



# OAK GROVE

CHRISTIAN ACADEMY

## Parent/Student Handbook

Kindergarten through Grade 12

Have I not commanded you? Be strong and courageous.  
Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.  
Joshua 1:9



# Welcome to Oak Grove Christian Academy!

We are glad you appreciate the difference a Christ-centered education makes in the lives of students. Oak Grove Christian Academy is dedicated to helping your student develop spiritually, academically, physically and socially.

At OGCA, you will find caring and nurturing teachers committed to equipping students not just for advanced education, but also for a lifetime of learning and serving God.

We know that our students are made for so much more than the ordinary life offered by today's popular culture. We want to see our students experience Jesus Christ working mightily in their lives so they may flourish and prosper. By grounding each student in God's word, reminding them of Christ's love, and helping them to discover their unique gifts and talents, we hope to stretch them beyond spiritual head knowledge to discover a richer, more meaningful life in the eyes of God. We hope to prepare them not only to withstand the challenges of this life, but also to thrive and produce fruit for His eternal kingdom.

This handbook applies to all students and parents and is intended to provide guidelines, policies, procedures, responsibilities and rules of conduct. It is important that you read, understand and become familiar with this handbook and strive to comply with the standards that have been established.

This handbook is not intended to imply any contract or contractual rights. The Administration reserves the right to modify this handbook as needed, and implement actions set forth herein.

On behalf of the entire Oak Grove Christian Academy faculty and staff, thank you for trusting us with the education of your children. We are looking forward to a wonderful school experience.

In His service,

Randall Snipes  
Senior Administrator

# Statement of Faith

The following truths are to be held in continual agreement by all persons involved with Oak Grove Christian Academy.

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant word of God (2 Tim. 3:16; 2 Pet. 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30).
3. We believe in the deity of Christ (Jn. 10:33)  
His virgin birth (Isa. 7:14; Matt. 1:23; Lk. 1:35)  
His sinless life (Heb. 4:15; 7:26)  
His miracles (Jn. 2:11)  
His vicarious and atoning death (1 Cor. 15:3; Eph. 1:7; Heb. 2:9)  
His Resurrection (Jn. 11:25; 1 Cor. 15:4)  
His Ascension to the right hand of God (Mk. 16:19)  
His personal return in power and glory (Acts 1:11; Rev. 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (Jn 3:16–19, 5:24; Rom. 3:23, 5:8–9; Eph. 2:8–10; Tit. 3:5).
5. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation (Jn. 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9; 1 Cor. 2:12–13; Gal. 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13–14; 1 Cor. 3:16, 6:19–20; Eph. 4:30; 5:18).

Oak Grove Christian Academy believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

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For purposes of OGCA's faith, doctrine, practice, policy, and discipline, our Board of Directors is the final interpretive authority on the Bible's meaning and application.

Oak Grove Christian Academy (OGCA), founded in 2017, is an interdenominational Christian, college preparatory day school enrolling students in grades K5 through 12. It is governed by a self-perpetuating Board of Directors. The School is exempt from state licensing based on its church affiliation status.

**Read this handbook carefully at the outset of the school year, and keep it available for reference throughout the year.**

# Guiding Principles

*It is a policy of Oak Grove Christian Academy not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964. Oak Grove 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, and athletic and other school-administered programs.*

## Mission Statement

The Mission of Oak Grove Christian Academy is to Glorify God through the training and nurturing of students in their Spiritual, Academic, Physical, Emotional, and Social Development. This is achieved through a Christ-centered education based on Biblical truth, which leads to the formation of the Character of God within the life of the student.

## Vision Statement

At Oak Grove Christian Academy, we equip servant leaders to impact their world and all eternity for Jesus Christ.

## End Goals

Oak Grove Christian Academy exists to graduate Christ-centered students inspired to fulfill God's purpose for their lives as leaders - spiritually, intellectually, physically, and socially.

1. Students who are rooted, built up, and strengthened in Christ - Col. 2:6-8

- Students will seek to be in God's presence as their highest priority, spending daily, unhurried time alone with God by experiencing His love, reading His word, and seeking His will.
- Students can articulate and defend a Christian worldview and understand how this worldview defines their values, beliefs and personal choices; and are equipped to courageously and compassionately transform the culture for Christ within the scholastic world and the marketplace.
- Students are in community with other believers.

2. Students who achieve their highest academic and creative potential will be equipped to think critically, discern truth and appreciate beauty - 2 Tim. 2:15

- Students demonstrate academic integrity.
- Students demonstrate knowledge and are measurably proficient in all academic disciplines.
- Students are encouraged and equipped to discern and develop their God-given talents and to appreciate the God-given talents of others.
- Students are equipped to be lifelong learners in an ever-changing world.

3. Students develop and care for their body as the temple of the Holy Spirit - Rom. 12:1; 1 Cor. 3:16-17

- Students pursue Biblical purity.
- Students pursue lifelong physical fitness and nutritional health.
- Students demonstrate a Christ-like attitude toward sportsmanship and competition.

4. Students who foster relationships with people for the sake of the Kingdom - Mark 10:43-45; Matt. 28:19-20

- Students seek to be discipled and to disciple others.
- Students uphold the dignity and respect due each individual as God's image bearers.
- Students develop a heart for service toward those in their family, their church and their community.
- Students are responsible citizens.

## Board of Directors

Oak Grove Christian is governed by a self-perpetuating Board of Directors that represents both God and the moral owners of our school. Moral owners include parents, faculty and members of the greater Christian community who share the vision for the School and have a vested interest in its success. The Board is responsible for the School's long-term mission and vision. The Board hires only one employee, the Administrator, and delegates all day-to-day operations through explicit governing policies to the Administrator.

## Philosophy of Education

*"You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words, which I command you today, shall be in your heart. You shall teach them diligently to your children." - Deut. 6:5-7*

*"Train up a child in the way he should go and when he is old he will not depart from it." - Prov. 22:6*

*"In whom (Christ) are hidden all the treasures of knowledge and wisdom." - Col. 2:3*

*"Fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord." - Eph. 6:4*

A Christian school is dependent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the following points summarize the Philosophy of Education for Oak Grove Christian Academy:

## EDUCATION

We will provide a safe and loving environment for students to learn. We will seek excellence in all that we do. We will work with parents to prepare and equip their student for college, his or her future vocation, and the rest of his or her life.

## SERVICE

With Christ as our example, students will learn the power of serving others with humility. We will teach students to look not only to their own interests, but also to the interests of others.

## CHARACTER

Students and staff will strive to live like Jesus Christ and be a light at home, at school, and in the community. Whether in school or out, students and staff will be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God.

## FAITH

Students will receive biblical training to help them grow in their knowledge of and faith in Jesus Christ. By God's grace, students and families will come to know Jesus Christ as their Savior and will communicate God's love to those with whom they interact.

## Faculty and Staff Statement of Commitment

*"A student is not above his teacher, but everyone who is fully trained will be like his teacher." - Luke 6:40*

The Oak Grove Christian Academy faculty and staff are dedicated to challenging the students of OGCA to reach their highest potential — spiritually, academically, physically and socially — for the glory of Jesus Christ. Our faculty and staff are committed to go beyond their classroom and office duties to have a personal knowledge of students and involvement in their lives. It is the personal mentoring, discipling and guidance from faculty and staff members on a daily basis that continues to have a powerful impact upon the lives of the students. It is the relationships between faculty, staff and students that contribute to the testimony of Oak Grove Christian Academy. All faculty and staff have ascribed to the Oak Grove Christian Academy Statement of Faith.

## General Information

### Safety and Care on Campus

The spirit of fellowship among parents, teachers and administrators, and the integrity and safety of the campus are key concerns. All parties are asked to abide by the following measures:

- Oak Grove Christian Academy is a closed campus. Visitors must sign in.
- Parents/visitors may only go to classrooms during school hours with prior communication with a teacher or the Administration.
- Pets/animals are NOT allowed on campus at any time. Pets/animals in vehicles must be restrained when students are getting in or out of the vehicle. Service animals are permitted on campus.
- Students are not allowed in classrooms unattended, or in any of the teacher workrooms on campus.

- Parents are not allowed in a classroom unattended.
- Students from other schools are not permitted on campus during the school day, including lunch periods. Prospective students must make arrangements with the Administration prior to visiting.
- OGCA's campus is tobacco free. While on campus NO person may use cigarettes, e-cigarettes or other tobacco products, nor have them in their possession when they are on campus or attending any School-sponsored event.

## Emergency Procedures

Emergency procedures are in place in the event of fire, gas leaks, inclement weather, bomb threats and other crises requiring evacuation or securing of buildings. Fire drills will be conducted regularly. Depending upon the type of emergency, parents may be contacted by School officials to pick up students. However, students will NOT be released during a severe weather warning, until the threat has passed.

OGCA will close due to inclement weather on an as-needed basis. Students traveling from other jurisdictions may use their own discretion. Any closures or delays will be communicated via the *Remind* app.

## Emergency Communication Procedures

If a School-wide emergency occurs, OGCA will make every effort to communicate information. This will include, but will not be limited to, *Remind* app, text, email, telephone, school website, social media and local media outlets. It is imperative that parents keep contact information current in their student's files. The *Remind* app is the first and primary means of communication.

If the campus is in a "lock down" for any reason, students will not be released under any circumstances until the danger has passed.

Firearms, guns, explosives, knives and other weapons are prohibited on campus during school hours or activities. This includes all buildings and on driveways, streets, sidewalks or walkways, parking lots, or other parking areas.

Students shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife or other weapon.

# Student Expectations

## Student Lifestyle Statement

Oak Grove Christian Academy is committed to each student's development as a whole person for the fulfillment of God's will. OGCA will focus not only upon the discovery and development of abilities and gifts, but also upon growth in spiritual maturity. The privilege of belonging to the OGCA community includes adherence to certain rules of procedure and conduct that are designed for the best interest of everyone involved. At OGCA, some of these are based on clear biblical imperatives, some are drawn from biblical principles and others are part of the institutional distinctive that makes the School special. In addition to signing and

agreeing to abide by the Parent/Student Handbook, each community member is obliged:

- 1.To be a good steward of time by engaging in careful study, service to the community, and attendance at class devotional times and chapel services.
- 2.To exercise wise biblical discernment in all areas of life.
- 3.To avoid every form of immorality, including immoral sexual behavior/homosexuality, lying, stealing and cheating.
- 4.To abstain from the possession and use of illegal drugs and alcoholic beverages.
- 5.To abstain from activities that may cause personal and spiritual harm or may show insensitivity regarding how one's behavior affects other members of the community.

Students' enrollment at Oak Grove Christian Academy attests to the fact that they agree to live within the framework of OGCA's community expectations as stated in the Parent/Student Handbook. Students are obligated to honorable adherence to the community expectations while enrolled at OGCA at all times, both on campus and off campus. Adherence to these policies is mandatory.

Behavior, either on campus or away, that indicates a student has disregard for the spirit of Oak Grove Christian Academy community expectations will be handled through the School's regular disciplinary process and may include consequences up to and including dismissal from the School or non-renewal of a student's enrollment status for future academic years.

## Parent / Family Expectations

*"For I have chosen him, so that he will direct his children and his household after him to keep the way of the LORD by doing what is right and just." - Genesis 18:19*

*"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." - Romans 13:1*

Parents are required to adhere to Oak Grove Christian Academy's policies and procedures within the Parent/Student Handbook. Failure to comply with School policy may result in the family's dismissal from Oak Grove Christian Academy.

Of key concern is the spirit of fellowship among parents, faculty, and staff and the integrity of the classroom. Interactions with faculty and staff are to be Christ-like. Any actions by students or parents that reflect poorly on the School, harm the School's reputation, or negatively impact other members of the School community may result in, at the sole discretion of the School, disciplinary action up to and including dismissal from the School or non-renewal of a student's enrollment status for future academic years.

## Visiting Campus

Prior communication from a teacher or the appropriate School Administrator is required if a parent desires to visit the classroom during School hours. Entering a classroom during School hours without such invitation disrupts the integrity of the classroom. Parents should never enter a classroom when the teacher is not

present. If your child arrives to School late, ensure their entrance into the proper office before departure.

## **Custodial Arrangements**

In the event of a court order regarding custody, the School must be provided with a copy of the current order for student files. Parents/guardians are expected to abide by any court order applicable to the child. If a situation arises in which the custody or possession of a child is in question, a School representative will call 911 and request an officer be sent to the School to resolve the dispute. In addition, the parents/guardians enrolling or withdrawing a student must have the proper legal rights to do so. The School will turn any questions of this matter over to the proper authorities.

## **Communication & Conferences**

The *Remind* App is required to be used by all OGCA families and employees. This is the primary means of mass communication from the school, especially for urgent announcements, school closings, etc. Families may also message teachers individually through this app, and are expected to do so rather than exchanging text messages through personal cell phone numbers.

### **During the School Day**

Parents are encouraged to make arrangements such as carpool, etc., for their children before School time. Any items delivered to students during the School day must be left with a staff member who will contact the student's teacher to arrange retrieval.

### **To Contact the School**

- Call the office at 804-224-9842.
- Email the office at [admin@oakgrovechristian.com](mailto:admin@oakgrovechristian.com).
- Message teachers and administrators directly through the *Remind* app or their school-sponsored email addresses.
- Refrain from emailing your child's teacher time-sensitive messages during the School day. For last-minute issues, such as changes in transportation, calling the School office or messaging an Administrator via *Remind* is the best form of communication.

### **To Contact a Student**

OGCA has a strict policy regarding student cell phones, tablets or smart watches during School hours. All such technology must be turned off (not just silenced) during the School day, and students' use of any such device is not permitted. (See section on Student Cell Phone Policy for more information.) Please do not instruct your child to check for messages from you throughout the day. Parents/guardians may opt to leave a message on the student's cell phone to be retrieved at the end of the School day (after 3:10pm). Students may ask to use the School office phone for necessary communication with family. Parents/guardians may also contact the School office to pass on time-sensitive information.

## In Case of Emergency

Contact the Administration. Only messages of an emergent nature will be delivered to students during the School day. The School can not guarantee delivery of messages received less than 45 minutes prior to the end of the School day.

## Communication From the School

It is important for parents to stay informed about their child's academics, attendance and behavior, as well as the life and Administration of the School. The majority of communication between the School and home occurs through the *Remind* app, email, the School website, and the School's Facebook page.

Notify the School office if you are not receiving the appropriate communications. Make sure that any spam filters on your personal device will allow you to receive emails from Oak Grove Christian Academy, and that all of your contact information is up to date in our files. Families are given the appropriate instructions for joining their child's class on the *Remind* app at the start of each year, and it is your responsibility to set it up for the proper notifications.

## Communication with Teachers

Effective and productive communication between teachers and families is a high priority. A note or email about any changes at home (new baby, parents away, illness, death of loved one or pet, etc.) allows teachers to help the student deal with important feelings about such matters. Families are encouraged to contact teachers directly anytime a question or concern arises regarding their child's academics or classroom issues. Each teacher may be reached through the *Remind* app or school-sponsored email address.

Please do not encourage your student to contact his/her teacher via his/her personal cell phone. OGCA Employees are discouraged from exchanging personal text messages with students unless parents or administrators are included in the exchange. Students may join their classroom on *Remind* app and message the teacher about School issues through that medium. Emails from a student's personal account to his/her teacher will be forwarded to an administrator and/or printed for the student's permanent file.

Teachers and faculty may utilize the following as the primary means of communication with families.

- **Email:** Emails will be answered as promptly as possible within the time constraints of teaching and advising students. This may not always be within School hours.
- **Report Cards:** Quarterly report cards (also known as progress reports) will be sent home the week following the end of the first three quarters of the school year. A Year End report card will be sent home at the end of the school year.
- ***Remind* app:** Messages are sent via this application for special announcements, reminders, School closures, etc. It also works for one-to-one communication with teachers and Administration.

## Family/Teacher Conferences

Arrangements may be made to conference with a teacher as needed throughout the year. Conferences must be held during the teacher's scheduled conference time, which can be determined through direct communication with the teacher.

OGCA **requires** a family/teacher conference to be held at the close of the first quarter for all new students, as well as any student on academic probation, working below chronological grade level, or not progressing as expected. A family/teacher conference will be **required** for all other students at the close of the second quarter.

Conferences (in person or by phone) **will not be conducted during regular School hours** while a teacher is responsible for students. Supervising students between classes, during arrival or dismissal, lunch periods, and tutoring are all examples of situations when teachers are unavailable for conference. Family/teacher conferences should be scheduled ahead of time directly with the faculty member. Showing up at the School unannounced and asking for an immediate meeting will not be honored.

Conferences with Administration must also be requested in advance as needed. Administrators may also attend any scheduled family/teacher conference as desired by the School or family.

## Procedures for Conferences

When a conference is desired, both parties will strive to adhere to these general guidelines:

- Document and communicate the concern in writing (note, email or *Remind* message) to the appropriate teacher or faculty member in order to request a conference.
- An appointment will be set with the appropriate teacher or faculty member.
- The conference time will be opened in prayer.
- The conference time will be conducted in a biblical, gracious manner (see Colossians 4:6).
- The teacher or faculty member will present an action plan, with the agreement of the parent/guardian, and a follow-up conference will be scheduled if deemed necessary.

## Addressing Concerns & Conflicts

As a Christian School, issues and concerns should be resolved biblically. Matthew 18 requires open and fair discussion of potentially difficult matters. The Matthew 18 Principle can be instrumental in maintaining good relationships. Therefore, a parents' first meeting should be with the teacher/person directly involved with the issue to clearly communicate the issue in question. The manner and tone of all meetings should be carried out in a Christ-like way; truth tempered with kindness.

The Matthew 18 Principle is implemented among administration, faculty, staff, students and parents.

## The Matthew 18 Principle states the following:

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” - Matthew 18:15-16*

In addressing concerns, we adhere to the following steps:

1. **Keep the matter confidential.** (Proverbs 11:9) Share only with those directly involved and respect confidentiality. Do not involve other parents or OGCA personnel.
2. **Keep the circle small.** (Proverbs 27:6) Person-to-person problems are usually solved at the two-person level. Be straightforward and lovingly forthright. Anger is a work of the flesh and should not be present during the meeting.
3. **Be forgiving.** (Galatians 6:1) Once the matter is resolved, wholeheartedly forgive and restore the person who has offended you. Close your meeting in prayer.

If both parties agree that you have been unable to resolve the concern, the matter should then be shared with the appropriate School Administrator. The parent, teacher, and Administrator will meet together in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter, and also willing to submit to reproof and correction if needed. An open and honest discussion and submission to godly principles will most likely result in an amiable solution.

If further intervention is deemed necessary, all parties concerned will be required to meet together for a final resolution with a member of the Senior Administration.

In the case of actual or potential harassment or other discrimination prohibited under Oak Grove Christian Academy policies, or in the case of any unlawful or potentially unlawful conduct or any violent or potentially violent threats or behavior, one should not attempt to resolve such a matter on his or her own, but rather should immediately report the concern to the Administrator.

The Board has delegated to the Senior Administrator the authority to operate the School on a day-to-day basis. The Board does not involve itself in resolving conflicts and asks parents not to call Board members into School-related issues.

Grievances may only be brought to the Board when written Board policies have been violated to their detriment and the internal chain of command has been exhausted.

## Parent / Family Involvement

*“And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” - Eph. 6:4*

As a support and extension of the family unit, Oak Grove Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. The School strives to support the family and respect parental authority and responsibility in all things. OGCA believes in the concept of *in loco parentis* – in the place of the parent. At the core of our philosophy of education is the conviction that parents/guardians are ultimately responsible for the education of

their children. The School is considered a “subcontractor” of the parents/guardians. The parents/guardians are the contractors – the ones responsible for getting the job done. The School’s authority and task is delegated from the parent/guardian. Therefore, parental involvement is strongly encouraged. The faculty and staff work hard to communicate with families, keeping them informed of their child’s progress – academically, spiritually, socially and physically.

## **PTF (Parent Teacher Fellowship)**

The Parent Teacher Fellowship (PTF) is the council of Oak Grove Christian Academy parents working together to promote the ideals of the School, to encourage fellowship among families, and to support the various needs of the teachers and classes while nurturing each other in Jesus Christ. The purposes of the PTF are to:

- Promote the ideals of the School
- Foster a sense of community and parent fellowship
- Encourage the building of lasting relationships between parents
- Facilitate parental involvement
- Assist teachers in enriching the learning experience
- Assist the Administration of OGCA with special events
- Coordinate and disseminate information about events sponsored by the PTF

## **Donations, Gifts & Fundraisers**

*“For where your treasure is, there your heart will be also.” - Luke 12:34*

Tuition helps with the financial operation of Oak Grove Christian Academy, but it does not completely cover it. OGCA depends on donations to meet our financial obligations and enhance educational programs. The School trusts that each family will participate as the Lord provides and leads. Teachers and employees are prohibited from soliciting or accepting any donations or material gifts to OGCA without prior approval from an Administrator. All fundraising requests by staff or families must also be coordinated and approved by an Administrator. OGCA is grateful to anyone who makes donations and gifts to the School. (Please note that this does not include personal gifts to the teacher on appropriate occasions, such as Christmas and Teacher Appreciation. Tasteful gifts of that nature are always acceptable.)

## **Lunch**

Students must bring a lunch from home. If a student forgets a packed lunch from home, a basic lunch will be provided for them, but charges may apply. On special occasions, lunch may be provided by the School, teacher or an approved outside vendor. Advance notice will be given along with an opportunity to opt out.

Parents are welcome to eat lunch with their child, but must sign in as a campus visitor prior to joining them in the lunchroom.

Students from other schools are not permitted on campus for lunch without prior permission from a teacher and/or the appropriate School Administrator.

When bringing a lunch from home, please follow these guidelines:

- Liquids should be in leak-proof containers.
- Limit sugar and caffeine.
- Send appropriate utensils and condiments.
- Kitchen use is not permitted, including appliances, utensils, or dishes.
- Easy to eat snacks are permitted and encouraged for student break times, as are leak-proof water bottles for the Learning Centers.
- Microwaves may be used by older students, but cook times are limited to two minutes per student.

Due to time restrictions and safety issues, our campus is a closed campus. Unless a written exemption has been obtained, students are NOT allowed to leave campus for lunch. **Any student who chooses to leave campus during lunch without permission from the Administrator will be considered truant.** If you wish to pick your child up and take them to lunch, they must be signed-out prior to release and be signed back in upon return. Advanced notice is always appreciated. **Students may not leave campus with anyone other than their parents/guardians without advanced notice in writing.**

## Lost & Found

Parents are encouraged to mark all personal items with their child's name. When items of clothing or personal property are left on campus, they will be turned in to Lost and Found. Please contact the School office for access to items in Lost and Found. Items left for an excessive amount of time may be donated to charity without notice.

## Medical Information

An up-to-date Medical Release form must be maintained for each student at all times and **must be completed annually.** These forms are kept confidentially in the School office for the purposes of reference and for information of how to proceed in the event of a medical emergency. Copies may be kept confidentially by the health room director and the teacher.

**Students exhibiting the following symptoms should be kept home from school for the well-being of the school community and to prevent the spread of communicable diseases:**

- Fever over 100.5 degrees Fahrenheit
- Suspected contagious disease or symptoms indicating such
- Head lice
- Vomiting or diarrhea
- Severe stomachache, headache or earache
- Inability to remain in class due to illness or injury
- Symptoms of viruses, including but not limited to, strep, cold, flu, COVID-19, or pink eye

**All students must be free of fever, vomiting or diarrhea for 24 hours, *without the use of symptom-reducing medication*, before returning to school. If a student misses three or more consecutive days of school, a doctor's note is preferred.**

In the event your child contracts a communicable disease such as strep throat, chickenpox, meningitis, mumps, head lice, measles, etc., please notify the School immediately. If needed for the safety of the students and families, the School will contact families with relevant details while maintaining your child's confidentiality. Before the child returns to class, the School may request that the family provide a doctor's note indicating that the child is fit to return to School.

Students who become ill or injured during the School day will be sent to the health room director. Students are not permitted to independently contact parents asking to be picked up from School due to illness or injury. In the event that this occurs, parents should direct their child to the appropriate faculty member to assess the illness or injury. School guidelines will be followed for the protection of all students, faculty and staff members. If a student needs to be released from School for medical reasons, the School will contact parents to pick up their child promptly. If it is determined that it is not necessary for the student to leave campus, the student will be treated and returned to the classroom to finish the School day.

Any student who has a temperature of 100.5 degrees Fahrenheit or higher, is vomiting, or is having diarrhea during the School day must be picked up by their parents. Any student who has symptoms that are interfering with their School day, or the School day of other students, must be picked up by their parents.

Oak Grove Christian Academy trains teachers in CPR. Basic First Aid measures will be taken when appropriate. In the event a student requires immediate medical attention, 911 will be called first, and then the parents will be notified. Emergency personnel will determine care needed.

## **Medications**

Medication on campus will remain locked up. Any student requiring medication to be kept on campus, either prescription or over-the-counter, must have a MAT form filed with the School. Parents may be required to conference with the faculty prior to submitting certain medications. All medication must be in its original container with the child's name clearly labeled, and it must be current by expiration date.

Students are not allowed to carry medications of any type, unless they have written permission from their doctor indicating that it is medically necessary and the School has received appropriate documentation. This includes, but is not limited to, Tylenol, Advil, cough drops, inhalers, vitamins, etc. Students caught with any type of medication in their possession may be subject to disciplinary action.

For any questions regarding medicine on campus, please contact the campus nurse/health room director.

## **Immunizations**

**Students must have a copy of current immunizations on file as mandated by the Virginia Department of Health.**

No certificate of immunization is required for admission if the family submits a notarized affidavit to the admitting official stating that the administration of immunizing agents conflicts with the family's religious tenets or practices. The following link will provide further information regarding exemptions: <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/virginia.aspx>

## Spiritual Development

### Christlike Character

Our curriculum intentionally covers ninety different character traits modeled within the life of Christ. In addition to being taught in the PACEs, these traits will be emphasized in the classrooms, discussed in devotions, and recognized in student examples.

### Chapel

Chapel is an integral part of the OGCA education, providing a regular opportunity for students and faculty to encounter Christ and grow in their faith through worship and a message. Chapel services are nondenominational. These services are planned and led under the direction of the School Administration and the OGBC Campus Pastors.

### Bible Curriculum

Most OGCA students are required to complete Bible Reading or Biblical Studies PACEs throughout their years at OGCA. This varies according to grade level, availability of curriculum and individual academic needs.

### Devotions

Students will participate in daily classroom devotions. If attendance/tardiness prevents the student's participation, an individual project will be assigned on the subject matter of the devotions and academic probationary measures may apply.

### Prayer

OGCA students are trained in the importance of establishing a consistent daily prayer life. Teachers lead students to understand how God is central to all of life, and that continual communication with Him is essential to consistent Christian living. Students are encouraged to make their requests known before God and are given opportunities to pray together and to share needs with others as they share their requests with Him. They are encouraged to bring their concerns to the faculty and staff, who will be ready and happy to pray with them and for them.

### Community Outreach Projects

Community outreach projects may be planned at various times throughout the School year. Advance notice will be given including all details.

### Christian Service

*"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." - 1 Pet. 4:10*

Christian Service hours will be worth Merits or Privilege Levels to students who participate. Students are encouraged to engage in personal and direct ways with people and the environment, giving of their time and energy. Some Christian

Service activities are mandatory upon request of the School (ex. cleaning the lunchroom, helping with chair and table setup, etc.).

While performing acts of service in the community, students should be mindful that they are seen as an ambassador of Oak Grove Christian Academy and a representative of Jesus Christ. Conclusions may be drawn both about the School and about our Lord based upon student's actions. The goal should always be to show Christ's love through service to the community.

## Attendance & Punctuality

Consistent attendance is essential for success at OGCA. Lost academic time due to absence or tardiness is difficult to make up. Families and students must take responsibility for regular and punctual class attendance.

Families are urged to plan vacation days in accordance with the School calendar and scheduled School breaks. Student attendance records will be reviewed each Quarter. Attendance can affect School credit.

School **begins** at 8:10AM. Students are expected to be seated in their classroom (or location designated by their classroom teacher) **prior to this time**. Student drop-off begins at 7:45AM. Dismissal is at 3:10PM. Prompt pick-up is expected. Students will not be dismissed before 3:00PM without being signed out in the office.

**More than three hours away from campus during a School day will be considered a full absence.**

Students are required to be present during standardized or placement testing, and school-wide ministry days (on or off campus).

Teachers take attendance each morning; please report absences and tardies directly to them. Written notes regarding absences/tardies should be sent in upon the student's return to School to determine the status of an excused or unexcused absence. Advanced notes are always appreciated when possible. Notes can be from parents or doctors. Emails and *Remind* app messages to teachers or Administration are also acceptable, but text messages to personal cell phone numbers are not. Please contact your child's teachers directly to address making up missed School work.

### Excused absences

Excused absences may be granted for, but not limited to, the following reasons:

- Illness
- Family emergencies
- Death in the family
- Medical appointments (a doctor's note is appreciated upon return)
- Funeral, graduation, or wedding of family member
- Family travel
- Inclement weather

**Any absence that is not communicated properly will be considered unexcused until the situation is remedied.**

## **Unexcused absences**

Unexcused absences are recorded for any absence for reasons other than those listed above (or ones otherwise approved by Administration).

If a student must miss scheduled School days for reasons other than those listed as excused, the School expects prior written notice. This absence may still be considered unexcused.

Occasionally, an opportunity or event may arise that may necessitate a request for a traditionally unexcused absence to be excused. This is up to the discretion of the Administration.

## **Excessive Absences**

A total of 10 or more absences per semester is considered excessive and will be subject to review by the School's Administration. Excessive absences may result in the following:

- Conference with Administrator
- Loss of credit or mandatory makeup of School hours
- Academic probation
- Dismissal from the School or non-renewal of enrollment for future academic years

Please remember that attendance is recorded on all Progress Reports and High School Transcripts.

## **Tardies**

**School begins at 8:10am. Any arrivals after this time will require a parent signature.**

Students are allowed three no-fault tardies each quarter. These tardies are classified as excused, and are permitted to allow for oversleeping, lost electrical power, traffic, etc. Students who exceed the allowable limits may face consequences.

After three no-fault tardies in one quarter, an unexcused absence will be accumulated for any additional unexcused tardy.

Medical appointments will be excused tardies, but prior written notice is appreciated. In cases of wide-spread inclement weather or unusual traffic conditions that affect a large number of students, a special excused tardy without penalty will be applied.

## **Truancy**

Truancy is any absence from class or School without following attendance guidelines. Truancy is counted as an unexcused absence. A student absent from a class and/or a School day without the permission of the School and parents/guardians will be considered truant. **This includes students not being in the proper place on campus at the proper time.** If a student is truant, he/she may receive an in-school suspension. The student who is chronically truant will suffer

the inevitable academic penalty resulting from missed academic time, as well as being subject to disciplinary consequences.

## Extended Child Care ("Aftercare")

When available, students may register for after-school extended care. Aftercare is only for OGCA students from Kindergarten through Sixth Grade, or on a case-by-case basis for students outside those age parameters. Any student who remains on campus after 3:15pm, even those not enrolled in the program, will be taken to the Aftercare facility, and a fee of \$10 will be charged to the student's tuition account. This policy will be enforced for the safety and security of each student on campus.

All students must be signed out of Aftercare by an adult authorized for pickup in the student's file. Aftercare services operate at the rate of \$50 per week per student. No discounts apply. It is available only through a registration process, not on a daily as-needed basis.

Aftercare hours are 3:15 – 5:00pm. Aftercare closes at 5:00pm sharp. Students remaining later than 5:00pm will incur the following late fees:

5:05pm to 5:15pm - \$10

5:16pm to 5:30pm - \$20

5:31pm and later - \$20 + \$2 per minute

## Dress Code

### General Philosophy

The standard of dress at Oak Grove Christian Academy is designed to reflect **modesty, neatness, and appropriateness**. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

**Modesty** can be defined as *making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.*

**Neatness** can be defined as *a look that is clean with clothes that are proper-fitting and in good repair.*

**Appropriateness** can be defined as *wearing clothes that fit the occasion.* In the School setting, appropriate clothes are *those that do not hinder the educational process or draw attention to oneself.*

**THE TEACHERS AND ADMINISTRATION RESERVE THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, NEATLY, OR APPROPRIATELY.**

OGCA recognizes that families, and sometimes School officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable. We ask that parents take responsibility for making sure their child complies with the dress code. If you are in doubt of whether an article of clothing is appropriate for school, we encourage you to err on the side of caution. Should a student wear questionable clothing, he/she will be asked to change or leave campus. Repeat offenses will come with additional consequences.

**All dress code requirements are in effect while a student is on campus or at School-related activities.** This includes times students may remain after School hours for events, clubs, Aftercare, etc. It also includes field trips, student trips/conferences, etc. At all other times, dress decisions are expected to positively reflect on OGCA.

**After School hours, whether on campus or off, any student conducting activities as a representative of OGCA is expected to dress as directed by the event sponsor/teacher/coach.** Any student attending after School functions as a spectator should also consider these dress code guidelines and their representation of OGCA. Students may be asked to change clothes or to leave functions if the Administration deems their dress to be in violation of the School's policies.

Classroom teachers, coaches, and Administration will determine if a student is in violation of dress code. Student may be asked to change, sent home, or asked not to wear that clothing again. Parents/Guardians will always be informed.

**All students from K5 through Grade 12 must abide by the following specifics:**

### **Tops:**

- No logos bigger than a 2 inch diameter.
- No graphics, writing, slogans or large logos, including down the sleeve.
- Patterns in shirts and dresses are acceptable (ex. stripes, plaid, dots, florals, tie-dye, camo, etc.).
- Necklines cannot be below armpit-to-armpit line (front and back), and shirts must completely cover the stomach and lower back at all times.
- No tank-style or sleeveless tops of any kind.
- Any OGCA Warrior Wear top is acceptable; any OGBC top is acceptable. OGBC-sponsored youth event tops are acceptable (ex. YEC, Snowbird); no bands/concerts.

### **Bottoms:**

- Uniform chino-style dress pants or denim pants are acceptable for boys and girls; cargo, boot-cut, tapered, and straight styles are all acceptable.
- Uniform chino-style shorts or denim shorts are acceptable for boys and girls. Must come within 2 inches of the kneecap when standing for all students.
- Non-athletic jogger style long pants are acceptable (ex. khaki uniform pants with an elastic cuff and drawstring waist).
- Uniform skirts, skorts, dresses and jumpers for girls must come within 2 inches of the kneecap when standing.
- No graphics, writing, logos, or slogans. Patterns are acceptable (ex. stripes, plaid, etc.)
- No rips, holes, frays or "distressed" stylings of any kind.
- No leggings, jeggings, form-fitting pants, athletic joggers, sweatpants, bike shorts, basketball shorts, or any other athletic-style bottoms (see PE day exceptions below).

## PE:

- On PE days, grades K5-6 may wear uniform-style athletic tops (in-code t-shirts or Warrior Wear tops) and uniform-style athletic bottoms (ex: jogger pants, sweatpants, basketball shorts, etc.).
- Shorts must be loose-fitting and come within 2 inches of the kneecap when standing. No bike shorts.
- No leggings or form-fitting athletic pants.
- Grades 4-6 have the option to change out into their PE clothes; Grades K5-3 must come to school dressed for PE.
- Grades 7 and up must change into an OGCA PE uniform for PE class (PE uniforms may not be worn during the rest of the school day). OGCA PE uniforms may be ordered at Back to School night.
- Athletic style shoes and socks are required for all ages for PE class. Slides and sandals will prevent participation and effect PE grades.

## Shoes:

- Any style shoes are acceptable, but must be kept on feet at all times on school premises. Please remember all grades take regular breaks and recess; inappropriate shoes may prevent safe playground activity.
- Slippers of any kind are not considered shoes and may not be worn to school.
- PE class requires athletic shoes and socks. See PE section for more details.
- Graphics, logos, writing and accessories on shoes must be in good taste and in keeping with the mission of the school. School staff have the final say on this matter.

## Jewelry / Makeup / Accessories:

- Jewelry is at the discretion of the student/family, as long as the images/ messages are in keeping with the mission of the school. School staff have the final say on this matter.
- Makeup, including nail polish, may only be worn by female students.
- No hats may be worn inside any school building during the school day. Hoods on shirts must be kept off the head indoors.
- Hoodies, sweaters and jackets of any kind worn inside any school building must be in keeping with the dress code.
- Outside jackets and coats must be in keeping with the mission of the school and removed before entering the classroom.

**Please note:** Violations of the dress code will result in students being asked to remedy the situation on the spot when possible (turn shirts inside-out, remove graphic hoodies, etc.), or the parent/guardian will be called to bring a change of clothes to the student. Repeated offenses may result in further consequences (detentions, etc.). We recommend each student keep a full change of clothes at school in case they are needed for dress code issues, lunchroom spills, or playground messiness. We recommend uniform items similar to those found at the Children's Place, Old Navy, Target and Land's End.

## Student Cell Phone Policy

Students may bring cell phones, but may not use them during the School day. This includes but is not limited to calling, texting, and use of the camera. **Phones must be powered off, not merely silenced.** All cell phones will be turned in to the student's teacher at the beginning of the School day. They will be placed in a safe, locking cabinet and kept there until dismissal. Any student found with a cell phone that was not turned in will be subject to consequences and the phone will be confiscated. If the student believes they have a legitimate need to access their phone during School hours, they may request special permission from their teacher. All decisions in this matter are at the discretion of the teacher and the Administration. If students have a true need to contact parents, they may also be given use of the School phone.

Students may not bring tablets, electronic games, or computers of any kind to School. Exceptions to this rule are made only by special permission at the discretion of the teacher and Administration. **If students are wearing smart watches, they must not be able to access texts, calls or other apps, social media, etc. via the watch. All data functions should be turned off, being used only for time-keeping purposes ("airplane mode").** If you are not able to turn off the wifi or data functions on the student's watch, we request the watch be kept at home during School hours. Watches may also be turned in with cell phones for safe keeping. Violations of this rule will be subject to consequences, up to and including the loss of the privilege of wearing a smart watch during School hours.

## School Technology and Internet Policy

OGCA will occasionally grant students permission to use School computers for research, curriculum-based tutoring videos, spelling tests, etc. The School and campus church is equipped with an internet security system that monitors, flags and blocks access to inappropriate websites. The use of School technology and internet access for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is strictly prohibited. OGCA reserves the right to view and monitor all applications provided through the network, including e-mail, and to log internet use by students and staff. The School reserves the right to revoke user privileges and refer to legal authorities when appropriate. OGCA bears no responsibility for information that is lost, damaged or unavailable due to technical problems.

All students given access to School technology will be required to sign a usage log containing information such as but not limited to date and time, laptop identification number, and purpose of the usage. Any damage to School technology property will be charged to the student's tuition account.

Students who choose to use the School internet to access or attempt to access inappropriate, offensive, sexually explicit, or otherwise unsafe material/websites/applications (including but not limited to pornography, gambling sites, social media, online gaming, etc.) will be subject to counseling and discipline at the discretion of the Administration and may face suspension or expulsion.

# Discipline

Enrolled students and their parents/guardians must continually and consistently obey all School rules and general expectations. Violation of these rules by student or family may result in discipline up to and including dismissal from the School or non-renewal of the student's enrollment status for future academic years. Lack of knowledge of a particular policy will not excuse a parent/guardian or student from the responsibility of obeying it.

Parents/Guardians and students should be aware that certain activities, even outside of School hours or off School property, may result in loss of School privileges and other disciplinary action up to and including dismissal from the School or non-renewal of one's enrollment status for future academic years. Any behavior that has an effect on the discipline or general welfare of the School or its community, even if such conduct takes place off campus, during non-School hours, or on breaks from School, may result in disciplinary action being taken by the School. Such conduct will be evaluated at the sole discretion of the School Administration. Examples of such outside conduct that may have disciplinary ramifications include any violation of law; the illegal purchase, use, or possession of alcohol or a controlled substance; purchase, use or possession of cigarettes or vapes under the legal age; threats of harm to self or others; use or misuse of computers, the internet, or social networking media (personal, at home, or at School), which does, or could, impact the welfare of any member of the School community or the reputation or functioning of the School. Cyber-bullying is included in this category.

Oak Grove Christian Academy believes that a positive and constructive working relationship between the School and the student's parents/guardians is essential to the fulfillment of the School's mission. OGCA reserves the right not to continue enrollment or not to re-enroll a student if the School Administration reasonably concludes that the actions or attitudes of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with the School's mission or accomplishment of its educational purposes. Interference in or consistent complaints about the School's disciplinary procedures, encouragement of a student's disregard of classroom rules, or hostile verbal confrontations of staff and/or other families are all examples of this.

**It is understood that this handbook does not specifically address all issues that may arise. In a case of differences in interpretation, School Administrators will render decisions, at their sole discretion, that take into account the best interests of both the student and School.**

OGCA reserves the right to change policies and procedures at any time, with or without notice. The handbook does not constitute a contract between the School and the student or parent, nor any expectation of enrollment in future years. The School may suspend, dismiss, or decline to re-enroll any student who is not fulfilling the School's expectations, as determined by the School. The School also may suspend, dismiss or decline to re-enroll any student whose enrollment is deemed by the School not to be in the best interests of the School, or whose

parents/guardians are deemed by the School not to support the School's mission, philosophy, expectations, and/or rules.

The purpose of the Oak Grove Christian Academy discipline policy is fourfold:

1. To obey biblical mandates
2. To create an atmosphere that is conducive to learning
3. To produce quality character and spiritual growth in an individual
4. To teach self-discipline and respect – respect for others, respect for self, and respect for property.

**Oak Grove Christian Academy does not use corporal punishment.**

In order to protect the dignity of every student at OGCA, student disciplinary matters should not be discussed among other parents, teachers or students. These are confidential matters that cannot be discussed by faculty and Administration with individuals who are not involved in the particular disciplinary action of a specific case (refer to Matthew 18). Discretion is a priority.

Students who consistently or repeatedly fail to uphold the standards of conduct and behavior may be dismissed from the School, placed on disciplinary probation or denied re-enrollment the following year.

## **Disciplinary Probation**

Students whose behavior does not exemplify OGCA standards may be placed on Disciplinary Probation and could place themselves in imminent danger of forfeiting their privilege of attending the School. Parents will be notified and the student will be placed on a behavioral contract. If the student does not fulfill the conditions of the contract, he/she may be dismissed from OGCA or non-renewed for future academic years. The probationary status of the student will be reviewed at the end of the quarter, or at a time determined by the School, and the appropriate School Administrator will then determine whether or not the student has fulfilled the behavioral contract. The School will determine if an enrollment opportunity is offered for the following School year.

## **Student Code of Conduct**

Our emphasis at OGCA is on positive character building and preventative discipline within a structured, caring environment. We strive to instill and reinforce biblical character qualities, including respect, forgiveness, courtesy, self-control, and other virtues that are rooted in Scripture. In addition, we seek to encourage good study habits, positive attitudes, and responsible behavior in our students.

Students are expected to observe School rules during the School day, while participating in before and after School activities, during field trips, and at all other School-sponsored functions. Depending on the seriousness of the offense, students who violate the code of conduct are subject to dismissal from OGCA. While we cannot anticipate every circumstance, the following rules have been established as a basis for acceptable student behavior:

- Students are expected to follow the specific rules/policies for each different classroom as laid out by the teacher.

- Students are expected to respectfully obey and follow the directions of any OGCA or OGBC staff member the first time they are asked, without complaining or arguing.
- Students are not to sit on desks or tables anywhere on campus.
- Students are not to sit at a teacher's desk or open any desks or cabinets without permission.
- Students should take care to bring all materials needed to each class and be sitting at their desks, ready to begin on time. This applies at the beginning of the School day, as well as following breaks and lunch.
- Writing or passing notes in class is not permitted. Texting and messages sent through various technology are prohibited during School hours.
- The following items **may not** be brought to School: electronic devices (i.e., music players, tablets, laser pointers, games, cameras), toys (i.e., water guns, skateboards, scooters), pornographic material, trading cards (Pokemon or others), etc. Such items will be confiscated, and parents will be called in to pick them up.
- Recreational reading must be approved by the classroom teacher or School Administration.
- Hats must be removed when entering the building and must be stored with coats and backpacks.
- For security concerns, School staff has the right to randomly search all backpacks, bags, purses, etc, of all students and/or visitors to campus. Periodic bag checks should be expected by all students upon arrival.
- There will be no throwing of rocks or any other object that could harm another person.
- Students are not to run in the building or engage in rowdy, excessively loud, or disruptive behavior.
- Students leaving the classroom for any reason during class must have prior permission from the teacher and must use a hall pass. Students found outside of class without a pass will be subject to their teacher's and/or Administration's discipline procedures. Students leaving the School building without permission may be subject to suspension.
- There is to be no profane or vulgar language or gestures. Negative or discouraging slang or racial slurs will not be tolerated. Students are not to use the Lord's name in vain. This includes God, Lord, Jesus, Christ, Father, and the shortened slang of "OMG" or similar.
- Defacing or damaging any School or church property will not be tolerated, and students may be required to repair or replace damaged items.
- Stealing is a serious offense and may result in detention, suspension, or expulsion.
- Abusive substances, knives, guns, airsoft or paintball guns, fireworks, matches, lighters, cigarettes, vapes, or other dangerous items may not be brought to school and may result in automatic suspension or expulsion.

- Threats against another person (including cyber-bullying) and fighting will not be tolerated and may result in immediate suspension or expulsion. General unkindness, harassment, or disrespect to others will not be tolerated. No matter who initiates a physical altercation, any exchange of physical aggression will result in immediate discipline, up to and including suspension or expulsion. Physical aggression against a staff member will have serious ramifications on the student's continued enrollment at the School.

**Oak Grove Christian Academy recognizes that some issues may not be referenced in the handbook. In cases of differences in interpretation, the School Administration will render decisions that take into account the best interest of both the student and the School.**

## **Cheating / Dishonesty**

Christians have a responsibility to conduct themselves with honesty and integrity (Hebrews 13:18). Cheating, assisting others in cheating, plagiarism, or use of another student's work for personal benefit is strictly forbidden. Students who violate this policy will be subject to discipline by the teacher or Administration. This may include demerits, detentions, or other classroom-based consequences. A repeated offense may result in suspension, and the student will be placed on disciplinary or academic probation. A third offense may result in expulsion.

Academic dishonesty includes, but is not limited to the following:

- Plagiarism: passing off or submitting someone else's work as your own; failure to cite sources in research writing
- Cheating: giving to others or obtaining for yourself information in academic work to give you an unfair advantage; copying or allowing others to copy homework answers, test answers, or other academic projects; improper use of the Score Keys; improper scoring procedures in PACE work; improper Scoring tools (red pens away from the score table, pencils at the score table, green pens in student possession, etc.); unauthorized use of school resources (Score Keys, test keys, red and green pens, etc.); forgery of signatures; sharing information about a test with others
- Misuse of technology: conducting internet searches for answers; pulling answers or information from the internet without permission or citing your source; texting, emailing, screen-shotting, or otherwise using technology to share answers with others; use of AI tools and passing it off as your own work/words

## **Responsibility and Authority of Faculty**

The faculty and staff of OGCA should be given the proper respect in recognition of their position and authority (Romans 13:1). All administrative staff and teachers have a professional responsibility to correct unacceptable behavior from any student in the School building or any area of the School grounds. Understanding this responsibility and the authority of the faculty, students are expected to respond in a positive manner, acknowledging correction and refraining from actions that are unacceptable. Students who choose to respond to correction or direction with disrespect (verbal or otherwise), arguments or defiance may be

referred immediately to the School Administrator and subject to consequences up to and including suspension or expulsion.

Respect is to be shown to teachers, administrators, staff members, coaches, bus drivers, church staff and campus visitors at all times. Students are to address faculty and staff by the name the staff member instructs, preceded by the appropriate prefix or title (Mr., Mrs., Miss, Coach, Pastor, etc.).

## Student Relationships

Courtesy is to be shown to fellow students at all times. Healthy Christian friendships across genders are encouraged. Conversation and interaction between students should be at all times polite and wholesome, and all students are expected to treat one another with respect. **There is to be no physical display of affection** (holding hands, kissing, hugging, piggy-back rides, etc.) on campus, buses, or at School-sponsored events or field trips. **This applies to male-female friendships, female-female friendships, and male-male friendships.** In short, OGCA has a “hands-off” policy between all students. Students who fail to adhere to this policy will be counseled and disciplined on an individual basis and may be subject to suspension or expulsion.

The biblical and philosophical goal of OGCA is to develop students into mature individuals who exhibit Christ-like character and make lifestyle choices consistent with the clear mandates of Scripture. Of necessity, this involves the school upholding biblical mandates and applying our understanding of the qualities that exemplify a Christ-like life. As such, OGCA retains the right to refuse enrollment to or expel any student who engages in sexual immorality. This includes any student who professes to be homosexual/bisexual or transgender, is a practicing homosexual/bisexual or transgender, or those who condone, support, or otherwise promote such practices (Leviticus 20:13, Romans 1:27). Other examples of sexual immorality include all forms pornography (viewing, possessing, creating, etc.), pre- or extra-marital sexual activity, etc.

## Student Behavior

Each student is expected to realize that we are in the very presence of God. Everything done is for His glory, and the more conscious we are of God’s presence among us, the more harmony is found in the School. All students must conduct themselves on and off campus in a manner that exemplifies Oak Grove Christian Academy as a Christ-centered School founded on biblical principles.

The formal discipline program has been designed to remind students of appropriate behavior and communicate the consequences that result from misbehavior. The program is designed to re-direct the student back on the appropriate path and enhance learning in the classroom.

The behavioral expectations below are effective at all times. OGCA reserves the right to take disciplinary action in response to actions occurring off campus or outside of School hours when such incidents hinder the School's ability to accomplish its mission or reflect negatively upon the School.

Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of OGCA. **This is in no way an exhaustive list.** In some

instances, circumstances may lead teachers or Administration to deal with an offense differently than indicated below. **This is especially true for repeated offenses.** Student and parental cooperation is both expected and essential.

**Level I Offenses:** *warnings and/or demerits; teacher may decide appropriate corrective action*

- Dress code violation (student will be asked to change or leave campus)
- Failure to follow classroom rules
- Excessive horseplay
- Cell phone use/possession during the school day
- Chewing gum or eating candy away from the lunch table without permission from the teacher

**Level II Offenses:** *demerits and/or detentions; teacher may decide appropriate corrective action or refer student to Administrator*

- Disrespectful attitude or behavior to any student, faculty, staff or volunteer
- Throwing objects in a classroom or hallway
- Inappropriate language
- Inappropriate print or internet material on campus
- Incomplete homework

**Level III Offenses:** *parents contacted; detentions; in or out-of-school suspension (whole or half day) may be assigned for any Level III Offense or for repeated and/or multiple Level II Offenses*

- Academic dishonesty (includes homework & improper self-scoring of PACEs)
- Dishonesty or deliberate deception
- Truancy (not being in expected location at expected time)
- Inappropriate displays of affection
- Deliberate defiance of teacher instruction

**Level IV Offenses:** *parents contacted; out-of-school suspension may be assigned for any Level IV Offense or two+ in-school suspensions; repeated Level IV Offenses may lead to dismissal or non-renewal of enrollment in future years*

- Fighting
- Stealing (suspension plus return of or restitution for stolen property)
- Vandalism of School property, church property, or others' personal property (suspension plus restitution for all damages)
- Gambling
- Pornographic materials; includes inappropriate School internet use
- Verbal, physical or sexual harassment toward another student (bullying, including off campus or cyber bullying)
- Setting off any fire or emergency exit alarms in a non-emergency
- Drugs, alcohol, cigarettes or vapes - using, possessing, distributing, etc.

- Possession of weapon(s) on campus (including but not limited to pocket knives and matches or lighters)

The Administration reserves the right to determine length of suspension.

## Terms

### Drugs or Alcohol

No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus). The following items are prohibited:

- Alcohol or any alcoholic beverage.
- Any controlled substance or drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any cigarettes or inhalants, including electronic cigarettes or vapes. Any other item or product containing nicotine or tobacco.
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
- Any and all drug paraphernalia.
- Any prescription or non-prescription medication that has not been approved by the Administrator.

Violations will result in stringent disciplinary response, and law enforcement agencies may be notified by Oak Grove Christian Academy faculty.

All drug and alcohol offenses are cumulative and span all years a student is in attendance at OGCA.

### Harassment

Oak Grove Christian Academy prohibits physical or verbal harassment of any student or School employee, whether based on a person's race, sex, national origin, age, or disability.

- **Hazing and Bullying** – Hazing and bullying are defined as reckless, humiliating, or threatening acts that endanger the mental or physical health or safety of a student on or off campus. Any hazing or bullying directed against a student by another student acting alone or with others and intended as a prerequisite to the initiation into, affiliation with, or participation in any organization is strictly prohibited and considered a serious disciplinary infraction.
- **Sexual Harassment** – Sexual Harassment means sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Unwelcome sexual behavior of this type can include a wide range of conduct. Among the types of behavior which would violate this policy are:

- Unwanted sexual advances or propositions.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal or written conduct such as making or using derogatory comments, epithets, slurs or jokes.
- Verbal or written abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexual or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

All sexual harassment is strictly prohibited. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to promptly and confidentially report the matter to a faculty or staff member. All complaints will be promptly investigated. Every effort will be made to protect the privacy of parties involved in any complaint. However, the School reserves the right to fully investigate every complaint, to notify a student's parent/guardian and appropriate government officials as circumstances warrant.

It is against School policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any matter in any investigation. Students providing false or slanderous testimony or information may be liable to disciplinary consequences.

- **Sexting** – To send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including those sent outside the school day.
- **Suspension** – Suspensions may be assigned either after a serious disciplinary infraction or for accumulated detentions. Students who are suspended will be allowed to make up all academic work missed. Students should personally contact their teachers to receive their assignments as necessary and be prepared to turn them in and/or take tests on the day they return to class, unless they make other arrangements with their teacher.

## Suspensions

If a student earns a suspension, it will be automatically designated as an out-of-school suspension. If a parent/guardian desires the student to serve an in-school suspension instead, that option will be available at a designated fee in order to pay a substitute teacher to supervise the suspension. Fees must be paid up-front.

### In-School Suspension (ISS)

The student will spend the designated suspension at School in an isolated environment with an appointed supervisor. He/she will be permitted to work in his/her PACEs, but may not be able to score as needed, and may also be given extra assignments at the discretion of the ISS supervisor or Administrator. Fees will be applied (see above policy) and must be paid up-front.

## Out-of-School Suspension (OSS)

The student is not allowed on campus during the term of suspension. The student may not participate in any athletic or extra-curricular events (during or after school), or represent the School in any manner during the term of suspension. Absences will be recorded. The student may continue to work in his/her PACEs at home.

## Student Activities

### Birthday Parties

Teachers may celebrate student birthdays in the classroom in a variety of different ways appropriate to their age and grade, and at the teacher's discretion. The parent should contact the teacher directly to make arrangements if they wish to recognize their child's birthday with their classmates.

### Class Parties

Throughout the year, the School may celebrate holidays and themes with class parties. Teachers will set the guidelines for class parties. Parent volunteers will be coordinated through the teacher or the PTF. Teachers or the PTF should be consulted as to appropriate treats to be served at class parties. Siblings and other guests (cousins, neighbors, etc.) are discouraged from attending class parties.

### Field Trips

Administration-approved and School-appropriate field trips are welcomed and encouraged. These trips are planned by the teacher, the School and/or School-recruited volunteers, such as the PTF. Some of these trips will have an associated fee with it. No student may go on a field trip without a signed parental consent form and the required cost. **Families opting out of a field trip should plan to keep their student home from School that day.**

OGCA parents may be asked to serve as chaperones for these trips. It is ultimately the School's decision as to who chaperones and how many volunteers are needed for any given trip. Chaperones are to assist the teacher in accompanying and supervising students under the teacher's direction. Chaperones may be required to have a background check on file.

In the event that parents drive students on a field trip in their vehicle, a photocopy of their insurance card and driver's license is required to be on file. No chaperone may drive a student who is not under their guardianship without the School's authorization.

Students may only purchase souvenirs with the teacher's approval. Parents will be advised in advance as to a suggested appropriate amount of spending money prior to trips to which this applies. Chaperones and volunteers are not to purchase souvenirs or special treats for a student or group. Students and chaperones will be instructed in advance as to proper dress for each field trip.

In addition to trip-specific policies and procedures set forth by the School or the sponsors/chaperones of any trip, all of the School's regular policies and procedures apply while a student is on School-related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The

School may at any time require parents, at their own expense, to arrange return travel for a student due to injury, illness or behavior.

Students participating in class specific trips may miss their other regular School day academics and classes. This will sometimes mean, at the discretion of the teacher, that there will be work that must be made up. If missing his/her regular School day will negatively impact the student's academic success, the student may be required to remain on campus at the School's sole discretion. Especially in older classes, there may be trips that require a certain Privilege Level be obtained before a student may attend. Students on academic probation will generally not be permitted to attend field trips. Parents will be notified in advance of this situation.

## Student Services

### Student Records

Student records may be requested by contacting the School office. Parents will receive notification of any applicable copy fees, which will be billed to the student's tuition account. For a high school transcript to be official, it must pass directly from OGCA to the requesting school/college/organization. Any transcript given straight to a family will be unsigned and unofficial, and will be marked as such.

Transcripts or records needing to be forwarded to another institution must be requested by the family in writing, or come directly from the other institution. OGCA cannot forward records without receiving an official written request.

### Withdrawing From School

Parents should contact the School Administrator to request student withdrawal, and include the reason for and date of withdrawal. Requests in writing are appreciated. Any School property must be returned, and student's financial account must up-to-date.

### Tuition Payments

Please refer to the current School year's Financial Policies document. All families are required to have a yearly tuition contract on file. Tuition payments must be made within the School office hours, or placed in the locked drop-box outside of the financial secretary's office. **Please do not give tuition payments to any School employees outside of work hours.**

*9 Month Payment Plans* are from August-May. All payments are due by the first of each month. In the event that the first of the month falls on a Saturday, Sunday or holiday, the payment will be due the following business day. **In February of each school year, payments will be allotted toward annual re-enrollment fees instead of tuition. Normal tuition payments will resume in March.**

*Semester Payment Plans* are due by the first day of school and the first day of the second semester (August & January - specific dates are listed on our school calendar).

*Annual Payment Plans* are due in full by the first day of school (August).

Tuition rates are based on annual budget considerations and thus, refunds or credits are not given when the school is closed on holidays or for inclement weather, nor when parents decide to keep their child home for any reason, including vacations or illness.

## Financial Aid

OGCA strives to assist all eligible students in securing the finances necessary to attend the School. We offer confidential, need-based assistance contingent upon the funds available at the time of disbursement. Financial aid awards do not require re-payment.

In order to continue to receive aid in successive years, students awarded financial aid must meet the academic and disciplinary good-standing expected of all students at OGCA. Families must re-apply each year for financial aid, and awards may vary depending on changes in a family's finances as determined by the current application for aid. Returning families are encouraged to apply for financial aid upon re-enrollment. New families should request financial aid upon initial application to the School. Only complete applications will be considered.

- Scholarships are available for a maximum of 1/2 of the tuition fee.
- Scholarship applications will be reviewed by the Administration to determine approval and rate of discount.
- No delinquent accounts will be eligible for scholarships.

Any financial hardships should be communicated immediately with the School in order to avoid delinquent payments.

## Application Process

New student enrollment applications may be found at the OGCA website or at the School office. For more information, contact the School office.

## New Student Application Fee

Upon initial application, a fee of \$100 per student is due to process each student's application. This fee is non-refundable.

## Student Fee

A \$300 fee per student is required upon acceptance and for all re-enrolling students. This fee goes towards classroom materials, art supplies, achievement testing, building use, curriculum and computer equipment. Student spot is not secure without receipt of student fee.

## Late Payment Fee

Tuition is generally paid through a nine month payment plan. Monthly invoices are sent with due dates given. **Payments not received by due date will incur a 10% late fee.** In the event a payment is late for more than one month, the student may not be permitted to continue attending classes or working in PACEs until accounts are up-to-date. Any student whose payments are more than six weeks delinquent may be subject to dismissal or refused re-enrollment.

## **Returned Check Fee**

Any returned check will incur a \$25 fee and may be relegated to a cash-only account.

## **Credit Card Service Fee**

Tuition payments by credit card are accepted through Square invoices. A service fee will be applied.

## **Repeat PACE Fee**

The cost of PACEs is included with tuition. However, if a student scores below an 80% on their PACE test causing them to repeat that PACE, a fee of \$10/PACE will be applied to the account. This covers expedited shipping of material and/or additional inventory fees.

## **Extra-curricular Clubs and Athletics**

Each club or sport may have its own associated fee. These are not included in tuition or student fees. Participation will require agreement to the fees given for each individual club or team. Failure to pay will result in the student not being permitted to participate.

## **In-School Suspension Fee**

If a student earns a suspension, it will be automatically designated as an out-of-school suspension. If a parent/guardian desires the student to serve an in-school suspension instead, that option will be available at a designated fee in order to pay a substitute teacher to supervise the suspension.

# **Personal Bag Checks / Searches**

For security and safety reasons, OGCA staff are authorized to conduct random or periodic searches of any bags, backpacks, purses, etc. of all students and/or campus visitors. These checks may be conducted with or without prior cause, notice or concern. All students should be prepared for backpack searches upon arrival. OGCA staff are also authorized to conduct searches of student desks and lockers, including any personal belongings kept therein.

# **Drug and Alcohol Testing**

In an effort to maintain a drug and alcohol free School, all students in grades 6 – 12 are subject to drug testing. Drug and alcohol testing students does not imply that we do not trust or believe in students, rather it illustrates the School's care and concern for them. This program is intended primarily as a helpful response to get students and their families counseling and treatment when necessary, but it is also important to note that multiple positive test results may result in disciplinary consequences up to and including dismissal from the School. The drug and alcohol testing will be performed in conjunction with an independent drug and alcohol-testing vendor ("Vendor") selected by the School.

## **Random Testing**

- Students will be randomly selected by grade level.

- The School will send this list of students to be tested to the Vendor, and the Vendor will conduct the testing on campus.
- The testing will be done using a methodology selected by the School (hair, urine, mouth swab, etc.).
- The Vendor will interpret and verify the results of the testing.
- The Vendor will report the test results to the Administrator.

## **Selective Testing**

- Students will be specifically selected to be drug and alcohol tested.
- Parents may, at their expense, request that their student be selected to be tested.
- If a student has tested positive on a random test, the School may require that he/she be tested again in the future.
- If School personnel have a reasonable suspicion that a student is under the influence of illegal drugs, alcohol or other substances at School or School-related events, the student may be selected to be tested. This policy applies to events on or off campus.

Reasonable suspicion will be based on personal observations of a student's behavior, including their speech, appearance, or any impairment of their faculties.

Information provided by a reliable source with personal knowledge of student possession of drugs, alcohol or medication not approved through the School office may also constitute reasonable suspicion.

Students subject to selective testing may be tested as part of the random pool testing on campus or parents may be required to transport the student from the School directly to a Vendor selected by the School.

Student athletes may be required to complete drug and alcohol testing to participate in athletics.

## **Deemed Positive**

The following scenarios will result in the School treating a test as a positive result. These results are not subject to further testing or appeal.

- Refusal to submit to testing for any reason will be treated as a positive result.
- Any attempt to manipulate or beat the test will be treated as a positive result.
- Attempting to avoid testing in any manner will be treated as a positive result.
- Failure to complete testing on the same day the School requires testing in either the random or selective testing process, will be treated as a positive result.
- Refusal of a student or family to cooperate with searches or required drug and alcohol testing will result in disciplinary action up to and including dismissal from the School.

A list of students selected will be kept in a confidential file maintained by the School Administration.

## **First Positive Test**

- The student and his or her family will be required to meet with the appropriate Administrator.
- The student will be placed on a probationary enrollment status for a period determined by the School. If the student incurs another behavioral or academic infraction, including but not limited to a second positive test, while on the probationary status, he/she will be dismissed from the School.
- The student must discontinue drug and alcohol use as verified by the selective testing process set forth above.
- Among other things, the School may also, in its sole discretion: require that the student have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the School; require on-going counseling with a licensed therapist or counselor

In the case of any on-going counseling or treatment, the family must provide a release allowing the School to speak to the student's treatment professionals to monitor the student's progress.

## **Second Positive Test**

If a student tests positive for drugs or alcohol a second time, at any time during their enrollment at the School, in addition to all of the items listed under the First Positive Test category, they will:

- Have his/her probationary enrollment status period extended
- Be suspended from School for three days
- Be required to complete a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the School.

## **Third Positive Test**

If a student tests positive a third time for drugs or alcohol at any time during his/her enrollment at the School, the student will be dismissed from the School. All drug and alcohol testing infractions are cumulative and span all years a student is enrolled at Oak Grove Christian Academy.

## **Appealing a Positive Test**

Parents of a student who test positive may request a second test be performed at their expense. Within 48 hours of being notified of a positive test result, the parents must put their request for a second test in writing to the Administrator. A second test using a methodology selected by the School (hair, urine, mouth swab, etc.) will be performed at the parent's expense, at a time designated by the School and by a Vendor selected by the School. If the second test is negative, the student will remain in good standing with the School. If the second test is positive, the student will be subject to the consequences described in this policy. If a parent fails to request a second test within 48 hours of receiving notice of a positive test result, no appeal is available.

## **Sanctuary Policy**

A student may voluntarily seek assistance from a faculty member or Administrator for substance use or abuse prior to any testing required by the School. The School will assist the student and his/her family in getting an evaluation and appropriate treatment and resources. The student in need will be required to be evaluated by a licensed medical professional and have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the School. The student's family must allow the School to speak to the student's treatment professionals to monitor the student's progress. The student will be required to participate in the selective drug and alcohol testing set forth above at the parents' expense. The School may at its sole discretion implement other requirements based on the situation. As long as the student in need complies with the requirements of the School regarding evaluation and follow up, they will not be subject to disciplinary consequences. Refusal of the student or family to cooperate or failure to complete any requirements for evaluation, testing and/or ongoing treatment may lead to disciplinary consequences up to and including dismissal from the School.

## **Confidentiality**

Confidentiality is an important element of the drug and alcohol testing program and the sanctuary policy, but it does not preclude the School from fulfilling its reporting duties or informing parents or other adults deemed important for the evaluation, treatment and recovery of a student.