



OAK GROVE
HOMESCHOOL
cooperative

**Oak Grove Policies and
Procedures for the
2018-2019 Academic Year**

**PARENT - STUDENT
HANDBOOK**

Table of Contents

1. General Policies

- 1.1 Introduction
- 1.2 Spiritual Foundation
- 1.3 Mission Statement
- 1.4 Program Overview
- 1.5 Legal Authority
- 1.6 Changes to Policies and Procedures
- 1.7 Classroom Teacher Objectives
- 1.8 Homeschool Teacher Objectives
- 1.9 Curriculum
- 1.10 Electronic and Digital Media
- 1.11 Communication
- 1.12 Forum Information
- 1.13 Matthew 18 Conflict Resolution

2. Admission Policies

- 2.1 Application Process
- 2.2 Registration for Current Students
- 2.3 Acceptance Policy
- 2.4 Special Needs Acceptance
- 2.5 Umbrella School

3. Financial Policies

- 3.1 Tuition and Fees
- 3.2 Financial Aid
- 3.3 Withdrawal
- 3.4 Mid-year Enrollment
- 3.5 Books and Supplies

4. Operational Policies

- 4.1 School Calendar and Inclement Weather
- 4.2 Disaster Plan
- 4.3 Oak Grove Co-op Hours
- 4.4 Morning Drop Off
- 4.5 Afternoon Pick Up
- 4.6 Last Minute Emergency Pick Up
- 4.7 Late Pick Up
- 4.8 Early Student Checkout
- 4.9 Absence and Attendance
- 4.10 Parking and Entrances during School Hours
- 4.11 Volunteers and Visitors
- 4.12 Family Travel

5. Academic Policies

- 5.1 Travelling Syllabus
- 5.2 Grading Policy and Academic Records
- 5.3 Fairness and Academic Integrity
- 5.4 Grade-level Promotion
- 5.5 Curriculum, Behavioral, and Social Modification Policy

6. Student Policies

- 6.1 Standards of Behavior
- 6.2 General Expectations
- 6.3 Classroom Expectations
- 6.4 Food Etiquette
- 6.5 Playground Expectations
- 6.6 Toys, Media, and Electronic Devices
- 6.7 Lost and Found
- 6.8 Personal Contact with Other Students
- 6.9 Weapons
- 6.10 Violence
- 6.11 Student Disagreement
- 6.12 Dress Code
- 6.13 Discipline
- 6.14 Corporal Punishment
- 6.15 Suspension, Dismissal, and Expulsion
- 6.16 Emergency/Illness
- 6.17 Immunization Records
- 6.18 Communicable Diseases
- 6.19 Children’s Files
- 6.20 Medication
- 6.21 Field Trips
- 6.22 Smoke Free Environment
- 6.23 Telephone Use
- 6.24 General Harassment
- 6.25 Anti-Bullying
- 6.26 Child Abuse Prevention
- 6.27 Sexual Abuse Prevention

7. Governance and Administration

- 7.1 Governance
- 7.2 Co-op Principal

8. Ends Statement

- Appendix A: Oak Grove Statement of Faith**
- Appendix B: 2018-2019 Oak Grove Academic Calendar**
- Appendix C: Officers and Directors of Oak Grove**
- Appendix D: Parent Policy Agreement Form**

Oak Grove Homeschool Cooperative

*... that they may be called oaks of righteousness, the planting of the Lord, that he may be glorified.
Isaiah 61:3b*

1. GENERAL POLICIES

1.1 Introduction

Oak Grove Homeschool Cooperative is the legally assumed name of Concensio Collective, Inc. Oak Grove is a Christ-centered 501(c)(3) nonprofit organization recognized by the state of Tennessee to be operated exclusively for religious, charitable, scientific, literary, or educational purposes.

Oak Grove Homeschool Cooperative provides an environment of support, encouragement, and opportunities to like-minded families who have chosen to educate their children at home. Our program includes a paced syllabus, in-class instruction, field trips, student photos, yearbook and extra-curricular activities.

1.2 Spiritual Foundation

Oak Grove is an interdenominational Christian Homeschool Cooperative. As such, we do not teach or promote any specific denominational doctrine. It is our desire to serve the entire body of Christ and the community as a whole. Teachers are encouraged to pray for and with their students. We desire to continually discuss God's truth in relation to the materials being taught in the classroom.

The Co-op is designed to serve the entire community without reference to the denomination or church affiliation of the child. Though we represent a number of denominations, each staff member and board member must agree to support the basic doctrines summarized in the Oak Grove Statement of Faith (Appendix A). We will approach spiritual and academic instruction from this Christ-centered worldview. Individual families will address specific denominational issues beyond the details of the Oak Grove Statement. We ask that this be an environment of love and respect, welcoming families of all backgrounds and beliefs. However, the program will be Christian without apology.

1.3 Mission Statement

Desiring that our children reach their maximum, God-given potential, we are a supportive community of homeschool families seeking to give our children a rich and full education through the best of classroom and homeschool instruction.

We value:

Inspired Learning

Psalm 139:14b: Wonderful are your works; my soul knows it very well.

We view learning as a joyful adventure. To that end, we make our classrooms a safe, inviting, and nurturing place where children feel comfortable, and we invite children to engage with each area of study through stimulating, creative, and hands-on activities that promote depth of understanding. We weave the story of God's amazing creativity and his redemptive love through each subject and seek to honor him in the quality and depth of our teaching.

Dynamic Development

Luke 2:52: And Jesus increased in wisdom and in stature and in favor with God and man.

We believe each child is a unique creation of God, and we value each child's growth in mind, body, character, faith, and gifting. We desire to challenge our students with strong curriculum and instruction so that they can rise to their full potential and grow in their ability to think and learn for themselves. Just as important, we envision each student growing in character as they develop and interact in our dynamic learning community.

Engaging Partnerships

Proverbs 1:8-9: Hear, my son, your father's instruction, and forsake not your mother's teaching, for they are a graceful garland for your head and pendants for your neck.

Proverbs 12:15b: A wise man is he who listens to counsel.

We seek to partner with parents as they walk with God in their responsibility to educate their children. We provide a culture of open, respectful, and engaging dialogue between home teacher and classroom teacher with the goal of helping each child to reach his or her full, God-given potential.

Authentic Relationships

Matthew 22:37-39: And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself."

In relating to God, to one another, and to our children, we desire to be a God-honoring community who walk together in grace and truth. We provide an environment of support and encouragement for parents, encourage healthy relationships for our children, and seek to draw on the gift of relationship with our God and Father for every aspect of our school culture.

Structured Flexibility

Hebrews 10:24: And let us consider how to stir up one another to love and good works.

We believe strongly in the twin educational gifts of structure and flexibility. We provide the structure and accountability of a classroom community working together while maintaining freedom for each family to organize their home teaching in a way that provides the desired growth for their children.

1.4 Program Overview

At Oak Grove, parents and teachers share the responsibility of teaching the students. The parents are, however, the primary instructors and teachers of record. Each family must register with an umbrella school of their choice and keep official records according to the policies of the chosen umbrella school. Tennessee state law requires instruction to occur four hours each day, five days per week, for 180 days per school year.

For 2018-2019, there are two 2-day programs available (“Red”: Monday and Wednesday or “Blue”: Tuesday and Thursday). There is also a third day core option available on Friday mornings. This makes it possible for families to select a 2.5-day core program if they wish. For example, students could attend all day on Monday and Wednesday, plus a half day on Friday. Of course, families may also elect to have their children here three full-days each week by choosing the 2.5 day core option and participating in our Friday afternoon programs.

Friday U at Oak Grove is our elective class program offering. These fun, but robust classes will be open to any Oak Grove student as well as other homeschool students. A child registering for Friday electives will be able to choose 2 classes to take each semester they are enrolled.

1.5 Legal Authority

Homeschool Cooperatives are authorized by the State of Tennessee pursuant to Tenn. Code Ann. § 49-6-3050 and as interpreted by the State Department of Education and the Director of Nonpublic Schools. As we are a cop of homeschool families, sharing a common curriculum with common teachers hired for the benefit of our homeschooled children, we are not a school in the legal sense. By complying with the homeschool requirements, you are authorized to teach your students consistent with Tennessee’s statutes and regulations and meet the definition of a “non-public” school for the purposes of Tennessee’s mandatory attendance laws.

Our facilities have been inspected and approved by the City of Knoxville Fire and Codes Enforcement and meet or exceed applicable codes for its approved use. We strive to maintain appropriate child/teacher ratios and to maintain the confidentiality of your child’s personal information.

All teachers and staff must pass background checks upon hire and every three years thereafter.

1.6 Changes to Policies and Procedures

As Oak Grove has grown, we have endeavored to adopt policies and procedures that comply with all applicable federal, state and local laws and which are tailored to meet the specific and unique needs of our homeschool families. As we continue to grow and adapt, we expect that additional changes to these policies will be necessary. Any policy will be thoroughly discussed among appropriate staff, the Board of Directors, and legal counsel prior to adoption. If a change is made during the academic year, an e-mail will be sent to you advising you of policy changes so it can be added to this handbook.

Each parent must review these policies and execute an acknowledgement that they agree to be bound by the

policies, as adopted and approved by the Oak Grove Board of Directors (see Appendix D). This acknowledgment must be executed and returned to the office, within 14 days of your child's first day of class for continued enrollment.

1.7 Classroom Teacher Partnership Objectives

The classroom teacher will:

- Provide a stimulating group learning experience, promoting cooperation and social development
- Provide enrichment opportunities that are facilitated by the classroom environment
- Provide quality classroom instruction
- Facilitate the evaluation of student progress
- Provide an environment where children are free to pray, praise, and worship Jesus openly while in a classroom environment

1.8 Homeschool Teacher Partnership Objectives

The homeschool teacher will:

- Ensure all academic goals are achieved by the child
- Provide quality home instruction maintaining the pace of the syllabus
- Provide enrichment opportunities outside of the classroom
- Communicate with the classroom teacher about specific needs of the child

1.9 Curriculum

For the Co-op to work effectively and provide a quality education to its students, a common syllabus is maintained for each class. This unified curriculum provides a paced plan to meet Oak Grove's grade-level requirements for each class. Working within this framework maximizes the effectiveness of the home and classroom instruction. Curriculum in our co-op is developed by the Curriculum Committee, in consultation with the Board. Additional academic or enrichment activities to meet the requirements and goals of the parent-teachers and/or the umbrella school are encouraged and will be chosen by the parents.

The curriculum and syllabi at Oak Grove have been designed to maximize student learning in a homeschool cooperative environment. Consistently following the curriculum promotes student learning and prevents confusion between instruction in the classroom and at home. Normally, it is not Oak Grove's practice to allow deviation from the curriculum. If there are special circumstances that would require this, then any deviations from the in-class curriculum for an individual student must be approved, on a case-by-case basis, through consultation with the teacher and the Principal or his designee.

1.10 Electronic and Digital Media

Because parents are very specific and individual in what they do and do not allow their students to watch (videos), play (video games), and listen to (music), the use of electronic media in the classroom will usually be limited to those matters approved as part of the curriculum or those matters approved by the Principal as part of extra-curricular events and parties. Parents who want to show a video in class need to check with their classroom teacher for instructions on how to get a video approved.

The “at-home-only copyright law” will not allow us to show a video for entertainment purposes. Videos may be shown for Bible lessons on occasion as well as for a scheduled rest time or events. The Co-op has a license to show certain movies and videos for entertainment purposes subject to the terms and scope of the license. Teachers should confirm with the Principal that a video is allowed under our current licensing agreement before any public viewing that is not solely for educational purposes.

1.11 Communication

Most co-op communication will happen through our internal website and sometimes over e-mail. Parents must subscribe to all relevant website forums and check email regularly (including your spam boxes/filters) for weekly teacher posts, periodic newsletters, and general updates and information about the co-op. Tuition statements will be e-mailed, so please let us know if we need to update your e-mail address.

Lead teachers will post a weekly update with plans in various subjects as well as any news that needs to be covered. Teachers will offer a required parent/teacher conference with each parent in the fall and an optional conference in the spring and will provide a progress report quarterly. Additional conferences can be requested by parents or teachers when either party feels it is necessary.

Texts between parents and teachers are subject to each teacher’s discretion. A teacher is not required to provide their personal information for texting or other purposes. If your teacher allows texting, you should not expect a response from the teacher while class is in session or outside of normal work hours. Texts should be limited to circumstances where texting would be more appropriate than other forms of communication. Examples of an appropriate use of text messages include unforeseen emergencies, absences, lateness, or a sick child. Routine communication of a less urgent nature should not be through text messages.

Oak Grove currently maintains three telephone numbers for parental access:

Main Office: 865-444-4574

Admissions Office: 865-444-4575

Principal’s Office: 865-444-4576

Fax number: 865-315-7211

1.12 Forum Information

Our co-op community uses an internal website that we call the Oak Grove Forum for most of our internal communications. Joining this website requires that you respond to an invitation we send to your email address. The forum has tabs for “All Blue Jays,” “All Red,” “All Blue,” each individual class, and several more. Once you have joined the site, you will need to "subscribe to page changes" for each of the tabs you are involved in or want to keep up with. The forum will then send you an email when new posts are made. Teachers make weekly posts on their class pages, and also communicate other information that the class may need to know. Parents also use this forum to ask questions, discuss field trips, make plans, find lost books, and much more. It is vital that you be subscribed to the relevant pages for you to be fully informed on important information about what is going on in your child’s class and at Oak Grove in general.

Parents, please refrain from posting on the main page for each class. This area is reserved for teachers. Instead, parents may make relevant posts on all the other pages and should make class specific posts on the class “forum” page which can be found by hovering over the name of the class.

For general information about our co-op, please feel free to visit our website at <http://oakgrovecoop.com/>.

1.13 Facebook Pages

Oak Grove has established Facebook pages for individual classes. The purpose of this is to communicate with other classroom parents about class happenings or curriculum, last minute get-togethers, or anything else related to the class. These sites should be an encouragement to the classroom teachers, the students, and their families. Negative comments or complaints on these pages are not appropriate. It is important to remember to post event information (such as parties, field trips or other organized gatherings) to the forum as well as Facebook pages. Not everyone has Facebook and the co-op forum is the official place to distribute information.

1.13 Matthew 18 Conflict Resolution

The Co-op exists as a partnership between parents and classroom teachers. Open communication is encouraged. In the event that a disagreement arises between a parent and teacher, it will be our policy to seek a Biblical answer for the restoration of all relationships if possible. In Matthew 18:15-17, Jesus provides a structure for how we, as His followers are to communicate with one another when conflicts arise. As such, the following steps must be taken to resolve any conflict with a teacher or staff member:

Step 1: The parent should first contact the teacher in keeping with the principle of Matthew 18:15-17. Most misunderstandings can be worked out by simply discussing the matter openly with the person involved.

Step 2: If, after contacting the teacher, the parent is not satisfied with the situation, they may contact the Principal, who will review the problem and work with the teacher and student/parent to resolve the issue.

Step 3: If the previous steps have been taken and the parent desires a further review of the situation, the parent may present the issue to the Oak Grove board. They are also welcome to address the full board in person at the monthly board meeting. For very serious problems, a special meeting of the board may be called. The decision of the board is final.

We ask you to use the same principles if disagreement or conflict should arise in any relationship within our community.

2. ADMISSION POLICIES

2.1 Application Process

Students not enrolled in the Co-op the previous academic year must complete a formal application before acceptance into the program. The principal or admissions director may request recommendations from two personal references or one of your student's former teachers. Students previously enrolled in another co-op or school must provide a reference or records from that co-op or school.

All applicant families who are new to the Co-op will complete an interview with the Principal, and all children who are new to the Co-op will need to be evaluated by Oak Grove to determine if they are academically ready for the requested grade level.

Completion of an application, and payment of the application fee, means you are agreeing to cooperate and comply with the policies and procedures of the Co-op. Applications will be accepted for the new-year once the registration period for new families begins, usually in February. The application fee is NON-REFUNDABLE and reserves a place in class through the first day of school.

Oak Grove admits students of any race, creed, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities offered by the Cooperative. Oak Grove does not discriminate on any basis in the administration of its policies.

2.2 Registration for Current Students

Registration for families of current students who plan to re-enroll the next year will be completed in February. A registration fee will be due at the time of registration. As with new families, the registration fee is NON-REFUNDABLE and reserves a place in class from the initial enrollment time.

2.3 Acceptance Policy

We welcome the opportunity to cooperate with you in the education of your child. Upon acceptance, you are requested to supply the following documents:

- Official state immunization form or letter of religious objection, or physician note of medical exception.
- Copy of birth certificate
- Authorization to consent for medical treatment
- Student medical/emergency information
- Homeschool umbrella school verification

Acceptance in our program is a privilege, not a right. Students making application with a history of repeated probations at previous schools may not be accepted as a student. The acceptance of such students is at the discretion of the Principal.

2.4 Special Needs Acceptance

Oak Grove is an exempt religious entity pursuant to 42 U.S.C. 12187. As such, it is not required to comply with Title III of the Americans with Disabilities Act (ADA). As Oak Grove does not receive Federal funds, it is not

subject to the requirements of the Individuals with Disabilities in Education Act (IDEA) nor Section 504 of the Rehabilitation Act of 1973.

Oak Grove is not equipped to receive students with unique physical, emotional, or academic requirements which would substantially interfere and/or disrupt classroom activities due to our unique curriculum and cooperative model. Students seeking enrollment who are identified as potentially falling under the category will require an admission conference with the Principal, the parents/guardians, and the teachers/assistants in the class where the child will be enrolled. The child may need to be evaluated further in order to make a decision that is in the best interest of the child and Oak Grove. Students enrolled in Oak Grove must reasonably be able to maintain the pace of our selected curriculum. The Principal, with consultation and approval from the Board, will have the final say as to acceptance of any student determined to have special needs. Some students may be allowed to attend Oak Grove, but be required to be accompanied and assisted by a coach at the expense of the parents. Other students may benefit from support outlined in the Curriculum, Behavioral, and Social Modification Policy (see Policy 5.5).

If we are not able to meet a child's needs appropriately without causing significant disruption to the class, a recommendation to terminate enrollment may be made by the Principal with input from the child's teachers or other professionals with knowledge of the child, and in consultation with the parents. If we are aware of an alternate program that might serve the child better, we will be happy to suggest it.

If Oak Grove determines that a child's placement in a particular classroom is not in the best interest of the child or other children in the class, it will be left to the discretion of the Principal upon receiving any recommendations from the child's teachers as to his/her placement and continued enrollment.

2.5 Umbrella Schools

Oak Grove does not offer umbrella school services as defined at T.C.A. 49-50-801. All students must be registered as a homeschool student either directly with their local educational agency or an approved "umbrella school" of their choice and report it to Oak Grove at the beginning of the school year. More information about state law requiring registration of your Notice of Intent to the LEA, and the related legal requirements for homeschooling (including information about approved umbrella schools) can be found at the Knox County Schools website (<http://knoxschools.org>); the KCS Homeschool Handbook (available in pdf format at the Knox County Schools website), and the Tennessee Department of Education website (<http://www.tn.gov/education/topic/home-schooling-in-tn>). You may also call Knox County Office of Innovation, Executive Director Dr. Daphne Odom (daphne.odom@knoxschools.org) or her assistant, Jane Toppins (jane.toppins@knoxschools.org), at (865)-594-1731. Although Oak Grove can assist you in understanding your homeschool rights and obligations, it cannot provide legal advice and it is your primary responsibility to insure you are complying with all applicable homeschool laws.

3. FINANCIAL POLICIES

3.1 Tuition and Fees

We will be operating on a 12-month (or 10-month) tuition plan. Tuition payments are due on the first of each month. There are several options for paying tuition:

- **Automatic bank account withdrawal** - This is our preferred option. One way for Oak Grove to reduce administrative costs is by having our tuition payments automatically deposited into our account.
- **Pay online by invoice** - With this option you will receive an invoice for your tuition and follow the prompts to pay online by bank draft or credit card. Credit card payments will have 3% added.
- **Pay by check monthly** - During the summer months you will mail your check to 9919 Kingston Pike, Knoxville, TN 37922, on a monthly basis. During the academic year you will be able make your payment in the drop box at the Oak Grove Co-op office.

The following policies apply to late and returned payments:

- There will be a **\$25 late fee** charged if your tuition is paid after the **10th of each month**. The check must arrive in the Oak Grove mailbox by 10th to avoid the charge.
- Any check or ACH returned to us for insufficient funds by your bank will have a \$20 charge added and you will need to issue a replacement check to us. We will not send it back through your bank. The second time a check or ACH is returned, another \$20 charge will be added. If the replacement fee is not received by the fifth day after tuition is due, a late fee of \$25 dollars will be added to your account. If two returned/denied checks/ACH payments are received on your account, cash only will be accepted for the remainder of the registered period for that year.

Typically, tuition is paid over a 12 month period starting in June for the following academic year and completing in May. There will be a set fee per month with no credit for missed days. A 10 month plan is also available for late registration.

Families registering through July will pay on a 12 month plan. At registration, families will be responsible for the registration fee as well as missed summer payments. For example, if the family registers in July, the family will owe registration as well as the month of June and July. The family will then begin paying month to month through the remainder of the school year.

12 Month Plan

Registration Fee	\$125
Full Year Tuition (2 day)	\$2595 (\$216.25 per month)
Full Year Tuition (2.5 days)	\$3126 (\$260.5 per month)

Families registering after August 1st will pay on a 10 month plan with an additional \$100 late fee due with registration. The year's tuition will be divided into 10 months rather than 12. Families will begin paying during

the month that they join. For example, a family that joins in October will pay registration plus a \$100 late registration fee. They will also begin paying tuition in October on the 10 month plan.

10 Month Plan

Registration Fee	\$125 + \$100 late fee
Full Year Tuition (2 day)	\$2595 (\$259.50 per month)
Full Year Tuition (2.5 days)	\$3126 (\$312.6 per month)

A sibling discount of 10% will be applied to the tuition of any additional children from the same family enrolled in the Co-op.

Families who fail to make their first monthly payment without contacting Oak Grove to make arrangements for payment will be automatically dropped. If they want to return, they must pay any applicable late fees, unpaid tuition, and a re-enrollment fee of \$100.

3.2 Financial Aid

Those seeking financial aid will submit an online application to a third party service which can effectively assess the family's financial situation (details below). Families qualifying for financial aid will be given a reduced school tuition of 75% of normal tuition cost; however, this may still be more than the family can afford. The financial aid funds used to make up the difference between what the family can afford and the reduced tuition cost comes from the Oak Grove Tuition Assistance Fund. Operating funds for Oak Grove are not used for financial aid, therefore, once the Oak Grove Tuition Assistance Fund is exhausted, no additional financial aid will be awarded. Oak Grove relies on the giving of other cooperative families and outside donations to fund the Oak Grove Tuition Assistance Fund.

Points of Interest:

- Financial aid may only be sought for the core 2 and 2.5 day programs. Financial aid is not currently available for Friday U classes.
- Applications for financial aid may be submitted from February 1st through the 1st of April; however, notification of intent to apply for financial aid should occur at the time of registration.
- Receiving financial aid one year ***does not*** guarantee financial aid in the following years.

To apply for financial aid:

1. Register your child/children to attend Oak Grove.
 - a. Registration fees are not considered to be a part of a financial aid package and must be paid in full.
 - i. If registration fees can't be paid for hardship reasons, please contact the principal so other accommodations can be considered.

2. Send an email to the principal (stephenstjohn@oakgrovecoop.com) and the treasurer (andrew.harter@oakgrovevolunteers.com) notifying them that you will be submitting a financial aid application.
3. Oak Grove utilizes a third party service (NAIS) to assess each applicant and make a recommendation as to how much tuition each family can pay. Please create an account and submit the required information. The website is: <https://sssbynais.org/parents>
 - a. IMPORTANT - IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PRINCIPAL OR TREASURER. ***DO NOT*** SUBMIT QUESTIONS THROUGH NAIS AS WE DO NOT MONITOR THOSE MESSAGES.
 - b. Oak Grove's SSS code is: 9179
4. Once your application is complete, send an email to the principal and treasurer to notify them of your status.
5. The Oak Grove Board of Directors will meet in late May to determine which financial aid applicants will be awarded financial assistance.
6. If financial aid is awarded to your family by the Oak Grove Board of Directors, your NAIS application fee will be refunded.

Financial Aid Determination

There are many factors which influence whether or not financial aid is awarded. The Oak Grove Board of Directors specifically considers the following question:

- Is the applicant a returning family?
- Does the applicant have multiple children which will be placed in the coop?
- Does the family serve on any of the Oak Grove committees or volunteer for the school in another manner?
- Is there enough room in the classroom to place the child?

3.3 Withdrawal

Students can withdraw from the Co-op upon 30 days written notice (to be provided to the Principal). This notice must include the withdraw date and a parent signature. A withdrawal form (available in the office) may also be used. Payment will continue to complete the final month and will not be prorated. Oak Grove may, on a case-by-case basis, consider the circumstances of withdrawal, and if the withdrawal is due to an exceptional hardship, or other extraordinary circumstances, as determined by the Board in its sole discretion, then tuition may be refunded.

At the time of withdrawal, any tuition already paid which was not directly applied as tuition for the student and which is deemed non-refundable will be considered a donation to Oak Grove. This donation may be tax deductible, and a receipt to the donor will be issued upon request

If a family withdraws from Oak Grove, they will lose their access to the forum once they no longer have a student attending class, and they will not be permitted to participate in any Oak Grove-sponsored extracurricular activities.

3.4 Mid-Year Enrollment

Mid-Year enrollment will be considered on a case-by-case basis. Financial arrangements that are as consistent as possible with these financial policies will be recommended by the Principal in consultation with the finance committee for approval by the Co-op Board.

3.5 Books and Supplies

Parents are responsible for the purchase of all student books and materials. The Curriculum Committee and teachers will supply a list of necessary items.

4. OPERATIONAL POLICIES

4.1 School Calendar and Inclement Weather

Oak Grove will generally follow the Knox County schools calendar. Nevertheless, our calendar is not exactly the same as the county's, so parents must familiarize themselves with the Oak Grove calendar.

Oak Grove will follow Knox County Schools for the FIRST day of any inclement weather event. If Knox County closes for inclement weather, Oak Grove will do the same for the first day. Whether we will follow Knox County for any SUBSEQUENT days of school closure will be decided by the Principal and communicated as soon as the decision has been made. The same is true for weather related school delay or early dismissal. If Knox County schools begin one hour late, the co-op will begin one hour late. If Knox County schools begin two hours late, the co-op will begin two hours late. If Knox County dismisses early, we will do the same. Any subsequent days of school delay or closure for Oak Grove will be determined by the Oak Grove Principal. Please check your email carefully for that information. In the event of a co-op closing, students are expected to complete all academic work listed in the syllabus. There will be no days added to the end of the academic year to make up for missed days. In the event that Oak Grove is open but a family decides to stay home due to inclement weather, they are still responsible for the work on the syllabus for that day.

4.2 Disaster Plan

We have in place an Emergency Preparedness Plan covering many instances that could happen while class is in session such as, but not limited to: fire, tornado/severe storm, and intruder alerts or other emergency events. As appropriate, drills may be conducted to practice for responses to the occurrence of a disaster.

4.3 Oak Grove Co-op Hours

Regular co-op hours for both programs and Friday U are 8:30 AM until 2:30 PM each day. Teachers and staff are normally working in the building from 8:00 AM until 3:00 PM. Summer and other holiday hours for administrative work will be posted as needed.

4.4 Morning Drop Off

During morning drop off, parents are to enter the building and bring their children to the classroom door. Parents without strollers should park in the rear parking lot behind our Cokesbury facility and use the "Green Canopy" entrance. Parents with strollers and anyone needing handicap access may park on the east side of the building and enter through the doors there. Note that parking on the east side is limited.

Both entrances will be monitored by Oak Grove staff while they are unlocked in the morning. Classroom doors will be opened at 8:20 AM to admit children. Students arriving after 8:35 will be considered tardy. In the event that a student is routinely tardy, the Principal may require a conference with the parents.

4.5 Afternoon Pick Up

Children will be picked up after school by car line. The classes will wait in a designated area inside the building. Parents or adults on the approved pick up list will enter Cokesbury parking lot through the east entrance (entrance

only), and cars will follow the marked route to the South (Green Canopy) Exit. Each family/car will have a car tag showing the family name hanging on the rear view mirror. Parents will pull up to the designated pick-up station number given to them by the Pick-up Caller. They will then wait at that station until children at all four pick-up stations have entered their vehicles safely and they are given the all clear by the Street Monitor to exit. For safety, parents should not get out of the line or go around other cars in the pick-up line.

All students should sit quietly in their designated spot inside the building and listen for their name to be called. Once their name is called, they will get their backpacks and walk to the Number Card Distributor to get their number card. Then they will walk to the pick-up station that matches the number on their card. They will give their card to the safety patrol, wait until they open the doors, and enter their vehicles.

Children will only be released to parents or adults listed by the parent on the approved pick up list. At the start of school, parents will be given the opportunity to add names to the official pick up list. Parents may add additional names by coming to the Oak Grove office anytime.

Because traffic on Kingston Pike during pick-up hours is typically very congested, a left-turn from the Oak Grove parking lot onto Kingston Pike can be dangerous and could cause additional delays in pick-up. As such, the parking lot exit will be right turn only during pick up.

4.6 Last-minute Emergency Pick Up

In extraordinary circumstances, last minute pick up of students by individuals not on the approved pick-up list may be approved at the discretion the Principal or his designee. A photo ID and verification phone call to the parent at the time of pick up will be required. Individuals not on the approved list may not use the car line, but must park in a designated area and wait to meet with the Principal or other representative.

4.7 Late Pick Up

If a student is not picked up from the car line exit by 2:50 PM, he or she will be taken to the co-op office and the parent(s) will be called. Parents of students taken to the office will be subject to a \$1 per minute fee for each minute after 2:50 they remain at the co-op. Oak Grove staff will continue to attempt contacting parents and will also call emergency contact numbers. If there is no contact with parents, approved pick up adults, or emergency contacts by 4:30 PM, Oak Grove Staff may contact appropriate authorities for assistance. In the event that a student is routinely picked up late, the Principal may require a conference with the parents.

4.8 Early Student Checkout

Quality instruction requires early dismissals be kept to a minimum. Please schedule routine doctor and dental appointments after co-op or on home study days if at all possible. If an early dismissal is necessary, this should be communicated to the teacher in the morning. Parents should check out students through the office.

4.9 Absence and Attendance

When an absence occurs, parents should phone the school office or email the teacher as soon as possible to report their child will not be in class. Normally, a maximum of 10 absences are allowed per semester. Circumstances

that require additional absences may be discussed with the teacher who will consult with the school Principal.

4.10 Parking and Entrances During School Hours

After morning drop off, the exterior doors to our facility will remain locked. Parents and visitors coming during school hours may park on the east side of the building and ring the bell at the handicapped entrance. Staff will monitor this door.

4.11 Volunteers and Visitors

Parent and family volunteers are integral members of the cooperative community, without which we would not be able to accomplish many of our collective goals. To ensure the safety of the students, all visitors and volunteers entering the building during co-op hours must immediately report to the office to sign in. It is requested that visitors also sign out before leaving the building.

4.12 Family Travel

The purpose of this policy is to provide clarity on how to handle travel plans if they fall on Co-op days. One of the wonderful advantages of being a Co-op family is the ability to travel and still take advantage of learning experiences. While you are on vacations during the academic year, you should either:

1. Follow the syllabi as originally designed with great effort to provide a framework for in-class and home co-op days; or
2. Discuss with your teacher an alternate assignment incorporating a vacation experience to substitute for an assignment on the original syllabi.

Prior to your vacation, it is essential that you touch base with the teacher in-person or via e-mail to agree on an alternate assignment within the subject matter area of the original work. These assignments can be wonderful learning tools for sharing with other students various sites and adventures from vacation opportunities. We look forward to incorporating the travel experiences your children can bring to the classroom.

5. ACADEMIC POLICIES

5.1 Traveling Syllabus

Oak Grove will use a traveling syllabus system for record and grade communication. Parents will buy a 1/2-inch binder or other folder determined by the classroom teacher for each student and keep at least the current month's syllabus inside. This syllabus will travel back and forth between co-op and home and will serve as the mode of accountability and the main communication between the home and classroom teacher. The parent and/or student can check off and fill in what's being done at home and use the travel syllabus as their homeschool record as well as their communication tool with the classroom teacher. The travel syllabus will also be a place for both classroom and home teacher to record grades for communication and record-keeping purposes. On classroom days, classroom teachers will make every effort to review daily student work, and if a test falls on a classroom day, the classroom teacher will mark the grade on the work for the parent to see and record at home (and when there is time will also record that grade for the parent on the traveling syllabus). Parents should also review and correct daily work and record grades from tests taken at home next to the test assignment on the traveling syllabus. Keeping up with this grade communication will assist in the partnership between home and classroom teachers. Teachers and parents may also use sticky notes or other notes to communicate via the traveling binder each day.

5.2 Grading Policy and Academic Records

The parents, as teachers of record, have primary responsibility for keeping and recording grades. Each family should follow the policies of its umbrella school in recording and reporting grades. No official academic records will be kept at Oak Grove. Oak Grove may keep some student academic records for internal purposes but will not release those as official records. If parents need transcripts or grade reports for a school transfer, they should obtain those records from their own home records or from records kept at their umbrella school.

Instead of a report card, the classroom teacher will provide a progress report to the home teacher quarterly. Any serious academic concerns will be reported to the parents. Communication between home teacher and classroom teacher is vital to student success, and the classroom teachers are available through email or for periodic conferences to facilitate working together towards student success.

5.3 Fairness and Academic Integrity

Please use every effort to grade your child's work fairly. Do not pre-test or work ahead on a classroom scheduled test. If you would like to make some accommodations for an in-class test, please discuss it ahead of time with the classroom teacher.

5.4 Grade Level Promotion:

Oak Grove has the role of partnering with parents to help each child reach their full, God-given potential. Though we recognize the parents' authority in the education of their child, the co-op, as a partner in the child's education, reserves the right to determine promotion within the co-op. Students will be promoted within the co-op at the

discretion of the principal based upon the recommendation of the classroom teacher and, when necessary, a conference with the parents. Promotions will be based on satisfactory academic performance, appropriate classroom work habits, and appropriate classroom behavior. Oak Grove may require extra tutoring, summer schoolwork, reevaluation, and/or a coach as a condition of enrollment in the appropriate grade-level. Parents will be informed as the year progresses of any areas of concern.

5.5 Curriculum, Behavioral, and Social Modification Policy

Oak Grove strives to create a community that meets the various educational and social challenges of all our students with understanding, acceptance and the love of Christ.

As stated in Section 2.4, Oak Grove may not be equipped to receive students with unique physical, emotional or academic requirements which would substantially interfere with and/or disrupt classroom activities due to our unique curriculum and cooperative model. Some students, while accepted into the program, may still experience educational or social challenges. Several factors such as Autism Spectrum Disorders, Attention Deficit Disorders, Obsessive Compulsive Disorder, Sensory Processing Disorders, and many others can affect a child's educational experience (whether or not they have been formally diagnosed). . It is the *need* that matters, not the reason behind it, and many needs can be identified and accommodated through reasonable accommodations in the classroom or to a curriculum through open communication between the parents and the co-op in a way that does not substantially disrupt the classroom.

Oak Grove benefits from the experience of veteran parents and classroom teachers, who have personally dealt with many of these issues. When parents, classroom teachers, and students work together to discover and implement modifications that, not only, help students, but also support the classroom program, and maintain the educational integrity of learning objectives, positive results can be common.

To help facilitate open communication that helps identify and implement modifications, Oak Grove offers the support of a parent-led Curriculum, Behavioral, and Social Modification Review Team (CBSM Team). The CBSM Team, comprised of parents in the co-op with unique backgrounds and experiences, offers a variety of possibilities, including peer support, ideas, and an experienced parent mediator who can assist communication with teachers, staff and other parents. This team is intended to facilitate judgment-free understanding, support and communication between the co-op and the parent and, when necessary, suggest and implement ideas and reasonable changes which will help ensure each child is reaching their academic and God-given potential in a way that is not substantially interruptive to the classroom, but will potentially benefit the child's educational and social experience at the co-op. The CBSM team is not able to independently diagnose, treat or cure any medical or psychological issue a child may have.

Parents who feel they or their child may benefit from these services should contact Tanya Scoggins (CBSM Mediator) to voice concerns, ask questions or make a modification request. Requests will be reviewed, on a case by case basis, as quickly and effectively as possible, and recommendations will be made for the nature and extent of any necessary modifications. If a modification is accepted by the parent, co-op, and teacher, then a Personal Modification Agreement (PMA) will be drafted, signed by the parent, co-op, and teacher, and kept in the Oak Grove main office to ensure there is a clear understanding to the scope and duration of the modification. If the modification proves to be unsuccessful, or too disruptive to the classroom environment, then Oak Grove retains the right to make further modifications or to terminate the modification agreement, after receiving input from the parent, the child's teachers and any other professionals with knowledge of the child.

For more information about CBSM, please contact either:

**Tanya Scoggins – CBSM Mediator: tanya.scoggins@oakgrovevolunteers.com (865) 255-4037 or
Katie Long – CBSM Coordinator: katie.long@oakgrovecoop.com (865) 384-5792**

6. STUDENT POLICIES

6.1 Standards of Behavior

Oak Grove Homeschool Cooperative seeks to be a positive and enriching part of the homeschooling experience for its students. To this end, classroom time requires a level of orderliness and respect for teachers and other students. The discretion of the principal and teachers will be relied upon on a day to day basis to provide direction to students about acceptable behavior. Some specific items, especially pertaining to the safety of our students, are listed below.

6.2 General Expectations

Each student is expected to be honest and respectful to all adults and fellow peers by interacting with them in a truthful, loving and Christ-like manner. Each student is expected to exhibit behaviors that show honesty, respect, and academic integrity.

Students will respect themselves and others. We show respect to our classmates by demonstrating kindness and refraining from teasing, gossip, lying, and cheating.

Students are expected to follow directions the first time they are given.

Students are expected to show respect by being courteous in the hallways and by careful stewardship of the facilities and grounds.

Students will keep their hands, feet and objects to themselves.

Students will move in a quiet and orderly manner.

When an adult is speaking, or holds up his/her hand, students will be silent.

6.3 Classroom Expectations

Teachers will communicate specific classroom expectations as to behavior for the classroom at the beginning of each academic year.

6.4 Food Etiquette

Oak Grove students normally bring their own lunch, snack, and water bottle from home each class day. Students who dismiss at 11:30 AM on Friday do not need to bring lunch.

Students will eat in an area assigned by their classroom teacher (e.g. – classroom, courtyard, common area) and are expected to display proper table manners and are to clean up after themselves.

Many students have mild reactions to foods and some families avoid certain foods for health, personal, or religious reasons. At Oak Grove we encourage member families to be respectful and sensitive to those concerns through good communication among parents, the classroom teacher, and administration. Our goal is to practice

the golden rule taught by Christ and do our best to serve one another.

Other students are at serious risk of anaphylaxis. This is not a mild health issue nor a matter of personal preference and must be carefully managed according to the following policy:

Allergy Management Policy

Background

Anaphylaxis is a severe, rapidly progressive allergic reaction that is **potentially life threatening**. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame and certain insect stings (particularly bee stings).

The key to prevention of anaphylaxis at Oak Grove is knowledge of the student who has been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between co-op staff and parents/guardians are important in helping the student avoid exposure.

Allergy/Anaphylaxis Action Plans

The principal will ensure that an Allergy/Anaphylaxis Action Plan is developed in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The Allergy/Anaphylaxis Action Plan (AAP) will be in place as soon as possible after the student is enrolled and where possible before their first day of school.

The student's AAP will be reviewed, in consultation with the student's parents/guardians:

- annually, and as applicable,
- if the student's condition changes,
- immediately after the student has an anaphylactic reaction.

It is the responsibility of the parent/guardian to:

- provide an Allergy/Anaphylaxis Action Plan completed by the child's medical practitioner,
- inform the co-op if their child's medical condition changes, and if relevant provide an updated Action Plan.

Communication

The principal will be responsible for providing information to all staff, students and parents/guardians about anaphylaxis and development of the co-op's anaphylaxis management strategies.

Parents/guardians whose children attend class with a child who has an Allergy/Anaphylaxis Plan will be informed of how they can help minimize the risks for their child's classmate.

Co-op staff will be informed if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction.

Staff training and emergency response

Teachers and other school staff who have contact with the student at risk of anaphylaxis, are required to undertake training in anaphylaxis management including how to respond in an emergency. Classroom teachers

of students at risk will be given a copy the students AAP and must ensure they are familiar with the child's emergency procedures.

Risk Minimization

The key to prevention of anaphylaxis is the identification of allergens and prevention of exposure to them. The co-op can employ a range of practical prevention strategies to minimize exposure to known allergens. These include:

In the Classroom:

- Keeping a copy of the students AAP available in the classroom.
- Careful consideration of food-related activities between the classroom teacher and parents ahead of time.
- Having regular discussion with students about the importance of washing hands, eating their own food, and not sharing food.
- Substitute teachers, volunteer parents, and others who may work in or bring food into the classroom must be informed if there are students with allergen risks in the room.

On the facility grounds:

- Students will not eat while on the playground.
- Students may eat in designated areas of the courtyard.
- While at lunch/snack students must be accompanied by a teacher, staff member, or volunteer who is familiar with any applicable AAPs.

Field Trips and Other Off-Site Events

- Field trips and other off-site events at Oak Grove require the participation of parents/guardians. Students with an AAP will be accompanied by their parent on these trips and therefore the parent will monitor their child's exposure to allergies.
- Other parents and children are encouraged to be sensitive to the needs of their fellow co-op members and support efforts to minimize the risk for students with allergies.

Limitations

Oak Grove desires to minister to children and their families and makes efforts to accommodate whenever possible. However, there may be circumstance where the special needs of an individual student are not best served by the co-op. This could even apply to anaphylaxis risk. See Section 2.4 for more information on Special Needs Acceptance at Oak Grove.

6.5 Playground Expectations

Stay in the sight of teachers and staff.

Display positive sportsmanship.

Display caring and safe behavior when playing with other students and while playing on the playground equipment. Ensure all toys and equipment are returned to the proper location.

6.6 Toys, Media, and Electronic Devices

We ask that students refrain from bringing any type of toys or recreational magazines to the classroom. Because

parents are very specific and individual in what they do and do not allow their students to watch (videos), play (video games), and listen to (music), we ask that students leave their electronic devices at home.

If a student carries a cell phone for emergencies, it must be put away while on campus. It is not to be used for social purposes.

6.7 Lost and Found

If your child loses an article of clothing or other personal item, please check with the office where the co-op will maintain a lost and found box. If unclaimed, the items will be disposed of (at the discretion of the principal) at the end of December and May of each academic year.

6.8 Personal Contact with Other Students

No wrestling or aggressive intentional contact is allowed during co-op hours. Any physical activity involving student to student contact will be closely monitored by teachers. Public displays of affection between students will be judged by the teacher as to whether they are appropriate. Any inappropriate or questionable public display of affection between students shall be discussed with the parents.

6.9 Weapons

We do not allow guns or weapons on our grounds. Generally, students will not be allowed to bring a toy resembling a gun or a weapon to class unless it has been approved by the teacher or principal and brought for a specific educational or extracurricular purpose. If a child brings a toy resembling a gun or weapon without permission, the toy will be taken by the teacher and returned to the parent after a teacher/parent consultation.

6.10 Violence

We will not tolerate threats or perceived threats of violence by students or parents. Oak Grove will make the protection of students and faculty a priority.

If the board/principal determines that a threat of violence is credible and specific (directed toward particular students, faculty or staff), the administration will report the threat to the student family and/or staff member threatened. The co-op may also report the threat to appropriate authorities. Students making such threats may be immediately suspended or expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of co-op administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's co-op record will reflect the suspension for making a threat of violence.

In those circumstances in which Oak Grove determines that the threat is likely not credible, the co-op may suspend the student pending a parent meeting. These include all cases in which the student was "just joking". If circumstances warrant, the co-op may conduct further investigation. Oak Grove may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the co-op. That student will not be permitted to continue enrollment in the co-op until the counselor advises the co-op that the student does not present a threat of danger.

6.11 Student Disagreements

If two students are engaged in a disagreement, physical or otherwise, it will be our policy to refer to Matthew 18 for the restoration of all relationships if possible. This process should be encouraged and overseen by a teacher or assistant.

6.12 Dress Code

All clothing should be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste as appropriate for the co-op. As the outdoor playground is equipped with wood-chip mulch, it is possible that children not wearing appropriate footwear can get splinters during recess. It is the responsibility of the parent to make sure their child has appropriate footwear for recess. It is a co-op wide policy that all shoes must have a backstrap on them and be worn at all times in the building.

6.13 Discipline

Formal steps of discipline shall be documented with a form completed by the teacher and filed in the office. The following is an outline of our typical discipline practice:

- First referrals: Parents are notified by phone or written infraction notice. Based upon the discussion with the parent, further action may or may not be taken in the classroom. The principal may assign a classroom based consequence or require the student to take a “timeout” in the office. Parents may be asked to offer assistance in prescribing or assisting with a consequence. Severity and nature of the behavior are considerations for how consequences are assigned.
- Second referrals: Second referrals are reported to parents. If deemed necessary, a parent conference will be scheduled.
- Third referrals: Third referrals are addressed more seriously and the parent will be asked to come for a conference. The student may be suspended from class until the conference can be scheduled and conducted. Formal suspension or expulsion from the co-op may be enforced.
- Subsequent referrals: Referrals in excess of three may require more severe discipline such as formal suspension or expulsion from the co-op.
- Threats of physical violence or actual violence may result in an acceleration of this process.

6.14 Corporal Punishment

Your child will not be subjected to corporal punishment by any employee, staff member or volunteer of Oak Grove.

6.15 Suspension, Dismissal and Expulsion

In all cases where three or more referrals have occurred, or where threats of physical violence or actual violence have occurred, the principal has the sole discretion to suspend any student for a period not to exceed two weeks if the principal determines it is in the best interest of either Oak Grove or the student.

In all cases, the decision to dismiss or expel a student is within the full and sole discretion of the Oak Grove Board, or any committee or employee whom it may delegate. The reasons for dismissal or expulsion may include,

but are not limited to, academic or disciplinary reasons as outlined above, lack of parental compliance with the rules, policies, and regulations, or for non-payment of tuition or fees. In any event, Oak Grove retains the right, in its sole discretion, to dismiss or expel a student if it determines the dismissal of a student is in the best interest of either Oak Grove or the student.

6.16 Emergency/Illness

Emergency information must be maintained in the administrative office for each student as well as instructions for where a child should be sent for emergency treatment. Any changes in emergency contacts or phone numbers should be promptly reported to the office. It is the parents' responsibility to ensure the Co-op has proper and up-to-date information.

A student with a temperature of 100 degrees or higher should stay at home. If a child becomes ill during Co-op hours and needs special attention, a staff member will notify the parent/guardian. Students with a temperature of 100 degrees or higher shall be sent home. If the administration is unable to locate the parent, the name and number noted on the emergency form will be called. In the event there is no response, an attempt will be made to call a relative or a friend; however, no child will be sent home without parental permission or a person previously designated to take the place of a parent.

In the event of an emergency occurring at Oak Grove when neither parents/guardians nor emergency contacts can be reached, the co-op will seek appropriate medical attention for the injured child, as authorized annually on the forms to be provided to the co-op. Efforts to reach the parents/guardians shall continue.

6.17 Immunization Records

As required by Tennessee law (Tenn. Code Ann. § 49-6-3050(b)(7)) proof shall be submitted to the local director of schools that the home school student has been vaccinated as required by § 49-6-5001 and has received any other health services or examinations as may be required by law generally for children in this state. In accordance with Tenn. Code Ann. § 49-6-5001(b)(2) and (c)(2), the parents or guardians may file either a signed, written statement that the immunization and other preventative measures conflict with the parent's or guardian's religious tenets and practices, affirmed under the penalties of perjury, or if the child has not been immunized due to medical reasons if the child has a written statement from the child's doctor excusing the child from immunization. The parent is responsible for, in conjunction with their chosen umbrella school, to provide these records to their local education agency.

Parents must provide proof of immunization to Oak Grove. In the event a child has not been immunized due to religious or medical exceptions, a copy of the medical or religious exemption shall be provided to the Co-op and kept on file. No child shall be dismissed or denied admission to the Co-op for failing to be immunized if a copy of the exception is provided.

6.18 Communicable Diseases

When a suspected case of communicable disease, such as, but not limited to, chicken pox, measles, mumps, mono, hepatitis, pink-eye, streptococcal infection, impetigo, or head lice, is reported, the parent will be called immediately to take the child home.

If a child has been ill with fever, ear infection, fresh cold, sore throat, skin rash, skin eruption, or vomiting, he/she should not be in class. A child should be free of contagion, fever, and vomiting for twenty-four hours before

returning to class.

If a child has head lice, it should be immediately reported to the school. The child must be “nit free” before returning to school. A head lice check will be conducted upon return.

In the event of a child in the school being diagnosed with a communicable disease, the parents of all students in that child’s class shall be notified of the diagnosis; however, the identity of the child will not be disclosed. The principal shall have the discretion to notify all parents of a diagnosis of a communicable disease without disclosing the identity of the child who was diagnosed.

6.19 Children’s Files

All children’s records will be kept in strict confidence in accordance with applicable law. The records will only be furnished to third-parties with the parent/guardian’s written consent, or by properly issued subpoena or court order.

6.20 Medication

If your child is on prescription medicine that must be dispensed during class hours, the parent must provide written authorization that the medicine is prescribed by a doctor and that the teacher or administration is authorized to dispense the prescription medicine to the student. The parents must provide instructions on the frequency and dosage to be administered. The medicine shall only be dispensed by a designated staff member.

Over the counter medicine may be administered when a signed medication authorization form, with instructions on the frequency and dosage to be administered, is provided with the parent’s signature, along with the medication. Medication must be provided in the appropriate dosage for the child’s age. Only the appropriate dosage for the child’s age will be administered by Co-op personnel.

Medication should be brought to the office in the original prescription bottle. Parents may want to request to their pharmacist to dispense the medication in two bottles, one for home and one for the co-op.

6.21 Field Trips

The purpose of field trips at the Co-op is to enhance the educational experience of the children and to build relationships.

Field trips occurring on classroom days may be suggested by parents, but must be approved by the classroom teacher and the social committee in consultation with the principal. Normally, classroom-day field trips must be planned at least 30 days in advance. Each student must have a signed permission slip and individual families are responsible for any applicable costs. If travel for the field trip begins from Oak Grove, a carpool form will also be provided for parents to approve whether or not their child can ride with another teacher or parent. Oak Grove does not provide transportation for field trips.

Field trips should not unduly detract from accomplishing the curriculum at Oak Grove and therefore the number of school-sponsored trips will be limited. It is expected that student and parent behavior on trips will conform to Oak Grove policies as much as is reasonably possible.

Informal field trips on home days to enhance the student's learning, for individual families or groups of Oak Grove families, are encouraged. It is expected that families participating in these informal field trips keep up with curriculum requirements on the syllabus. We ask that you represent Oak Grove well when using our name on your field trip.

6.22 Smoke Free Environment

In accordance with Tennessee law, the co-op observes a smoke-free environment. No smoking or use of tobacco products is allowed on the premises or on field trips at any time.

6.23 Telephone Use

Students may only use the telephone in the co-op office with express permission from the teacher or the principal.

If your child has a cellphone and brings it to school, then the student must let the teacher know. The phone must be turned off during school hours and may only be used with permission from the teacher or the principal. If you need to reach your child during the day, then please call the office or the principal (see also 6.6)

6.24 General Harassment

Oak Grove is committed to providing an environment in which every person in the Oak Grove Community is treated as an image bearer of God. Conduct, whether intentional or unintentional, that subjects another to unwanted attention, comments, or actions because of race, national origin, sex, physical characteristics, or disability can rob a person of their dignity and is not permitted. It includes, but is not limited to, the following:

- **Verbal Harassment:** Derogatory comments and jokes, threatening words spoken to another student.
- **Physical Harassment:** Unwanted physical touching or assault.
- **Visual Harassment:** Derogatory drawings, writings, cartoons, or gestures/actions.
- **Sexual Harassment:** Unwanted sexual advances or requests for sexual favors.

Oak Grove does not condone or allow harassment of others, whether engaged in by students, employees, or family members. Any person who believes he or she has been subjected to harassment should report these actions immediately to a staff member, teacher, the principal, or a board member. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner. Anyone who violates these principles will be subject to disciplinary action including dismissal. Anyone found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

The principal or co-op board will also address parents who engage in any form of harassment listed above. Violation of these principles could result in a family being removed from participation in the co-op. Appropriate legal action will also be taken if needed.

6.25 Anti-Bullying

Oak Grove is dedicated to fostering an environment that is free of bullying. Bullying includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, gender, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance,

friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The co-op also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

Parents or students must report incidents of harassment and bullying to a teacher or the principal. Oak Grove will not tolerate any confirmed incidents of bullying and/or violent behaviors directed at other students. Potential harassment or bullying will be promptly and thoroughly investigated.

6.26 Child Abuse Prevention

The health, safety and well-being of our students is of paramount importance to the Co-op. Co-op administration and staff will ensure that all procedures and policies provide for the constant supervision of students and activities in an environment of accountability and mutual support. Any concerns about child safety should be promptly reported to a teacher, the principal, or a board member.

6.27 Sexual Abuse Prevention Policy

Oak Grove is committed to sexual abuse prevention. Therefore, it is necessary for all employees and volunteers to comply with our written sexual abuse prevention procedures. These policies apply, and will be enforced throughout the organization. Additionally, as stated in more detail earlier in this handbook, our employees must pass background checks each year.

Each board member, the principal, each teacher and assistant teacher, will receive, and become familiar with, a separate brochure identifying ways to identify and prevent child abuse and sexual abuse. Any instances of sexual abuse or misconduct shall promptly be reported to the principal without fear of reprisal. If the matter is reported to a teacher, assistant teacher or volunteer, they shall report it to the principal without fear of reprisal. If, for any reason, he or she is not comfortable reporting the matter to the principal, then they may report it to any active Oak Grove board member with whom he or she is comfortable, without fear of reprisal.

Any complaint will be investigated by the administration with due regard to privacy to the extent reasonably possible. At the investigation's conclusion, a written report on the status of the investigation, and any action taken will be provided to any party who was a subject of the investigation upon request. If the complaint is not resolved to the individual's satisfaction, the board shall be notified and will determine whether or not additional investigation is needed.

At any point in an investigation where sexual abuse or misconduct has been identified, or upon any information known at that time which leads Oak Grove to reasonably believe that sexual abuse or misconduct has occurred, then Oak Grove will report the matter to the Department of Children's Services or Local Law Enforcement.

7. GOVERNANCE AND ADMINISTRATION

7.1 Governance

Oak Grove Homeschool Cooperative is governed by a set of by-laws and a board of directors. Day-to-day operations are managed by the principal, supported by the teachers, administrative personnel, and various volunteer committees. Inspection of any records of the corporation shall comply with the definitions and procedures set for at Tenn. Code Ann. § 48-66-102.

Pursuant to our by-laws, the Oak Grove Board consists of a minimum of five directors chosen from the membership and the community at large who are committed to serving the co-op by providing direction and oversight. The board currently consists of six officers and directors. See Appendix D.

7.2 Co-op Administration

Stephen St. John, Co-op Principal



Stephen has taught in Christian Schools, served as a missionary and as a Senior Pastor. Stephen and his wife have seven children, all of whom are homeschool-educated. Four have graduated and gone on to college. He is passionate about homeschooling and Christian education and brings a wealth of experience and wisdom to Oak Grove both for day-to-day operations and long-term vision.

Lydia Zinn, Curriculum Specialist



Carla Hagerman, Admissions Director



Janice Williams, Administrative Assistant



Elizabeth Smith, Bookkeeper



8. ENDS STATEMENT

Oak Grove Homeschool Cooperative exists to serve the Knoxville community by providing a unique academic model to families wishing to take an active part in their child's education. Our model is Christ-centered without regard to any specific denomination. We provide a culture of open communication and dialogue between teacher and parent while respecting the parent as the one with final responsibility for their child's education.

We have a strong curriculum that exists to provide an opportunity for our students to have a deep understanding and grasp of God's world. In our classroom setting, we strive for a foundation in truth to better help our children move into life as "thinkers" able to process and articulate their positions. We believe learning should be fun, and our classrooms will be an inviting, safe, and nurturing place where children feel comfortable. While we expect each child to come to the Co-op ready to engage in the specific day's lessons, we trust each parent to create flexible structure to their home time for the best advantage of the child.

APPENDIX A: Oak Grove Statement of Faith

Essentials of Our Faith

Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.

On this sure foundation, we affirm these additional Essentials of our Faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers us and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
6. Jesus Christ will come again to the earth -- personally, visibly, and bodily -- to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come Lord Jesus." (Revelation 22:20).
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them" (Ephesians 2:10).

APPENDIX B: 2018-2019 Academic Calendar

July

July 30 (Monday) First Day for Teachers

August

August 6 (Monday) **Red:** Home Teacher In-Service Day
First Day for Students at Oak Grove

Blue: First Homeschool Day

August 7 (Tuesday) **Red:** First Homeschool Day

Blue: Home Teacher In-Service Day at Oak Grove

First Day for Students at Oak Grove

September

September 3 (Monday) Labor Day Holiday

October

October 5 (Friday) End of the First 9 Weeks – Progress Reports

October 8-12 (Monday-Friday) Fall Break

November

November 6 (Tuesday) Student Holiday – Teacher In-service Day

November 19-23 (Monday-Friday) Thanksgiving Holiday (Full Week)

December

December 19 (Wednesday) End of the Second 9 Weeks – Progress Reports

December 20-January 4 (12 Days) Christmas and New Year Holidays

January

January 7 (Monday) First Day for Students after Holidays

January 21 (Monday) Martin Luther King, Jr. Holiday

February

February 18-19 (Monday-Tuesday) President's Day Holiday – Students

February 19 (Tuesday) Teacher In-service Day

March

March 8 (Friday) End of Third 9 Weeks – Progress Reports

March 18-22 (Monday-Friday) Spring Break

April

April 19 (Friday)

Good Friday Holiday

May

May 22 (Wednesday)

Last Day – Progress Reports

May 23 (Thursday)

Last Day – Progress Reports

APPENDIX C: Officers and Directors of Oak Grove



Ben Mullins, President

Ben has served on the Board since 2015, and currently serves as its President. He brings extensive legal experience to the Board having practiced law in the East Tennessee community for approximately 17 years. His practice includes business law, insurance, municipal law, and complex litigation. He also provides legal services to homeschool families through the Home School Legal Defense Association (HSLDA). Ben and his wife have three children and they are beginning their sixth year in the co-op with his daughter starting 5th grade and his oldest son beginning 1st grade.



Julie Bankston, Vice-President

This is Julie’s first year on the board, serving as Vice President. Julie has experience teaching in both public and Christian school settings as well as serving as a substitute teacher at the co-op. She brings leadership experience from her time with the co-op at Cedar Springs and was part of the team that worked toward the formation of Oak Grove. Her four children keep her busy but she makes time to play tennis, crochet and coach volleyball. This is Julie’s 8th year homeschooling with our co-op in the Tuesday / Thursday program.



Christy Parrott, Secretary

This is Christy’s second year on the Board and her first year as Secretary (after previously serving as the Board’s Vice-President). Christy brings the skills of consensus building, organization, and conflict resolution to the Board. Experience in both sales and the education system help her focus on the most important aspects of any given issue. Christy also serves on the social committee. This is Christy’s fifth year in the co-op with two children in our Red program.



Brad Warren

Prior to becoming a full-time homeschool father, Brad worked in Logistics, and brings skills in project management, information technology and a keen sense of humor and levity to the Board. He is even-tempered and collaborative and serves as the treasurer of his church. This is Brad’s fourth year in the co-op, and his fourth year on the Board. He served as the Board’s Secretary for three years, and he is the primary homeschool teacher for three of his children in the Tuesday/Thursday program.



Andrew Harter, Treasurer

This is Andrew’s second year on the Board and as serving as the Board’s Treasurer. Andrew brings analytical thought, project management, and team building skills to the cooperative. He has a Ph.D. in chemistry and has served on the fundraising and finance committees. Andrew’s wife, Alana, is one of our 5th grade teachers. They have 4 children, all of which currently attend the co-op.



Katie Long

Katie is starting her 6th year as a Homeschool parent and participates in both programs of our co-op, with a son in 5th grade and a daughter beginning TK. She would say that she has no special skills or training to speak of that qualify her to be on this Board, but she's funny, makes a mean bowl of chili and she does tend to make things happen. She is also the chairperson for the fundraising committee, after the previous Board realized that no one else wanted that job. A Knoxville native, Katie strikes the perfect balance between impertinent and lovable!



Katie Lesch

This is Katie's 1st year on the board, and begins her 6th year at Oak Grove as the primary homeschool teacher for her 2 girls. The Lesch family participates in both the Red and Blue programs, as well as Friday U, making them a self proclaimed Purple Family. Katie is a native of Oliver Springs, and a K-12th homeschooler herself, giving her the unique perspective as a homeschool graduate and homeschool parent. She brings to the Oak Grove Board, 15 years of experience in business, as the owner of her own private massage practice. She also brings leadership experience, as an active member of her church's Small Groups Ministry, both leading a small group as well as coaching other small group leaders. Katie with her husband Aaron have 3 children. In addition they are also foster parents.

APPENDIX D: Parent Policy Agreement Form

Dear Parents,

After you have read the Oak Grove Policies and Procedures for the 2018 – 2019 academic year, please sign below, remove this sheet, and return this sheet to the office. This acknowledges that you have received and agree to abide by the school's policies within this handbook.

Please remove and return a signed sheet on or before September 4, 2018..

Student Name:

Student's Teacher:

Umbrella School: _____

Parents'/Guardians' Names:

Parents'/Guardians' Signatures:

Date