, body, and soul. The rise of artificial intelligence (AI) tools presents challenges to this pursuit, and it is with this in mind that we have determined a need for a clear policy on their use.

POLICY:

The use of AI tools is prohibited in completing schoolwork, assignments, or assessments at The Oaks. This includes, but is not limited to generating any content intended to meet academic requirements. We believe that reliance on such tools undermines the integrity of the educational process, negatively impacting our ability to deliver on the school's mission since it changes the true nature of learning and hinders intellectual development.

AI tools compromise the pedagogical development as they circumvent the critical thinking, diligence, and perseverance required for genuine academic growth. More than that, they erode the relationship that binds us together as a Christian community committed to honor and honesty. For these reasons, the use of AI tools in submitted academic work will be regarded as a violation of our standards for academic integrity and may result in disciplinary action, which could include a grade reduction, failure of the assignment, or other consequences as deemed appropriate by The Oaks' administration.

11.20 FIELD TRIPS

Field trips are an integral part of the "hands-on" learning process at The Oaks Classical Christian Academy. Teachers will notify parents of upcoming field trips and may ask for parents to serve as chaperones and drivers. We encourage parental participation and believe that a parent's attendance enhances the learning process and the development of our Oaks culture. Parents who wish to chaperone and transport Oaks children must submit proof of automobile insurance and have a completed background check on file.

DRIVER & CHAPERONE PROCEDURES:

- Drivers and chaperones will meet as a group before leaving the school on the trip.
- Chaperones will be assigned a group of students to ride with or drive. These students are under the authority of the chaperones and are their responsibility for the entirety of the trip.
- One student shall sit per seat belt in the vehicle. No student below the age of 13 is to sit in the front passenger seat. All car seat requirements will be adhered to according to state law.
- The driver/chaperone should make sure every student is sitting and secure inside the vehicle before entering himself. Upon arrival at the event or the return to school, the students should wait inside the car until an adult is outside of the vehicle and ready to receive them.
- Classroom behavioral expectations are the standard throughout the entirety of the event, including the ride to and from the designated location. In the vehicle, students should remain seated and engage in appropriate conversation at a lowered volume that does not disturb the driver. Chaperones are expected to maintain these standards with the blessing and authority of the teacher and administration.
- Students are not allowed to have or use electronic devices on field trips unless approved by a teacher or administrator.
- Drivers should be mindful that only classical music be played during the drive to and from events. Exceptions must be approved by an administrator.
- Upon arrival at the field trip site, the group of students should wait at the vehicle until the teacher arrives and then remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
- Behavioral standards at the event site should mirror expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, and chaperones. We expect to ask only once for a behavior to cease before the student complies. We expect Oaks students to behave with dignity and grace, acting in a manner that is pleasing to their parents and God.
- Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats on returning to the school as they did on departure.
- Drivers should use the predetermined route to the event as well as on the return. Drivers should stay in their assigned position in the convoy, waiting patiently for other vehicles

regarding speed and traffic impediments. We ask that you not "run errands" when driving for the school, including stopping for coffee, lunch, or gas apart from the group. It is important to have the students arrive at relatively the same time.

- After arriving back at the school, drivers should stay with their students until the teacher returns, and they should not allow the students to enter the room until the teacher is present.

11.21 ATTENDANCE FOR MANDATORY EVENTS

At The Oaks, we are thankful for the opportunity to offer a variety of activities and events—such as Protocol events, music concerts, and field trips—that complement our academic program. These experiences are designed to enhance the growth of our students by shaping their loves and affections toward what is true, good, and beautiful. These events are not simply extras added to the school calendar; they are an essential part of a well-rounded Oaks education and are therefore considered required. Each one plays a meaningful role in strengthening our mission and advancing our founding vision: to graduate classically educated young men and women who glorify Christ, shape culture, and shine the light of God's truth in every area of life.

11.22 FINE ARTS CLASSES & LESSONS

Fine arts classes and private music lessons are available to Oaks students through The Oaks Conservatory.

Students participating in private lessons during the school day must be in good standing, have approval from the classroom teacher, and are responsible for material presented in class. Detailed guidelines are found in The Oaks Conservatory documents.

Logic & Rhetoric students must maintain a 2.2 or higher GPA to participate in classes or lessons.

11.23 STUDENT HONOR CODE

> *"Owe no one anything except to love one another, for he who loves another has fulfilled the law. For the commandments, 'You shall not commit adultery,' 'You shall not murder,' 'You shall not steal,' 'You shall not bear false witness,' 'shall not covet,' and if there is any other commandment, are all summed up in this saying, namely, 'You shall love your neighbor as yourself.' Love does no harm to a neighbor; therefore love is the fulfillment of the law."* (Rom. 13:8-10)

Attendance at The Oaks Classical Christian Academy is a great privilege. And like all privileges, it comes with responsibilities. I, therefore, personally accept each of the following Christian responsibilities.

TO GOD ALMIGHTY:

- I will seek to honor the Lord in all that I think, say, and do
- I will submit myself to the authority of His grace and His commands
- I recognize that my appearance and behavior reflect on Him as much as on me

(Col. 3:17; Prov. 3:6; 1 Cor. 10:4; Deut. 26:17; James 4:7; 1 Pet. 5:6; Rom. 12:2; 2 Tim. 3:16-17, Eph. 2:10, 1 Pet. 2:9-12, Matt. 5:16)

TO MY PARENTS:

- I will attempt to honor my parents in everything I think, say and do
- I will seek to learn all that I can from them
- I acknowledge that I cannot receive what I need in life or godliness without them

(Ex. 20:12; Deut. 5:16; Eph. 6:1-2; Ps. 78:1-8; Prov. 4:1-7; Prov. 5: 1-2; Eph. 6:4)

TO MY CHURCH:

- I will submit to all the ecclesiastical authorities God has placed over me
- I will make worship, discipleship, and spiritual growth a priority in my life
- I will attempt to be an ambassador of Christ and His Church wherever I am

(Titus 2:1-15; Gal. 2:20; Matt. 28:19-20; Heb. 13:17; 1 Pet. 5:5)

TO MY TEACHERS:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers
- I will seek to do all the work I have been assigned with diligence and integrity
- I will do my utmost to learn as much and achieve as much as I possibly can

(Heb. 13:1; Eph. 5:7-8; Phil. 4:8-9)

TO MY CLASSMATES:

- I will honor and respect the time, work, and feelings of my fellow students
- I will try to model honesty, integrity, kindness, and modesty in my relationships
- I realize that disturbances affect everyone at school, and will thus strive for peace

(Rom. 12:9-18; Phil. 2:3-7; Eph. 4:1-6)

11.24 LIBRARY GUIDELINES

> *"He is the image of the invisible God, the firstborn over all creation. For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him. And He is before all things, and in Him all things consist. And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence." (Col. 1:15-18)*

The Oaks Library in Memory of Robert George Roy is a place where life and learning come together. This library was made possible through a generous donation from the Roy and Ting families in memory of a special man. Robert George Roy was born in Australia in 1895. He grew up with a love for the Lord and a love for books. He became the kind of man who was a blessing to his community and had the gift of passing along this strength across generations.

In his honor and memory, we desire this library to be a place where a Christ-centered way of life, reminiscent of days gone by, is passed on. We desire it to become a place where Christian men, women, and children find inspiration and resources to propel them into the future equipped and faithful. This means our library contains high quality books, on timeless topics, for all ages, with attention given to those books that open up vistas alongside The Oaks curriculum. We hope it becomes the sort of place that would have inspired a young Robert George Roy, and maybe, just maybe, in our quest to honor his legacy, we create a place where hundreds of Robert George Roys find the books and conversation that propel this way of life into the generations to come.

This generational vision is the context of The Oaks Library. Bringing this vision into day-to-day living, we have dedicated the library to be a place which is designed and intended to be a place of study, reading, meetings, and quiet fellowship. The atmosphere and culture of this space is purposeful, considers others, and is academic in nature.

GENERAL GUIDELINES

- The library is a place that is academic in nature, requiring the careful consideration of others, and is for activities that are purpose-filled in nature.
- No food items
- Water and Oaks Coffee Shop beverages allowed
- Oaks families (immediate family members & currently enrolled students) are welcome to use the library during library study hours. The library is not open to the public.
- Students in JrK–8th grades should be supervised at all times in the library.
- Students in 9–12th grades, parents, and teachers may use the library at their discretion during library study hours.
- Library study hours are posted in the library. The library may open late or close early at the discretion of The Oaks administrative staff.

- Internet & Electronic Device Usage: no internet or student electronic device usage without permission (11.17 Electronic Devices; 11.18 Student & Parent Internet Use)
- Fireplace: the fireplace is controlled by The Oaks Administration
- Guidelines will be updated from time to time
- As always, leave it better than you found it

BOOK CHECK OUT POLICY

- Students and parents may check out up to two (2) books each for a period of three (3) weeks (1-2-3 policy: one person, two books, three weeks)
- Books may be checked out during library operation hours posted at the desk
- In general, students are expected to check out books appropriate to their age level and intended use of the book. The teacher and librarian may choose to not allow a child to check out a book if they deem it to not be appropriate. Parents are welcome to check out books for their children which they deem to be appropriate.

FINES AND BOOK REPLACEMENT POLICY

- There is a one week grace period
- Books returned after one week late will be charged $0.25 per day late
- Books that are damaged, lost, or more than six (6) weeks overdue will be charged the cost to replace the book
- Books will be checked back in on a weekly basis
- Fines will be cleared out and input into Annasis at the end of each month

BOOK HANDLING

- If you pull a book off the shelf, please put it in the book return and not back on the shelf
- Show respect and care for the books
- No marking or folding pages

STUDENT DISCLAIMER

The Library Guidelines student disclaimer is available in Annasis and must be signed in order to create a student's account & to check out books.

Discipleship

12. SCHOOL DISCIPLESHIP

12.1 ETIQUETTE

Students are encouraged and expected to show consideration for their teachers and their classmates by following the standards presented below. These are the "house rules" at The Oaks Classical Christian Academy.

The Oaks Classical Christian Academy students:

- will be seated and quiet when class is called to order.
- will show respect for school property and the possessions of others, i.e. not write on desks, walls, textbooks, posters, etc.
- will not chew gum.
- will receive teacher permission before eating or drinking in class.
- will seek permission from the teacher before disturbing or accessing his personal desk or personal items (including reference books).
- will not sit at the teacher's desk or open drawers in the desk when the teacher is not in the room.
- will demonstrate decorum in the classroom, i.e. not prop his feet up on others' chairs or desks.
- will not throw anything across the room to another student without teacher permission.
- will leave places better than they found them, i.e. pick up any trash around their desks before leaving.
- will seek teacher permission prior to adjusting blinds or windows.
- will not rearrange desks without permission from the teacher.
- will not pass notes, nor ask others to pass notes.
- will respect the teacher and fellow students during classroom discussion and not talk while the teacher is talking, nor interrupt other students.
- will seek permission from the respective teacher before bringing games, PE equipment, electronic devices (e.g. toys, handheld gaming systems, etc.).
- will speak when spoken to and acknowledge kind acts with thank you.
- will look to be a blessing to others, finding ways to help others during the day.

12.2 DISCIPLESHIP/DISCIPLINARY POLICY

Discipleship/Discipline is based on biblical principles and administered with love and respect. The teacher and administrator will determine the kind of discipline in respect to the established policies. The majority of discipline matters are handled by the teacher at the classroom level. The Oaks Classical Christian Academy seeks to teach and train students to demonstrate their love for God by honoring and obeying their parents and the authorities in their lives. (8.12 Effective Discipline)

OFFICE VISITS

Five basic behaviors will necessitate a visit to an administrator's office. The behaviors are:

1. Disrespect of any staff member.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience in response to instructions.
4. Fighting, i.e. striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, or behavior, including taking the name of the Lord in vain.

If a grammar student has multiple visits to an administrator's office for disciplinary reasons within a quarter, his Heart Habits and/or Work Wisdom quarter grade may be lowered.

When a student is sent to the office, the administrator will address the concern in a manner consistent with the school's mission, seeking to shepherd the heart behind the behavior and pursue growth and restoration.

We are committed to partnering with parents in the care of each student. When appropriate, parents will be contacted and a path forward discussed, particularly in situations requiring ongoing attention. However, not every office visit requires parent notification; in some cases, timely encouragement, correction, and understanding are sufficient. Students are always encouraged to communicate openly with their parents regarding any office visit.

The administrative staff seeks to handle every behavioral situation with the goal of restoration, growth, and increasing maturity in the life of each student.

12.3 SUSPENSION POLICY

Discipline at The Oaks is a form of discipleship aimed at shaping the heart, not merely correcting behavior. When consistent efforts by both school administration and parents have not resolved patterns of unacceptable behavior, a student may be suspended for a designated period of time. Suspension is not designed to be punitive in nature, but a temporary withdrawal from the life of the school community, giving the student and parents space to prayerfully consider and address the deeper issues at hand with the goal of full restoration.

During a suspension, academic work will be provided and must be completed. The student will not be academically penalized but is expected to remain current with all coursework so that the student may return ready to fully reengage in the life of the school.

Suspension, therefore, serves as a means of restoration, seeking growth, maturity, and a renewed desire to gladly participate in the life of the school.

EXPULSION

The Oaks Classical Christian Academy 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 restoration are fundamental to our total discipleship/discipline policy.

SERIOUS MISCONDUCT

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

RE-ADMITTANCE

Should the expelled student desire to be readmitted to The Oaks Classical Christian Academy 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.

12.4 CONTROVERSIAL SUBJECTS POLICY

The Oaks desires to respect the convictions of parents and teachers in various academic and/or sensitive subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview A controversial subject is defined as a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. The Oaks Statement on Marriage and Human Sexuality is not deemed to be a controversial subject within the school. Examples of controversial subjects are: Environmentalism, the War Between the States, eschatology, etc. Therefore, controversial subjects in the classroom will be handled as outlined below.

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

2. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
    - As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
    - Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
    - As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
    - Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
    - Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.
    - The teacher is to remember that according to Scripture and the second stated goal of The Oaks, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

12.5 SECONDARY DOCTRINE POLICY

Secondary Doctrine is any doctrinal issues which are not addressed in The Oaks Statement of Faith and Statement on Marriage and Human Sexuality. To establish the limits of doctrinal teaching at The Oaks, teachers will follow the guidelines below.

- Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
- Presentation of all sides of an issue is encouraged.
- The teacher should encourage the students to follow up any questions they have with their parents and pastor.

Attendance/Tardy Policies

13. ATTENDANCE/TARDY POLICIES

13.1 ATTENDANCE STATEMENT

The Oaks Classical Christian Academy expects students to be present each day school is in session. The school calendar is provided to aid in the planning of family activities and various personal appointments. Attendance will be recorded daily and documented on students' quarterly report cards. The Oaks Classical Christian Academy is a community of like-minded families who understand that the community is most blessed when we are all together.

13.2 ATTENDANCE/TARDY POLICY

At the start of the school day, students are considered tardy if they are not with their class before Cantabile begins at 8:15 am on Monday morning or if they are not with their class at 8:30 am Tuesday through Friday. A student arriving after this time must check in at the front office before going to the classroom so that accurate attendance records can be maintained. A parent must accompany a Grammar School student, or notify the office, when their child is checking into school for the day. Logic & Rhetoric School students may check themselves in. The student will then be given a check-in pass (blue slip) to give to his teacher. No student will be admitted into the classroom without a check-in pass. The office staff will not determine whether a tardy is "excused" or "unexcused." All tardy instances will be considered in the same category. Tardy occurrences will be calculated and recorded on the students' quarterly grade report (report card).

We understand that tardy occurrences will happen in the living of daily life. However, frequent tardy occurrences demonstrate a lack of discipline and are inconsistent with our mission and vision; therefore, we encourage parents and students to give serious attention to being punctual. After the 4th tardy instance in any one semester, parents will be notified via Annasis. After the 8th tardy instance in any one semester, parents will again be notified via Annasis of the student's lateness. After the 10th tardy instance within one semester, a student will receive a call from the school administration to discuss the lateness pattern. Please note: In this meeting, the administration seeks only to assist students in developing strategies for arriving on time for class. We desire that students aim to be responsible, kind and respectful; however, if the tardy pattern continues and demonstrates a disrespect for the mission and vision of The Oaks Classical Christian Academy, consequences of significance will be considered, including, but not limited to, suspension.

During the course of the school day, from 2nd to 6th period, classroom teachers will address any potential tardiness concerns within their respective classes. The expectation is for our students to demonstrate honor for their classmates and their teachers by being punctual for class. Class tardiness will not be recorded on the students' quarterly grade report (report card). Patterns of class tardiness will be addressed by the administration.

1. ***Short-Term Absences:*** If a student needs to be absent from school for one to two days, the parents should turn in a *Planned Absence* form to the school office and notify the appropriate teachers at least three days in advance. It is the responsibility of the student and parent to make the necessary arrangements to make-up the missed assignments. Work should be made up in two days' time for every day missed. For example, if a student is out for two days, upon his return he will have four days to make up the missed assignments.

2. ***Long-Term Absences:*** If a student needs to be absent for three or more consecutive days, the parents should notify the school by turning in a *Planned Absence* form with an explanation of the circumstances, as well as contacting the appropriate teachers. This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made at least three days in advance. (11.7 Academic Testing & Absences)

3. ***Extended Absences:*** We will gladly cooperate with families removing their children from school for family vacations, etc. However, when extended absences are voluntary (versus emergency or illness), schoolwork can be completed before the absence occurs. Parents should consult with the teacher and make arrangements to complete as much classwork as possible before the scheduled absence. This planning eliminates both the need to work on vacation and decreases the amount of make-up work when the student returns. It is also a blessing to the teacher.

4. ***Excessive Absences:*** The teacher or school office will notify the parent when a student has accumulated five absences. If a student is absent for ten or more days within one semester the student will not receive credit for his academic work during the term in question. In order to have the credit reinstated the student must submit an appeal letter to the Head of School and the Board of Directors outlining the reason for the absences. The Head of School, in consultation with the Board of Directors, will review the matter and relay the decision to the student in a timely manner. The administrative evaluation may include a personal visit with the parents and the student.

5. ***Planned Absence Procedures:*** The Oaks asks that all parents follow the planned absence procedures when a student will be absent from school for various known or scheduled reasons. A *Planned Absence* form can be obtained from the school office and should be filled out and returned to the school office three days prior to the scheduled absence. Parents/students are also responsible for contacting all the appropriate teachers in order to receive homework assignments due during the absence. If a student is planning on being gone during a scheduled test/quiz, the student may be required to take the test/quiz prior to their absence or arrange with the teacher an appropriate make-up time for the test/quiz to be administered. Please note: Appropriate teachers include Classroom, Latin, Music, and P.E. teachers.

6. ***Unplanned Absence Procedures:*** In the event of an emergency or illness in which a student will be absent from school The Oaks asks that parents communicate with the school office notifying us of the student's absence as soon as possible. The office will then be responsible for communicating with the appropriate teachers and the teachers will communicate with the families regarding any work that needs to be made up.

13.3 ARRIVAL AND DEPARTURE TIME

Arrival Time: 8:00am (7:45am Mondays) with classrooms opening at 8:15am (8am Mondays)

School begins at 8:30am (8:15am Mondays). Students should be seated in their 1st period classroom with their belongings put away, ready to begin the day at 8:30am. Students who arrive after 8:30am are considered tardy and must sign in at the office.

Departure Time: 3:00pm (3:15pm Fridays) with all students being picked up by 3:15pm (3:30pm Fridays)

13.4 EARLY ARRIVAL

Students desiring to arrive prior to the scheduled arrival time must have administrative approval to ensure appropriate supervision.

13.5 EARLY DISMISSAL

Doctor's appointments, dental visits, etc. should be scheduled outside of school hours. When this is not possible, the parent or authorized adult picking up a student must come into the office to sign the early dismissal log. For the safety of our students and so the school can fulfill its responsibility to parents, students are required to report to the office where they will meet their parent or the parent's designated representative. No student may leave the school without following this procedure. A student excused for a medical or dental appointment is expected to return to school at the end of the meeting and to check in at the office immediately upon returning to school. It is most appropriate for the student to notify the teacher of the early dismissal.

13.6 AUTHORIZATION OF STUDENT RELEASE

Students are released only to a parent or a parent-authorized representative. Please send written confirmation when you want your child released to someone other than those named on the emergency form. Regarding divorced parents and custody relationships, the school must have legal documentation to prevent a non-custodial parent from picking up his student from the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases.

At The Oaks Classical Christian Academy, we are committed to providing a safe and nurturing environment for every student entrusted to our care. For this reason, Grammar School students are not ordinarily released to leave campus on their own at dismissal. Parents may sign the Pedestrian Student Release via Annasis if they would like their grammar aged child to walk home after school. With a signed release, students in 3rd grade and above may be permitted to walk or ride a bicycle home independently. Junior Kindergarten–2nd grade students may be released to an older sibling when requested by a parent or guardian.

13.7 AUTHORIZATION OF STUDENT MATERIALS & RECORDS RELEASE

The custodial parent receives all information and school related materials. With approval, a written request signed by the custodial parent or appropriate legal documentation, we will gladly provide the same information to the non-custodial parent. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

13.8 MEDICAL POLICIES

UNWELL CHILDREN

Students should not come to school with fever (99.9º F) or signs of communicable illnesses. Please see that your children are without fever for at least 24 hours before permitting them to return to school. We wish to reduce the spread of illness to other students and faculty members.

Parents will be called to pick up their student from school if he becomes ill during the school day. Sick students will wait in the school office for their parents. Only designated staff can administer medications during school hours. Parents are required to approve the administration of all medications in writing. All students must have on file the appropriate immunization records and medical release forms. The school office has a small first aid kit to be used for cuts and scrapes. Over-the-counter medications such as acetaminophen, ibuprofen, and antacid tablets are available as needed with parental permission (phone call or medical form).

EMERGENCY MEDICAL OCCURRENCES

Medical expenses incurred while at The Oaks Classical Christian Academy are the responsibility of the parents.

In the event a student becomes ill or is seriously injured while under school supervision, school authorities will take the following steps:

1. Contact a parent of the student and follow his instructions.
2. Communicate with the student's physician and follow his instructions in the event neither parent can be reached.
3. If the student's physician is not available, school authorities will use their discretion and contact an appropriately licensed doctor and follow his instructions.
4. In the event of an allergic reaction emergency protocols will be enacted prior to contacting the parent.

If in the opinion of the physician, a student needs medical or surgical services which require parental consent and the parent cannot be reached, the Head of School, or the designee of the Head of School, will furnish such authorization. The Head of School or the designee of the Head of School, The Oaks Classical Christian Academy and its Board of Directors are released from any liability which might arise from giving such authorization so that the student may be furnished with medical or surgical services as soon as reasonably possible.

13.9 OFF-CAMPUS EVENT POLICY

The Oaks recognizes that occasionally it is necessary for a student to arrive late or leave early due to a non-Oaks event or extra-curricular activity such as driver's education, sports programs, private lessons, work, etc. Please note that missing significant class time may have an impact on a student's academic program and/or graduation requirements. Regular departures before 2:30 pm are not allowed. In an effort to enhance the culture of our classrooms, students arriving on campus late or leaving campus early for this purpose should adhere to the following guidelines:

1. Parents must complete and return the Off-Campus Event form (available within Annasis) to the school office a minimum of one week prior to the start of the activity.

2. The school administration will review the activity request and notify both the parents and the school office of the decision within a timely manner.

3. Students must always check into the school office upon arriving on campus and check out in the school office when leaving early.

4. When there are variances to the early release time indicated on the activity form, the student must bring a parent note to the school office prior to the dismissal time.

We also encourage parents to evaluate the selected activity in light of The Oaks Classical Christian Academy's mission statement.

OFF-CAMPUS ACTIVITY PERMISSION FORMS

At The Oaks, students may seek to participate in activities sponsored by outside organizations that require an administrator's signature. All such requests will be reviewed in light of the school's mission, vision, and commitment to the spiritual formation of our students.

The Oaks administration reserves the right to decline signing any permission form for activities deemed inconsistent with the school's biblical convictions and educational philosophy.

When appropriate, the administration may communicate with parents to provide clarity, seeking to maintain a partnership that supports each student's growth and discipleship.

Student Uniform Policies

14. STUDENT UNIFORM POLICIES

14.1 STUDENT UNIFORM POLICY

The purpose of the school uniform is to foster a sense of unity, to provide a consistently attractive and neat appearance for all students, to avoid peer pressure in matters of dress, and to use attire as a means of uplifting the values of truth, goodness, and beauty in our community. Parents and students are responsible for reading the uniform information, familiarizing themselves with the policy, and embracing its purpose.

The Oaks is a workplace for students as well as for teachers. Students should dress in a way to demonstrate their respect and honor for the school uniform policy. Therefore, students shall observe the following principles:

- *Dress neatly:* Shirts tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer. Dress and grooming that are clean, tidy, and conducive to order and learning.

- *Seek to honor:* Cheerful, consistent compliance is expected. School administration will determine if there is a violation of the dress code. Students not complying with the dress code will be required to rectify the matter as quickly as possible.

Lands' End is the selected uniform provider for The Oaks; however, the formal navy sleeveless vest is supplied by ESI (as indicated in the uniform requirement lists). Students are expected to dress in accordance with their God-given biological sex; transgender dress/facilities use is not permitted. Daytime attire is the designated school uniform unless otherwise specified by the administration for special events and/or activities.

General Guidelines:

Shirts: Students must wear a uniform shirt from those listed in the uniform lists at all times (sweaters may not be worn without a uniform shirt underneath). Students may wear white undershirts under their uniform shirts. Please note that undershirts must be *solid white* without any writing. Again, shirts must be tucked in at all times.

Garment sizing and length: Sizing of garments needs to be within reason for the child's frame. Planning for growth is appreciated, but oversized shirts, jackets, or pants are not permissible. Jumpers/dresses, skirts/skorts, and shorts are to be hemmed at the top of the knee bone or below. Please plan for your child's growth through the school year and check specific garment dimensions as you order these items. Garment sizing and length guidelines are driven by a desire to demonstrate *dignity and modesty*.

Note for Young Ladies: Khaki, navy, or black "bike" or "slip" shorts are required for ladies while wearing jumpers or skirts and not wearing tights. Shorts in other colors or styles are not acceptable under skirts or jumpers. Ladies should also wear bras that are either flesh toned or coordinated with their shirt color to avoid drawing undue attention.

Footwear: Shoes should be clean, comfortable, and in good repair. They should be solid-colored in one of the colors listed and should not draw undue attention to the wearer. Please purchase shoes with branding marks that are also one of the colors listed. All shoes should be worn as designed (laces tied, buckles fastened, velcro secured, etc). Proper shoe attire varies between non-formal and formal uniform requirements, as well as acceptable use of winter/rain boots (which varies by grade). Please check the specific uniform requirement list for clarification. No sandals are permitted.

Socks: Solid-colored socks (no patterns or large logos) are required for JrK–12th grade students at all times. Please see the uniform list for further specification.

Belts: Belts should be a traditional style that is solid dark brown/black and leather or leather-looking. In 3rd–12th grades, gentlemen must wear a belt at all times; ladies must wear belts when they are wearing pants or shorts.

Outerwear: When in classrooms and school buildings, Grammar students (JrK–6th grades) may only wear Oaks uniform items embroidered with the school logo. Grammar students may wear other jackets & coats when necessary for outdoor activities like recess. Logic & Rhetoric students (7–12th grades) may only wear Oaks uniform items that are embroidered with the school logo at any time during the school day (between 8:00 am and 3:30 pm).

Personal Grooming: Students should demonstrate neat, traditional, conservatively oriented choices in their hairstyle and accessories. Choices should enhance beauty rather than attract attention, thus building on a school culture of truth, goodness, and beauty. Our ladies and gentlemen will keep their hair & nails clean and well groomed.

Gentlemen will keep their hair groomed in a traditional style, short in length with the back length no longer than the top of the shirt collar, the sides not below the earlobe, and the front not in their eyes. Gentlemen's hair is not to be bleached, dyed, highlighted, nor cut or worn in an ornamental manner (i.e. faux hawks, mohawks, clipper designs, etc.). It should not be cut or styled in a way that draws undue attention to self. Facial hair for gentlemen is not acceptable. Gentlemen may not wear earrings or piercings of any sort. Gentlemen may not wear necklaces or bracelets with the exception of a religious sports band.

Ladies will keep their hair groomed in a traditional style, out of their face, and may have highlights or extensions only in natural hair colors. Ladies may wear hair accessories that match uniform colors. Please show preference to smaller size accessories. Ladies may only have piercings in their ears and wear earrings that are petite in nature (no novelty, large hoop, or long dangling earrings). Ladies may wear petite gold and silver necklaces, bracelets, and ankle bracelets, or a religious sports band. Ladies may wear nail polish in a single soft color without design or embellishment (french manicure is acceptable).

Students shall not have any visible tattoos (temporary or permanent). Ladies and gentlemen may wear rings and watches. Watches with smart technology are permitted only if they are in school mode so that all internet & texting is disabled during the school day. (11.17 Electronic Devices)

Grooming guidelines are considered the standards for all Oaks activities and events.

The school administrative staff is responsible for the final decisions regarding Personal Grooming and Dress Code matters.

Labeling Items: Please mark each of your children's belongings with a permanent laundry marker to facilitate return of lost items. Check outerwear items periodically to be sure your child has not picked up someone else's items. Please also periodically check to ensure that your child's name is still legible on labeled belongings.

Embroidered Items: Shirts, blouses, vests, sweaters, solid jumpers, dresses, and uniform outerwear must be embroidered with The Oaks' logo as listed. Uniform items have been preset to come embroidered as required (when purchased using The Oaks' school number from Lands' End [900069105] or ESI [theoaksvests.itemorder.com]).

JrK–12th Required Formal Uniform

The required formal uniform for The Oaks is listed below by grade level. All students will be expected to dress according to these specifications on required formal uniform days throughout the school year. Here is a partial list of occasions when participating students will be required to wear this uniform selection:

1. Weekly Formal Uniform Day
2. Field Trips
3. School Competitions
4. Christmas Program
5. Spring Program

Formal Uniform Chart

(See detailed description for specific item providers)

Ladies	Gentlemen
Jumper/Skirt	***Pants***
JrK–5th: White plaid jumper 6–12th: White plaid skirt or skort	JrK–12th: Khaki long chino pants, plain front
Blouse	***Shirt***
JrK–5th: White short sleeve peter pan blouse 6–12th: White long sleeve button-down oxford blouse	JrK–12th: White long sleeve button-down oxford shirt
Vest/Blazer/Tie	***Vest/Blazer/Tie***
6–9th: Navy sleeveless Oaks vest	JrK–9th: Navy sleeveless Oaks vest
10–12th: Navy hopsack blazer	10–12th: Navy hopsack blazer
10–12th: White plaid tie (optional)	JrK–12th: White plaid tie or (7–12th) bow tie
Tights/Socks	***Socks***
JrK–5th: white footed tights or dress socks (either knee-highs or turn-cuff anklets)	JrK–12th: Khaki, dark brown, or black solid-colored crew-length socks
6–12th: Dark navy or black footed tights or knee-highs (Nov – March) Flesh-toned nylons or flesh-toned no-show footies (Sept/Oct & Apr/May/June)	
Undershorts	***Belts***
JrK–12th: Navy, black, or khaki bike/slip shorts (required when not wearing tights)	K–12th: Dark brown/black leather or leather-looking dress belt
Shoes	***Shoes***
JrK–12th: Solid dark brown or black, low-heeled (1" or less), leather or leather-looking loafers, ballet flats, or Mary Jane style dress shoes, no boots or booties	JrK–12th: Solid dark brown or black leather or leather-looking dress shoes, no boots

STUDENT UNIFORM REQUIREMENTS

LADIES: Junior Kindergarten–12th Grade

Where indicated, uniform items must be purchased specifically from Lands' End school uniforms or ESI, using The Oaks school number to ensure proper uniform items are purchased. Please check carefully to determine which items are to be bought from specific suppliers. If a supplier is not listed, the item may be purchased from a vendor of your choice. We will continue to make changes that will enhance the uniform look and increase options for families.

Lands' End: school number - 900069105 | www.landsend.com
ESI: theoaksvests.itemorder.com

LADIES' REQUIRED FORMAL UNIFORM: *Must be worn on formal uniform days*

Jumper:	(JrK–5th) white plaid jumper (Lands' End)
Skirt/Skort:	(6–12th) white plaid A-line skirt, box pleat skirt, or pleated skort (Lands' End)
Blouse:	(JrK–5th) white short sleeve peter pan blouse (Lands' End) (6–12th) white long sleeve button-down oxford shirt (Lands' End) *Embroidered with Oaks logo [if previously purchased without logo, then may only be worn under jumper, vest, or blazer]*
Vest:	(6–9th) navy sleeveless vest (Oaks/ESI) *Embroidered with Oaks logo*
Blazer:	(10–12th) navy hopsack blazer (Lands' End)
Tie:	(10–12th) white plaid tie (Lands' End) *[optional]*
Tights/Socks:	(JrK–5th) white footed tights or dress socks (either knee-highs or turn-cuff anklets) (6–12th) dark navy or black footed tights or knee-highs for Nov. – March (6–12th) flesh-toned nylons or flesh-toned no-show footies for Sept./Oct. and Apr./May/June
Under shorts:	(JrK–12th) navy, black, or khaki bike/slip shorts *Required with jumpers or skirts when not wearing tights*
Shoes:	(JrK–12th) solid dark brown or black, low-heeled (1" or less), leather or leather-looking loafers, ballet flats, or Mary Jane style dress shoes, no boots or booties
OPTIONAL FORMAL ITEMS:	*May be worn in class environment on formal days (not on stage during events)* *Embroidered with Oaks logo* (JrK–5th) evergreen button-front cardigan (Lands' End) (JrK–5th) evergreen active full-zip jacket (Lands' End) (JrK–5th) navy v-neck, button-front cardigan (Oaks)-*[grandfathered item - not available for purchase new]*

LADIES' OPTIONAL ITEMS: *May be worn on non-formal uniform days*

Polo Shirt: *Embroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)

Blouse: *Embroidered with Oaks logo [if previously purchased without logo, then may only be worn under jumper or vest]*
(JrK–5th) white long sleeve oxford button-down blouse (Lands' End)

Vest: *Embroidered with Oaks logo*
(JrK–12th) navy sleeveless vest (Oaks/ESI)

Sweater: *Embroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)
(JrK–12th) navy v-neck, button-front cardigan (Oaks)-*[grandfathered item - not available for purchase new]*
(7–12th) evergreen hoodie or crewneck sweatshirt (Oaks/ESI) *[Date range for wear determined by admin.]*

Dress: E*mbroidered with Oaks logo*
(JrK–6th) as listed under school number (Lands' End)

Skirt/Skort: (JrK–12th) as listed under school number (Lands' End)

Shorts: (JrK–6th) as listed under school number (Lands' End)

Pants: (JrK–12th) as listed under school number (Lands' End)

Jacket: E*mbroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)

Belt: *Required with pants and shorts*
(3rd–12th) solid dark brown/black leather or leather-looking traditional style belt

Tie: *May only be worn with blazer and skirt/skort*
(10–12th) traditional style tie (no novelty ties permitted)

Undergarments: (JrK–12th) solid white t-shirt may be worn under uniform shirts
(JrK–12th) khaki, navy, or black bike/slip shorts *[Required when wearing jumpers or skirts and not wearing tights]*

Tights/Socks: (JrK–5th) navy or black footed tights, knee-highs, or anklets
(6–12th) flesh-toned nylons or flesh-toned no-show footies *[may be worn with non-athletic shoes]*
(6–12th) navy or black footed or seamless footless tights or knee-highs
(6–12th) navy, white, or black plain, solid-colored socks

Shoes: S*hoes should be solid-colored in one of the colors listed; small logo/branding marks in one of the colors listed please; socks must be worn at all times; no sandals*
(JrK–6th) black, brown, navy, grey, or white shoes, tennis shoes, or boots, low-heeled (1" or less)
(JrK–6th) winter/rain boots worn only for recess may be any color, but students must have proper uniform shoes for indoor wear
(7–12th) black, brown, navy, grey, or white tennis shoes or leather/leather-looking shoes/dress boots, low-heeled (2" or less)
(7–12th) black, brown, navy, grey, or white winter/rain boots worn only when snow has fallen the night before or early in the morning before school begins

Accessories: See statement under *Personal Grooming*.

STUDENT UNIFORM REQUIREMENTS

GENTLEMEN: Junior Kindergarten–12th Grade

Where indicated, uniform items must be purchased specifically from Lands' End school uniforms or ESI, using The Oaks school number to ensure proper uniform items are purchased. Please check carefully to determine which items are to be bought from specific suppliers. If a supplier is not listed, the item may be purchased from a vendor of your choice. We will continue to make changes that will enhance the uniform look and increase options for families.

Lands' End: school number - 900069105 | www.landsend.com
ESI: theoaksvests.itemorder.com

GENTLEMEN'S REQUIRED FORMAL UNIFORM: *Must be worn on formal uniform days*

Pants:	(JrK–2nd) khaki elastic waist pull-on chino pants (Lands' End) (JrK–12th) khaki iron knee blend plain front chino pants (Lands' End) (JrK–12th) khaki iron knee wrinkle resistant plain front chino pants (Lands' End) (JrK–12th) khaki tailored fit blend iron knee plain front pants (Lands' End)
Shirt:	(JrK–12th) white long sleeve button-down oxford shirt (Lands' End) *Embroidered with Oaks logo [if previously purchased without logo, then may only be worn under vest or blazer]*
Vest:	(JrK–9th) navy sleeveless vest (Oaks/ESI) *Embroidered with Oaks logo*
Blazer:	(10–12th) navy hopsack blazer (Lands' End)
Tie:	(JrK–12th) white plaid tie (Lands' End) or (7–12th) bow tie (Oaks) *[grandfathered item - not available for purchase new]*
Socks:	(JrK–12th) khaki, dark brown, or black plain, solid-colored, crew-length socks
Belt:	(K–12th) solid dark brown/black leather or leather-looking dress belt
Shoes:	(JrK–12th) solid dark brown or black, leather or leather-looking dress shoes, no boots

GENTLEMEN'S OPTIONAL ITEMS: *May be worn on non-formal uniform days*

Polo Shirt: E*mbroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)

Sweater: E*mbroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)
(JrK–12th) navy v-neck, button-front cardigan (Oaks)-*[grandfathered item - not available for purchase new]*
(7–12th) evergreen hoodie or crewneck sweatshirt (Oaks/ESI) *[Date range for wear determined by admin.]*

Pants: (JrK–12th) as listed under school number (Lands' End)

Shorts: *May only wear white or black solid-colored socks with shorts*
(JrK–12th) as listed under school number (Lands' End)

Jacket: E*mbroidered with Oaks logo*
(JrK–12th) as listed under school number (Lands' End)

Belt: M*ust be worn at all times*
(3rd–12th) solid dark brown/black leather or leather-looking traditional style belt

Tie: (JrK–12th) traditional style tie or bowtie (no novelty ties permitted)

Undershirt: (JrK–12th) solid white t-shirt may be worn under uniform shirts

Socks: (JrK–12th) white, khaki, dark brown, navy, or black plain, solid-colored socks

Shoes: S*hoes should be solid-colored in one of the colors listed; small logo/branding marks in one of the colors listed please; socks must be worn at all times; no sandals*
(JrK–6th) black, brown, navy, grey, or white shoes, tennis shoes, or boots
(JrK–6th) winter/rain boots worn only for recess may be any color, but students must have proper uniform shoes for indoor wear
(7–12th) black, brown, navy, grey, or white tennis shoes or leather/leather-looking shoes/dress boots
(7–12th) black, brown, navy, grey, or white winter/rain boots worn only when snow has fallen the night before or early in the morning before school begins

Accessories: See statement under *Personal Grooming*.

14.2 UNIFORMITY OF SCHOOL SUPPLIES

Students are encouraged to follow the guiding principles of the uniform policy as they select backpacks, lunchboxes, and folders (14.1 Student Uniform Policy). School supplies featuring characters from cartoons or movies and icons of popular culture are discouraged.

Parent-School Communication

15. PARENT-SCHOOL COMMUNICATION

15.1 ANNASIS PARENT NOTIFICATIONS

Teachers will make use of Annasis to communicate with parents, notifying them of areas of concern or commendation. Teachers use Annasis to let parents know about shared blessings (such as outstanding work, acts of kindness, commendable service to The Oaks community), matters of discipline, academic issues (formerly attention grabbers and potential failing grades), general concerns (such as out of uniform and tardy notices), or other issues of which teachers feel parents should be aware.

15.2 PARENT-TEACHER CONFERENCES

The teaching staff at The Oaks Classical Christian Academy makes every effort to keep our parents informed of their students' progress. If, however, you would like to discuss an issue relevant to your student's development, we invite you to contact the teacher to set up a meeting time.

We designate time for parent/teacher conferences in each semester of the school year which are mandatory for Grammar School parents and encouraged for Logic & Rhetoric School parents.

15.3 CONFERENCES WITH ADMINISTRATORS

Parents are always free to bring concerns to the school administration. However, as noted, it is the policy of the school to encourage parents to discuss any problem with/or between themselves and a faculty member directly with that person first. In almost every instance, frankness and consideration can bring about a solution (Matt. 18:15) (15.4 Telephone Communications). Should questions remain, parents are urged to bring the issues to the appropriate administrator. Parents who desire an appointment should contact the school office.

15.4 TELEPHONE COMMUNICATIONS

Parent/Teacher in-person or telephone communication is preferred over other forms of communication. Teachers are, however, encouraged not to discuss personal or school matters on the telephone during school hours. We would like to discourage all parents from making efforts to talk or text with teachers over the phone during this busy time. Parents may call the school office and leave a message for a teacher to return their call at a time best for students and the teacher.

15.5 PARENT-TEACHER COMMUNICATION *(MATTHEW 18 PRINCIPLE)*

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

1. Request a conference with the staff member and meet privately to seek resolution with a spirit of reconciliation. Both want the good of the student and are not in an adversarial position.

2. If unresolved, the teacher and the parent meet with a third party, the appropriate administrator.

3. If still unresolved, the matter is presented to the Head of School. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation, and will bring the final resolution on the concern or issue.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved.

15.6 ANNUAL RENEWAL FORMS

Continuous Enrollment: To simplify the re-enrollment process, for families and the office, students are automatically re-enrolled each year. If a family wishes to un-enroll their child for the upcoming school year, they must complete the Student Withdrawal form within Annasis (10.6 Student Withdrawal Procedures). A yearly enrollment fee is automatically applied and due on February 5th for the next school year.

Required Forms: The Re-Enrollment Checklist, available on Annasis ensures that The Oaks has on record up-to-date contact information, medical release waivers, and immunization records. This checklist must be completed by April 30th each year for the upcoming school year. Checklists not completed by the due date are subject to a late fee of $50 and if left incomplete at the end of the current school year, final report cards will be withheld. Students will not be allowed to attend classes in the fall if all of the necessary paperwork has not been completed.

15.7 VISITORS POLICY

The Apostle Peter (I Peter 4:1–19) enjoins us to be hospitable; therefore, we thoroughly enjoy the privilege of allowing guests into our school home. To accommodate visitors and maintain a secure environment, we ask that they inform the school office of the intended visit no later than the day before. The guest will sign in and receive a visitor's badge at the front office. All parents are welcome to eat lunch with their children without prior notification; however, all other classroom and campus visits will require admission through the front office. With this in mind, it is important that the classroom environment is not adversely affected by visitors. We encourage parents to set up their visit with the appropriate classroom teacher.

15.8 SCHOOL MANAGEMENT SOFTWARE

The Oaks Classical Christian Academy uses Annasis for the school's student information system. Annasis is a cloud-based software used for grades, messaging, forms, registration, tuition, payments, and more. The Oaks is the first customer on this newly developed program. This means both that the system is still being built out and that we are able to provide feedback and guide its development. Already Annasis has improved work flows, enabled families to see and control their payments more effectively, and opened up new ways to streamline work flow for faculty and staff. You can access Annasis at theoaks.annasis.com.

Lunch Procedures

16. LUNCH PROCEDURES

16.1 REGULAR LUNCH PROCEDURES

Students are required to bring lunch from home and will eat lunch either in the area designated as the lunchroom or in the area selected by their classroom teacher. Because of the danger of food allergies, students may not share food without prior permission from the teacher. Access to a microwave is available for Logic & Rhetoric School students, but should only be used to heat or reheat (30–60 seconds) a food item. Parents are welcome to join us for lunch. The Oaks is a closed campus.

16.2 FRIDAY LUNCH PROGRAM

Our parent volunteers graciously oversee a Friday pizza lunch program. Families may order their selection of pizza and sides or bring their lunch as usual.

Inclement Weather & Safety Policies

17. INCLEMENT WEATHER & SAFETY POLICIES

17.1 INCLEMENT WEATHER/EMERGENCY CLOSING

The Oaks Classical Christian Academy will take all necessary precautions to ensure your child's safety and to aid in your family's preparation for severe weather and other emergency situations. Should school need to be canceled or closed, notification will be sent to parents via all school email/text in Annasis. This message will also be put on The Oaks website.

17.2 EMERGENCY DRILLS

The Oaks Classical Christian Academy conducts periodic drills to acquaint teachers and students with various emergency procedures. These will include fire, earthquake, and enhanced lock down drills.

17.2 PARKING LOT FLOW

In an effort to keep the parking lot a safe place for students during morning drop-off and afternoon pick-up, families are asked to please adhere to the following guidelines and communicate this information to those who will be picking up or dropping off Oaks students.

The parking lot located off of 24th Avenue, west of The Oaks main building, is designated for student drop-off and pick-up.

- Enter on the west side.
- Drive up to the MP/Gym building and pull to the side if dropping off (leaving space for others to go around).
- Drive out through the center lane, exiting on the east side.
- Pull through a parking space with your vehicle facing east to park and drop off (limiting the need to reverse your car helps to keep the parking lot safe).
- Exit on the east side.
- Remind your children to walk along the edges and not to play in the parking lot.
- Please reference the Parking Lot Flow picture for further details.

Student drivers should park in the lot located off of 22nd Avenue, north of the multipurpose building.

MP/Gym Building
Drop-off Area
*please pull up along the building to allow others around.
Parking Area
*please pull through.
No Parking – Reserved Parking
Bowdish / Valley Fourth
Oaks Building
Enter
Exit
24th Ave