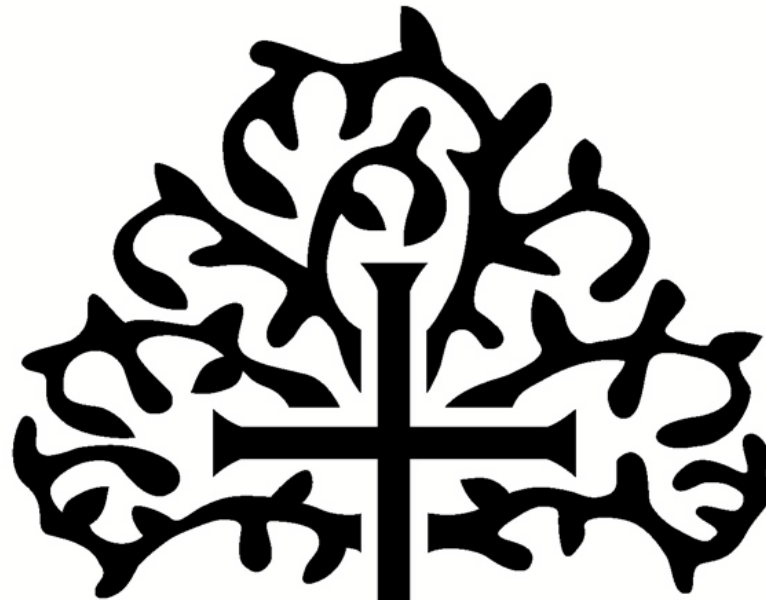


# *Live Oak Academy*

## *Student / Parent Handbook*

*They will be called oaks of righteousness, a planting of the LORD for the display of his splendor.  
They will rebuild the ancient ruins and restore the places long devastated; they will renew the ruined cities that  
have been devastated for generations.*

Isaiah 61



LIVE OAK  
ACADEMY

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## Section I: General Information

### Educational Philosophy

Live Oak Academy is a classical Christian educational service for home school families, providing students with excellent studies within a loving, nurturing environment.

We emphasize the three stages of educational development, which characterize classical education.

#### The Grammar Stage

*Teaching solid factual foundations.*

#### The Logic Stage

*Focusing on sound reasoning and critical thinking skills.*

#### The Rhetoric Stage

*Empowering students to express themselves with clarity and confidence.*

### Classical Education

By classical education, we mean that we find sound guidance in the ancient educational practices of the Trivium and Quadrivium as adapted and interpreted by Christians of the Middle Ages and as more recently described by Dorothy Sayers (“The Lost Tools of Learning”) and Douglas Wilson (*Recovering the Lost Tools of Learning*). We recognize numerous benefits in “the reading of old books”, which is C. S. Lewis’ phrase for a respectful attentiveness to the best teachers of the Christian Church in other ages. At the Rhetoric Stage we expect, with proper care and discernment, to gain wisdom from the intellectual efforts and insights even of those outside or against the Christian tradition, such as Euclid or Plato, or modern atheists or secularists.

### Our Christian Foundation

Live Oak Academy is founded in prayer; it is directed by Christians, it is largely composed of Christian participants, it operates according to Christian principles, and it seeks to further the purposes of Jesus Christ, especially in the lives of the students we teach. We aspire to a vital and saving knowledge of Jesus Christ, as revealed authoritatively in the canonical Scriptures, and as proclaimed in all ages by His Body, the Church. We encourage all to do likewise.

## Section I: General Information

### Statement of Faith

As individuals and as an academy, our Christian faith is of first, formative, and final importance to us. For the purpose of clearly and publicly making a corporate confession of faith, we adhere to that most eminent of historic creeds, the Nicene Creed, as adopted in the original Greek and Latin by the ancient Church, and as used throughout the Church in all ages since.

It is not our goal, as a classical academy, to further the doctrinal conflicts that divide Protestant from Roman Catholic, or Eastern Orthodox from Western Christians. Therefore we have chosen the Creed of the ancient unified Church to be our corporate confession. In accordance with the historic sense of the Creed, we accept the term “catholic” to describe the universal nature of the Church, without partiality or prejudice to any present-day church. As a school, we prefer the Creed to anything we could invent for ourselves or adopt from a modern denomination. We invite all to observe that the Nicene Creed is both honorable and substantial as a basis for Christian agreement, and as a statement of fundamental Christian doctrine.

#### *The Nicene Creed*

We believe in one God the Father Almighty; Maker of heaven and earth, and of all things visible and invisible.

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

And we believe in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spoke by the Prophets.

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

## Section I: General Information

### Home and Academy Partnership

The Bible clearly directs *parents*, not the church or state, to “bring children up in the training and *instruction* of the Lord” (Ephesians 6:4). In the education of home schooled students, the majority of the work, direction, and responsibility is carried out by the home schooling parents. The parent is always the primary educational authority.

Live Oak Academy is an educational service, providing part-time assistance to the schooling process which is primarily supervised by parents. We hope to challenge our students. We expect them to take vigorous responsibility for their studies.

The Academy exists to inform the minds of our students through a reliable core of substantial subjects. These include grammar, logic, history, Latin, English literature, mathematics, writing, various sciences, and music. Through these academic pursuits, we partner with the parent to challenge students toward:

#### Mental Discipline

*Love the Lord your God with all your heart, soul, strength, and mind.  
Be transformed by the renewing of your mind. (Lk 10:27, Rom 12:2)*

#### Academic Responsibility

*Whatever you do, work at it with all your heart, as working for the Lord, not for men. (Col 3:23)*

### History and Governance

Live Oak Academy began as a cooperative effort among several Christian families who were committed to home-schooling their children in the classical tradition. In addition to their core studies at home, parents offered instruction according to their professional skills and interests, inviting other home schooled families to participate. In 2003, these families formalized the home school cooperative, forming a governing board, incorporating as a non-profit organization, collecting tuition in order to pay for facilities and additional instructors, and expanding the curriculum offerings. In 2008, the school moved to its present location at Calvary Chapel, where it has continued to be blessed by God with new families.

The Academy Board of Directors consists of seven individuals: Board Chair and Treasurer Tayloe Stansbury, Secretary John Rose, and Board members Libby Mayer, Alicia Owen, Chris Owen, Annie Rose, and Cindy Stansbury. Steve DePangher, President and Headmaster, is a Corporate Officer.

## Section I: General Information

### Faculty and Staff

Since its inception, Live Oak Academy has been blessed with teachers and staff members who have vision and passion for our mission. At the beginning, these were Academy parents who were highly educated themselves, or who possessed professional skills for their particular subjects. As the school has grown, faculty and staff have been hired to fill various needs at the Academy. Some of these are parents with past experience home schooling their grown children, some are graduates of home schools, and others are credentialed teachers or specialists in their field. Through ongoing training, mentoring, planning, and collaboration, our faculty and staff endeavor to continuously improve the caliber of education at Live Oak Academy so that we may provide the best possible quality of instruction that our God-given talents enable us to achieve.

Our faculty members, while from differing Christian traditions, share in common our belief in the foundational tenets of the Christian faith as described in the Nicene Creed, which we have adopted as our Academy's statement of faith. In the classroom we emphasize the unchanging character of God as revealed in His creation and in the Bible. We adhere to Biblical principles and precepts, and use these as the standard of conduct for faculty and students alike. We believe that God's character is revealed not only in His word, but also in every facet of the creation. Therefore, all knowledge is interrelated and can instruct us about God Himself. We may initiate and encourage discussions of these core beliefs in the context of classroom instruction; however, we do not initiate or permit doctrinal disputes.

Our faculty and staff hope to reflect God's love for each student through our relationships with them, with their parents, and with one another – by the tone and content of our speech, and by modeling Christ-like behavior. Our faculty and staff seek to provide open lines of communication to enable the partnership between home and school to work effectively. Weekly home assignments are posted on the web site and all faculty and staff members are available on campus during the school day or by electronic mail for specific questions or consultations.

Our current faculty members are listed on our Internet web site, [LiveOakAcademy.org](http://LiveOakAcademy.org), along with a brief biography stating their background, educational credentials, professional qualifications, and interests. We invite you to get acquainted with them both online and in person.

## Section II: Academic Program

### School of Grammar

Live Oak Academy uses curriculum that reinforces the Classical model of education. Our goal in the School of Grammar is to build a strong factual foundation. Our approach is twofold. First, we focus on fact memorization in the form of poetry, chants and songs. Second, we present information in the most meaningful way possible, helping students to make the relational links that enable them to retain and retrieve what they learn. For example, some of our assigned literature reading is related to the historical time period being studied. Our Spelling curriculum incorporates penmanship and introduces the phonograms, spelling rules, and grammatical concepts related to the spelling words being studied. Our Latin curriculum reinforces vocabulary and grammar, with the Bible as the source of much of our Latin memorization. In all subjects we seek to highlight God's character as it is revealed to us in all of Creation.

Grade	Language Arts			History and Geography	Mathematics	Science	Music	Latin / Bible/ Christian Studies
	Spelling	Language Arts	Grammar and Composition					
K	Phonograms, Cursive Writing	Reading Readiness	N/A	N/A	Math U See Primer	Science Around Me	Music Composers	N/A
1	Spelling and Cursive Penmanship, Levels A - E	<i>First Language Lessons, Writing with Ease, Literature, and Poetry</i>		D'Aulaire Biographies, Map Skills	Math U See Alpha	Science In my Environmt	Music	Bible Stories and Crafts
2		Selected Literature, Poetry	<i>First Language Lessons, Writing with Ease</i>	Ancient Civilizations, Amer. History, Map Skills	Math U See Beta	Science In My World	Elementary Choir	Bible Art
3		Selected Literature, Poetry	<i>Primary Language Lessons, Just Write 2, WriteShop B</i>	Greek/ Roman Empires, Amer. History, Map Skills	Houghton- Mifflin, Calculadders	Earth Science		Bible Art
4		Selected Literature, Poetry	A Beka Grammar, Composition	Middle Ages/ Renaissance, Map Skills	A Beka 4	Biology		Latin Primer I, CS 4: Pentateuch
5		Selected Literature, Poetry	A Beka Grammar, <i>WriteShop I</i>	Amer. History, Calif. History, Map Skills	A Beka 5	Chemistry		Latin Primer II, CS 5: Jdgs, Kings, Prophets
6		Literature, Poetry	A Beka Grammar, <i>WriteShop I</i>	American History, Map Skills	A Beka 6	Physics		Latin Primer II, CS 6: NT

NOTE: Physical Education is offered to both full time and part time students.

## Section II: Academic Program

### School of Logic

Our goal in the School of Logic is to build strong reasoning and critical thinking skills. During these two years we deepen our study of language through English and Latin, explore the foundations of the Christian faith, and apply logical and critical thinking skills in the study of history and the comprehension and analysis of fine literature. We also begin our second pass through Life Sciences and begin an in-depth study of conceptual Mathematics and Algebra.

Grade	Literature and Composition	History and Geography	Mathematics	Science	Latin	Christian Studies	Electives
7	Literature and Composition	World History, Ancient Civilizations	Pre-Algebra	Biology	Latin I or II	Nicene Creed	Public Speaking
8	Literature and Composition	World History, Medieval Period	Algebra I	Earth Science	Latin I or II	Intro. to Apologetics	Fine Arts: Classic Choir Drama Art

NOTE: Physical Education is offered to both full time and part time students.

## Section II: Academic Program

### School of Rhetoric

The School of Rhetoric provides a rigorous college preparatory course of study through which we strive to reach the final goal: empowering students to express themselves with clarity and confidence based upon the firm foundations of factual knowledge and logical reasoning.

We accomplish these goals through deeper study of higher Mathematics, United States and World History, Language and Literature, Latin, a modern language of choice, Bible exegesis, and our capstone courses in Intellectual History. In our study of Intellectual History, we expose our students to the “best” teachers from the Christian Church in other ages and even those outside or against the Christian tradition. By examining the teachings of intellectuals who came before us whose writings withstood the test of time, we challenge our students to think beyond the popular culture and shallow thinking of today. We also encourage them to strive for high standards of scholarship and discernment.

Grade	Literature and Composition	History and Geography	Mathematics	Laboratory Science	Language	Christian Studies/ World Views	Electives
9	World Lit & Comp	World History	Geometry	Physical Science	Latin (appropriate level)	Bible Exegesis A	Public Speaking Fine Arts: Classic Choir Drama Art
10	American Lit & Comp	US History Honors or AP	Algebra II	Biology Honors or AP	Latin (through AP Virgil) or Other Foreign Language	Bible Exegesis B	AP US Gov't Public Speaking Fine Arts: Classic Choir Drama Art
11	Honors World Lit. and Comp. or English Lang. AP	US Gov, AP (elective)	Pre-Calculus/ Trigonometry	Chemistry Honors or AP		Intellectual Histoy I, II (Western Civ) Junior Thesis	AP US Gov't Micro or Macro Economics Fine Arts: Classic Choir Drama Art
12	Honors British Lit. and Comp. or Literature. AP	US Gov, AP (elective)	Calculus	Physics Honors or AP		Intellectual Histoy I, II (Western Civ) Senior Thesis	AP US Gov't Micro or Macro Economics Fine Arts: Classic Choir Drama Art

NOTE: Physical Education is offered to both full time and part time students.

## **Section II: Academic Program**

### **Fine Arts**

Studies have shown that children of all ages have increased their overall capacity to learn as a result of their continued participation in music and the fine arts.

Participation in the fine arts is encouraged at Live Oak Academy. An Elementary Choir for grades 2-6, a Classic Choir for grades 7-12, and a Choir Ensemble for High School students is offered, with concert performances scheduled during the year.

Art activities are provided in the primary grades during the school day, and as enrichment classes at most grade levels. In our art classes, students are encouraged to recognize God as the source of all creativity, joy, and beauty.

Throughout our curriculum we give praise and worship to God through song, memorize poetry and Bible verses, complete art projects, rehearse and give dramatic performances, and learn history and geography facts set to music.

### **Enrichment Activities**

Live Oak Academy provides various extracurricular enrichment programs during both the school year and the summer. These have included workshops, performing arts, public speaking, spelling club, geography club and others. Schedule and tuition information is provided on the Academy web site for families, Edline, and on [LiveOakAcademy.org](http://LiveOakAcademy.org).

### **Study Hall**

Attendance in Study Hall is a privilege afforded the students at Live Oak Academy. It is designed to support individual activities that are consistent with the educational goals of the Academy. School work, reading, writing, and research are suitable activities because of their educational nature. To use the Study Hall, students must:

1. Bring sufficient work for every hour spent in Study Hall.
2. Sign in and out of each Study Hall class period.
3. Use of headphones is not permitted.
4. Use laptops for academic purposes only. No electronic devices, besides laptops and cell phones, are permitted on campus. No games are to be played on laptops or cell phones.
5. Place cell phones on vibrate, and use them only to communicate with parents or in case of emergency.
6. Refrain from using backpacks and other personal items to “save” table and booth spaces.
7. Leave the room in a clean and orderly condition.

Note: Eating *is* permitted in Study Hall.

## Section II: Academic Program

### Placement and Promotion Policy

Live Oak Academy staff and faculty will determine grade level and course placement based upon several criteria, listed below:

1. Nationally recognized test scores and transcripts
2. Live Oak Academy administered tests and evaluations
3. Student's performance, including grades, completion of assignments, etc.
4. Student's developmental and learning strengths and weaknesses
5. Faculty assessment(s)
6. Parental assessment and recommendation

We believe that God has created every child to be uniquely equipped for His purposes. This equipping includes gifts, talents, temperament, interests, and a unique pace of development. Our desire is to educate the child as a whole person. We strive to place students in classes that will balance their need for academic challenge and growth with our desire to avoid subjecting them to undue frustration or pressure. Accordingly, all new and continuing students will be evaluated for placement in language arts, math, and Latin (or other foreign language).

### School of Grammar Placement Tracks

We have designed our schedule to accommodate placement tracks in the School of Grammar years. Some students follow a typical grade level placement based on their chronological age. Other students will be placed in the combination of tracks that best suit their individual abilities, development, and prior education.

#### 1. Language Arts Track

Spelling, Literature, Grammar and Composition are included in the Language Arts track. These subjects have in common their requirements for reading, writing and comprehension skills. Students will be placed in the track that best fits their abilities based upon reading comprehension, writing and spelling assessments.

#### 2. Math Track

Students will be placed in math based upon assessment of their mastery of grade appropriate computational and conceptual skills.

#### 3. Latin Track

Many students enter Live Oak Academy during the School of Grammar years without prior Latin instruction. These students will be placed in the Latin class that best fits their abilities.

## **Section II: Academic Program**

### **Home Assignments Policy**

Our school week combines classroom and home instruction. Teachers provide classroom instruction to prepare for and reinforce assignments completed at home. Because home assignments complete the instruction that is begun in the classroom; a student who does not complete a home assignment is effectively “absent” from instruction.

School of Grammar and School of Logic classes are comprised of two days of classroom and three days of home instruction each week. School of Rhetoric classes meet for three days of instruction each week, with two days of home instruction.

Assignments generally require parental involvement in some form, by giving instruction, supervision, guidance, encouragement, by proctoring tests, or by grading the student’s work. Teacher’s guides and answer keys are included in the curriculum shopping lists where needed so parents can assist with and check assignments. Students are best served when both parents and teachers are continuously aware of their academic progress.

When a student cannot complete an assignment, the parent is responsible to notify the teacher promptly in person or in writing. Concerns about the nature or content of an assignment, workload issues, schedule disruptions, illness, and conflicting family priorities are best managed through a working partnership of both parent and teacher.

Teachers will generally accept tardy assignments resulting from an excused absence. Frequently late, incomplete, or missed assignments that are not excused result in lower performance and a corresponding drop in grade. If home assignments are chronically incomplete, the teacher may request a meeting with the headmaster and parents. Our hope is to agree upon a remedy that will serve the best interests of the student. Possible actions that may be taken include, but are not limited to, reassessing the student’s grade level placement, putting the student on academic probation, or recommending a different educational solution for a particular student.

### **Teacher Meetings and Classroom Visits**

Parents are welcome to request a meeting with their student’s teachers and to visit the classroom at any time by prior appointment. Requests may be made directly to the teacher in person, by phone, or by email.

Parents who have concerns about classroom content or student conduct are encouraged to approach the teacher directly. If the nature of the concern or the response of the teacher warrants an alternative approach, the parent should direct their concerns next to the department head, then to the headmaster.

## Section II: Academic Program

### Grading Policy

Live Oak Academy provides grade reports at the end of the fall and spring semesters, which are published electronically in early February and early June. Interim reports are also published electronically at the end of the first and third quarters, for a total of four grade reports. The grade reports may consist of letter grades and/or descriptive evaluations at the discretion of the teacher according to the following policy and grading scale:

Grades K-5: Descriptive evaluation is mandatory; grades are optional.

Grades 6-8: Descriptive evaluation and grades are mandatory.

Grades 9-12: Grades are mandatory; descriptive evaluation is optional.

<u>%</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Assessment</u>
93 – 100 %	<b>A</b>	<b>4.0</b>	Outstanding
90 – 92 %	A-	3.7	Excellent
87 – 89 %	B+	3.3	
83 – 86%	<b>B</b>	<b>3.0</b>	Satisfactory
80 – 82 %	B-	2.7	
77 – 79%	C+	2.3	
73 – 76 %	<b>C</b>	<b>2.0</b>	Needs Improvement
70 – 72 %	C-	1.7	
60 – 69 %	<b>D</b>	<b>1.0</b>	Failing
0 – 59%	F	0	

*Note: In compliance with common college admissions office practice, for transcript purposes no pluses or minuses are used with letter grades, and only whole number grade points are assigned.*

## Section II: Academic Program

### School of Rhetoric Graduation Requirements

**NOTE:** This section is currently undergoing revision.

**Goals** - The Academy assists home schooling families in providing students with a Christian and classical education, through twelfth grade. School of Rhetoric classes are taught at the college preparatory level so that students are able (if they choose) to apply to colleges with strong academic entrance requirements. Many home schooling graduates of the Academy complete their education at excellent universities.

In keeping with these goals, the Academy Board will confer a high school diploma on a student who completes our rigorous and substantial School of Rhetoric course of study.

A Live Oak Academy diploma demonstrates that its holder has taken vigorous responsibility for his or her own studies, has gained a depth of knowledge in a complete range of classical and modern subjects, is ready for college, and has taken key steps into a life as a responsible and influential Christian adult.

**Requirements** - In order to earn a diploma from the Academy, a student must complete the following minimum requirements:

- Pass the equivalent of 18 academic courses. (4-5 classes each year.)
- Earn an overall grade point average of “C” or higher. No more than 20% of classes taken toward graduation may be graded on a pass/fail basis.
- Pass a minimum number of required classes in certain subject areas, as listed in the table below.
- Perform and document a community service project.

The number of required class-years for each subject area is as follows. In addition to the minimum requirements, the Academy recommends extra classes for some subject areas. The last column of this table is the corresponding typical college entrance requirement.

<i>Subject</i>	<i>Required Classes</i>	<i>Recommended Classes</i>	<i>Required by Colleges</i>
English	4	same	4
Latin	3	same	2
Foreign Language (or Latin)	—	2	
History & Social Science	4	same	2
Mathematics	3	5	3
Laboratory Science	3	4	2
Visual & Performing Arts	1	same	1
Electives	3	—	1
<i>Total (Including School of Logic courses)</i>	21	23	
Available School of Logic courses	(3)	(3)	
<i>Total School of Rhetoric Course-Years</i>	18	20	

## Section II: Academic Program

### School of Rhetoric Graduation Requirements

**NOTE:** This section is currently undergoing revision.

*Requirements (continued)* – With approval from the Headmaster, equivalent course work from other institutions may be accepted for graduation credit. The Academy reserves the right to accept or reject credits submitted from other public, private, or home schools.

For Latin, the grade 7 and 8 courses offered at the Academy count toward the diploma requirements. The Algebra I course offered in grade 8 also counts toward the diploma. All other requirements refer to classes at grade 9 or above.

The academy requires a third year of Latin (through the writings of Caesar), and recommends two more years of Foreign Language in grades 9-10. (Depending on course availability, these can be more Latin, Greek, or a modern language such as French, Spanish, and Chinese.) Note that colleges expect at least two years of language in grades 9-12.

Students are encouraged to take Advanced Placement or Honors Physics as their fourth science class. They are encouraged to pursue their mathematical studies through trigonometry or calculus. Note that colleges expect at least three years of mathematics in grades 9-12.

Students must take Intellectual History (Western Civilization), or an equivalent, to fulfill their final two years of History. Intellectual History students are required to present and defend a thesis at the end of each school year. The senior thesis in this class is an important milestone at the end of each student's high school career.

With proper documentation, students can fulfill a semester of their Performing Arts requirement by participating in certain approved extracurricular activities. These may include a season of forensics (speech and debate) or a major role in a play production. The Academy recognizes that speech and debate clubs work powerfully, as a complement to classroom studies, to train students in rhetoric.

The community service project can be any significant act (or pattern) of Christ-like charity or leadership. The Headmaster or another Board Member must approve it, preferably in advance. Good examples of this would be an Eagle Scout project, or leadership in a community service club, or a special benefit for a charity.

## Section II: Academic Program

### School of Rhetoric Graduation Requirements

**NOTE:** This section is currently undergoing revision.

***Credits and Grading***- A college preparatory class is defined to confer six credits per year, or three per semester. Occasionally, a class may confer a different number of credits if the Headmaster determines that it is significantly heavier or lighter than a standard class. This system is approximately consistent with those in use at many colleges.

Grading is on a four point scale, with letter grades A, B, C, D, or F being worth 4, 3, 2, 1, or zero grade points, respectively; plus or minus marks change the grade by one-quarter of a point in either direction. A failing grade (“F”, which usually corresponds to a percentage grade of 60% or lower) will prevent the student from acquiring course credits; otherwise full credits are conferred regardless of grade.

Some courses may be available with a pass/fail grading option, at the discretion of the administration and the teacher. If the student succeeds, the teacher will give a mark of “Pass”. Otherwise, a failure will be treated as a letter grade “F”.

The Academy will accept credits and grades for equivalent courses taken at accredited schools. Course work at home, if carefully documented, may be accepted. Academy department chairs, working with the Headmaster, must determine that the work is consistent with the Academy’s educational goals. In some cases they may also require testing or “catch-up” work.

Grades for college-level courses taken during high school may be accepted by the Academy. At the Academy’s discretion, these grades may contribute a higher level of points. For example, a college “A” is often worth 5 grade points instead of 4.

If a teacher cannot assign a grade at the end of a term because of missing work, the class will be marked “Incomplete” until the student finishes the work, or the teacher stops extending grace and assigns a final grade. If a class is dropped part way through the term, no credits are conferred and no grade is recorded.

These numeric values are used to compute an overall grade point average (GPA), by multiplying each class grade by the number of class units, summing the total, and dividing by the total number of graded units. Classes marked “Pass” or “Incomplete” do not take part in the computation of GPA.

## Section II: Academic Program

### School of Rhetoric Graduation Requirements

**NOTE:** This section is currently undergoing revision.

***Christian Education*** - Part of the mission of the Academy is to help our students mature in Christian discipleship. These graduation requirements contribute to this mission:

- Laudes/Devotions
- Christian Studies
- Bible
- Church History
- World View
- Community Service

***Classical Education*** - The Academy seeks to provide students with a distinctively classical education. These graduation requirements contribute to this goal:

- Grammar
- Logic
- Rhetoric
- Science and Math
- Fine Arts

## Section III: Conduct and Discipline

### Standards for Student Conduct

We expect students to behave consistently with both Christian and classical educational goals. The basic standard is set by Jesus Christ himself. The Lord asks us to love God and love our neighbor as ourselves. Even more, He asks that we lay down our lives for each other. These principles are described in the following passages: Matthew 7:12, Matthew 22:36-40, and John 13:34.

It is impossible to make detailed rules which will completely govern how we meet these high obligations. However, the following points should help.

***Attitude:*** This is your education. Please bring your best diligence and vigor.

***Mutual Respect:*** We are all here to learn; let us encourage each other in this by showing consideration for and cooperation with others, and by participating in the classroom.

***Titles of Respect:*** When speaking to adults, convey your respect by using the title Mr., Mrs., or Ms. or by using terms of respect, Sir or Ma'am.

***Punctuality:*** Please arrive at school on time, report promptly to your classes, take your seat, and have class materials ready to begin at the scheduled start time.

***Posture:*** Demonstrate attentiveness by sitting straight with good eye contact.

***Dress and Manner:*** These should be characterized by neatness, modesty and respect. Please present a cheerful countenance not obscured by hats or long hair, and undistorted by gum chewing.

***Conversation:*** Words reflect on the character of the speaker and can have a powerful impact. Practice courtesy in conversation. Refrain from conversation that conveys disrespect or is hurtful, offensive or careless.

***Study Time:*** Use your study time well. Let other students work in peace. On campus, use laptops for study purposes only; it follows that no games are to be played on laptops or cell phone on campus at any time. Likewise, leave headphones at home or keep them stored unused while on campus.

***Safety:*** Courtesy requires that you are mindful of your own safety and the safety of others. Unsafe behavior can result in discomfort, inconvenience, and injury to you, to others, and to property. Follow safe practices in all areas of the campus, including classrooms and labs, playgrounds, hallways and stairways, bathrooms, and parking lots.

***Check In / Check Out:*** Attendance is taken during first period. If you arrive late, you and your parent must check-in at the office before going to class. If you leave before the end of the school day, you and your parent must check out at the office. If approved in advance by a parent, High School students may check-in and check-out themselves.

## Section III: Conduct and Discipline

### Standards for Student Dress

Live Oak Academy students are expected to dress modestly and in a manner that shows respect for themselves, their families and the Academy. The Academy reserves the right to determine what is appropriate dress and to determine the consequences of any failure to abide by these standards.

#### *General Standards for All Students*

1. All clothing shall be neat, clean, modest, in good repair, of appropriate size and fit, be moderately loose, and must be free of offensive logos, words and pictures.
2. All students may wear long pants.
3. Shorts may be worn and should be no shorter than six inches from the floor when measured from a kneeling position at the side.
4. No hats, caps, or visors of any type may be worn in the classroom.
5. Hair should be neat and clean, should not cover the eyes, and should be a natural color.
6. Shoes or sandals must be worn at all times. Athletic shoes with a closed heel must be worn for P.E. classes.
7. Body-piercing jewelry (except earrings) or tattoos are not permitted to show.
8. Undergarments may not show at any time.

#### *General Standards for Young Ladies*

1. All dresses and skirts should not be shorter than three inches from the floor when measured from a kneeling position at the side.
2. All tops and blouses should be appropriate, and must cover cleavage and midriff. Narrow straps (less than one inch wide) are not permitted.

#### *General Standards for Young Men*

1. Collared shirts are preferable; neat T-shirts are acceptable. All shirts must have sleeves.

### Campus Demeanor

As a classical Christian school we desire to train our students to glorify God in their speech and conduct. Our standards for campus demeanor encourage our students to strive for self control and godliness and learn respect for those in authority over them and for their fellow students.

## Section III: Conduct and Discipline

### Campus Demeanor (continued)

#### *Campus Standards*

1. Students are to behave courteously, responsibly, and in a safe manner while in all areas of the campus. We have an open campus; be vigilant.
2. Students are to be respectful to others in words and actions. Students are to address adults with titles or terms of respect (Mr., Mrs., Ms., Sir, Ma'am), and to refrain from colloquial language (e.g., okay, sure), slang (e.g. yah, nope), and negative or hurtful remarks.

#### *Classroom Standards and Structure*

1. Students must be on time to class and fully prepared with pencils sharpened, assignments completed, and required books and reference materials on hand.
2. Students should use transition time between classes for bathroom breaks. Once inside the classroom, students must request permission to leave the room.
3. Upon entering a classroom, students will store their backpacks along the wall with jackets placed neatly on top. Students must ensure their backpacks do not block access to aisles and walkways or create a tripping hazard.
4. Upon entering a classroom when the teacher is not present, students may talk quietly as they prepare their materials for the next class session. As soon as the teacher enters the room, students will stand silently behind their assigned seats and wait to be addressed.
5. Upon entering a classroom when the teacher is already present, students are to end conversation, quickly prepare needed materials for the class, then stand silently behind their seats and wait to be addressed.
6. Once students are in place behind their seats, the teacher will address the class with his/her standard greeting. Students will respond in kind and wait for the teacher's permission to be seated.
7. In order to facilitate instruction during class, students will be attentive and remain silent. Students may speak when called upon by the teacher or after raising their hand and receiving acknowledgment by the teacher. At their discretion, teachers may extend permission for students to speak freely during seat work, group activities, or class discussions.
8. Class ends when the teacher dismisses the students. Upon dismissal, students will quietly gather and put away their books and materials, clean up the work area around them, and prepare for the next class. During the last ten minutes of the school day, students will be assigned light housekeeping tasks necessary to leave their room in a clean and orderly condition.
9. Teachers will set consequences for tardiness and other classroom disruptions. Repeated offenses will result in parent notification and a personal meeting with the headmaster.

## Section III: Conduct and Discipline

### Attendance

Attendance is taken at the start of each class. If a student arrives after class has begun, his/her arrival must be reported to the Academy office. If a student is absent for the day, it is the responsibility of a parent to notify the office, prior to the start of the school day if possible. If a student is absent for a portion of the day, he/she must be signed-in and/or signed-out by the adult who is accompanying him/her off campus. If approved in advance by a parent, High School students may sign themselves in and out. The sign-in / sign-out sheet is kept in the office.

For grades K-8, students who arrive after class has begun must check-in **with a parent** at the Academy office, receive a late arrival slip, and be escorted to the classroom. High School students who arrive late may check themselves in at the office.

### Leaving Campus

Children must be accompanied by an adult when leaving campus. The attendance records and sign-in / sign-out processes are designed to ensure children are accounted for and protected while under the care of the Academy. Students may be approved to leave campus under the following conditions:

#### 1. Parent Request

If a student needs to leave during school hours, a parent must notify the Academy office in person, by telephone, by signed note, or by Off-Campus Permission Slip (for recurring situations). For grades K-8, the parent must sign-out their student in the Academy office and escort him/her off campus. High School students may sign-out themselves.

#### 2. Student Request

If a student wants to leave campus during school hours, he/she must check in with the office to receive permission to phone a parent. No student will be dismissed during school hours without the verbal or written consent of a parent. Students with a recurring need to leave campus should have a signed Off-Campus Permission Slip on file in the office to expedite check-out.

#### 3. Illness

If a student becomes ill during the school day, the office will notify the parent to pick-up the student.

#### 4. Student Walkers and Drivers

Students who walk or drive themselves home, and whose parents have signed a permission form allowing them to do so, must notify their last period teacher or office staff when leaving at the end of the school day.

#### 5. Pick-up by an adult other than a parent

Parents may approve, in writing, additional adults who may pick-up their children from school. Adults other than parents must be prepared to show photo identification upon request.

## Section III: Conduct and Discipline

### Harassment Policy

We are committed to providing a safe and secure environment for students to learn, free from all forms of intimidation, exploitation and harassment of any kind. We will take immediate action against any violators of this policy. This action may include expulsion from school or termination of employment.

The word “harass” means to trouble, worry, or torment. Any unwelcome behavior, whether verbal, visual, or physical, should be reported to the administration immediately. This would include conduct which denigrates or shows hostility or aversion toward another individual because of his or her religion, race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting of Live Oak Academy.

The following represent examples of harassment that should be reported immediately:

1. Any request to submit to inappropriate conduct under threat that lack of submission would negatively impact academic status or progress of a student.
2. Any request to submit to conduct that has a negative impact upon the individual and creates an intimidating, hostile, or offensive situation.
3. Any request to submit to inappropriate conduct in which the rejection of the request results in a negative decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Live Oak Academy.

Students who feel that they have been subjected to any type of unwelcome negative behavior from a peer, staff member, teacher, coach, volunteer, or another parent are urged to promptly report the matter to one of the school Administrators. The complaint will be promptly investigated and confidentiality will be maintained to the fullest extent possible. At the conclusion of the initial meeting, the student will be asked to sign the complaint and, depending on the nature of the behavior, the Administrator may be required to report the harassment to legal authorities. School policy prohibits discrimination or retaliation against any person who has filed a complaint concerning harassment.

If, after careful investigation, an employee or student is found to be responsible for harassment he/she will be subject to disciplinary action up to and including expulsion or termination. The discipline will be based upon the circumstances of the infraction, the determination of the Academy administration, and any applicable laws.

## Section III: Conduct and Discipline

### Discipline Policy

Discipline is a necessary component of child training and is instituted by God. The purpose of discipline is not punishment; it is reproof, correction, and training in right behavior and attitude. The Academy discipline policy is based on biblical principles such as apologies and restitution from the offender, swift and measured consequences for an offense, and love, forgiveness and restoration of fellowship.

***Classroom Discipline*** - In the classroom, the teacher will correct most discipline problems with direct verbal instruction. Upon a first offense, the teacher will instruct the student about the inappropriate behavior, making clear what proper behavior is expected instead. Teachers may separate two misbehaving students or use similar methods of consequences. If the problem continues or escalates, the teacher will send the student to the Academy office.

***Office Visit*** - Extreme behaviors will require immediate discipline from the Headmaster. These include, but are not limited to, disrespect, dishonesty, rebellion, fighting or obscene language. The Headmaster reserves the right to qualify the need for an office visit. The Headmaster will determine the nature of the discipline, which may include restitution, janitorial work, parent attendance during school hours with their student, or other helpful measures. When involvement from the Headmaster is required, the parents will be contacted that day and informed of the visit. The parents must assist and support in the task of correcting the student's behavior and attitude.

***Family Visit*** - Repeated office visits will lead, at the Headmaster's request, to a meeting with the student, both of the parents, the Headmaster, and at least one other Board member. Again, biblical principles will guide all parties in seeking a solution to the defects in behavior and attitude.

***Suspension*** - After repeated office visits, at the Headmaster's discretion, the student may be suspended from the Academy for a period of one to three days of instruction. A suspension form will document the misconduct and restitution required. The form must be signed by the student and by both parents. The student will be expected to maintain their academic workload, within reason, during the suspension.

## Section III: Conduct and Discipline

### Discipline Policy (continued)

***Expulsion*** - The Live Oak Academy Board realizes that expelling a student from the Academy is a very serious matter. This option will be considered on a case-by-case basis. If the Board, Headmaster, teacher, parents, and student are not able to eliminate problems of behavior and attitude by the means described above, the Academy may expel the student.

***Acceleration*** - In serious offenses, the Headmaster may bypass any or all of this process. Examples of such serious misconduct include acts of endangering lives of others, gross violence or vandalism to the school facilities, violations of civil law, or any grievous act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

***Readmittance*** - Should the expelled student desire to be readmitted to Live Oak Academy at a later date, the family may reapply. The Academy Board will make a determination based on the student's repentance, changed behavior and attitude, and other circumstances.

***Grievance*** - Should the student's family disagree with the Headmaster's determination of misconduct, discipline and restoration, they may request a meeting with the Academy Board.

## Section IV: Enrollment

### Application and Admission

Live Oak Academy admits students of families that support Christian values without regard to sex, race, color, racial or ethnic origin and from any geographical area, with all the rights, privileges, programs and activities generally accorded to or made available for students at the school.

The Student Application for admission is available on the Academy web site, [LiveOakAcademy.org](http://LiveOakAcademy.org). Applications for admission for a given school year follow the schedule outlined below. An application fee must be included with all applications. Standardized testing results and transcripts for the previous two years (if applicable) should be submitted with the application. Applications for admission after the school year has started or after the scheduled deadline dates will be considered on a case by case basis.

## Section IV: Enrollment

### Application and Admission (continued)

Once an application is received by the Academy, the family will be contacted to schedule an assessment test if required. The Family Interview is the final step in the admissions process. Both parents, along with their applying student(s), will meet with the headmaster and an admissions committee member. Following the interview, the Admissions Committee will notify the family of the admission decision.

When a student is accepted for admission to the Academy, the family must complete the enrollment process, described in the following section, within 30 days of acceptance in order to secure admission.

Application Process Begins	February 15
Early Enrollment Application Deadline	March 1
Family Interviews	March/April
Acceptance Letters	Late April

### Enrollment Process

The following must be submitted for each student every school year he/she attends the Academy: (1) The Enrollment Form communicates the specific classes that a family wants a student to be enrolled in and indicates the payment plan choice for tuition. (2) The Enrollment Fee, offsets the administrative costs of the enrollment process. (3) The Tuition Deposit guarantees a spot for the student for the following school year and is applied against the family's tuition bill.

New families must submit the form, fee, and deposit within 30 days of acceptance. Returning families must submit the form, fee, and deposit by April 1<sup>st</sup>.

The Enrollment Fee has a tiered pricing structure favorable to families:

- Tier One: a single student taking a single course, or
- Tier Two: students taking more than one course, or
- Tier Three: a maximum fee per family

The Tuition Deposit is determined as follows:

- *per student* for new and returning families, or
- *total* per teaching family

## **Section IV: Enrollment**

### **Auditing a Class**

After completion and approval of an audit application form, available in the Academy office, a parent may elect to enroll their School of Logic or School of Rhetoric student in a particular class on an audit basis. When auditing a class, the student is still expected to attend all the sessions and will give notice to the teacher when absent, as with normal classes. Auditing a class does not mean the student may use the class as a study hall to complete other work or activities. Rather, he/she will engage in the class on the basis of an audit agreement, approved by the headmaster, which defines the level of student activity and teacher assessment. On some occasions, upon discussion with the parent, the audit agreement may provide for teacher grading of some student work, but this is not the normal expectation for an audited class.

The student will receive an audit code which will be entered in the academy database, but end-of-semester reports will not be posted. The price is the same for auditing as for full enrollment. Most parents choose to have their student audit a class when the child already has a heavy workload. Auditing gives the benefit of the teacher's influence without the heavy coursework required in our Honors/ AP classes. Parents can then augment the audit with selected assignments to create a suitable workload and course for their child.

### **Class Changes (Adds/Withdrawals)**

Before a student may withdraw from a class in which he/she has already been enrolled or add a class in which he/she has not been enrolled, the parent must first complete a Class Change Request form and obtain approval signatures from the class teacher and the Headmaster. Approval to add a class is subject to enrollment constraints and student placement evaluation. Approval to withdraw from a class may result in loss of course credits. Each change requested after the first two weeks of the course is subject to a \$25 fee if approved.

A full refund for part time classes is given if a student withdraws from a class within two weeks of the course start date. From two to four weeks after the course begins, a 50% refund will be given. No refund is given for classes from which a student withdraws after week four.

Refunds are given to full time students who withdraw from a class only if the withdrawal results in a change in status from full time (five or more non-Enrichment classes) to part time (four or fewer non-Enrichment classes). In these instances, the basis for the refund is the difference between the full time tuition paid and the part time tuition owed. The percentage of the refund and associated timeframes are the same as for part time classes, provided in the preceding paragraph.

## **Section IV: Enrollment**

### **Private School Satellite Program**

All Live Oak Academy students are home schooled students. As such, each family is responsible to ensure they comply with state compulsory education requirements by filing an R-4 affidavit with the Santa Clara County Board of Education, or by enrolling in a qualified Private School Satellite Program (PSP) (also known as Independent Study Program, or ISP). For the convenience of our Academy families, we offer a PSP program option at the beginning of each academic year that maintains attendance and other required records. Academy families may enroll in the PSP for an annual fee, which covers the administrative cost of maintaining the records and ensuring compliance with State of California laws.

### **HSLDA Membership**

Families of Live Oak Academy students are required to have current membership in the Home School Legal Defense Association. A special 15% group discount is available to Academy families.

### **Teaching Parents**

Teaching families share in the teaching work of the Academy and pay a reduced rate of tuition. Families interested in this option must submit a Teaching Application.

### **Tuition and Costs**

Tuition costs are adjusted each year to reflect our facilities, staffing and operating expenses. We strive to be wise stewards of the resources with which God and our families have entrusted us. Tuition alone does not cover our entire operating costs, and we fund many of our Academy programs through special gifts, donations and fund raisers. Academy programs are also supported by the volunteer time and talents of our families. Monetary contributions to Live Oak Academy are tax-deductible.

### **Other Costs**

In addition to paying tuition, Academy families must purchase the required text books, workbooks and supplies for the classes in which their students are enrolled. These requirements are provided in advance of each school year. Some classroom materials are developed and/or provided by Live Oak Academy. These are charged to the family at our cost.

## Section IV: Enrollment

### Part Time Student Pricing

A student taking five or fewer core classes is considered part time. The more classes a part time student takes, the less each additional class costs. With two classes, a family may choose either PE *or* Choir for no additional tuition. With four classes, a family may choose PE *and* Choir for no additional tuition. With five classes, we suggest considering the advantages of full time enrollment.

### Tuition Discounts and Scholarships

Tuition discounts and scholarships are available as follows:

- **Returning Family Discount**  
For returning families, a discount is applied to the oldest full-time returning student. This discount may not be combined with the Teaching Family Discount except in the case of the oldest High School full time returning student.
- **Discount for Families with Multiple Full-Time Students**  
For families who enroll multiple full-time students, a discount is applied to the second full-time student. A further discount is applied to the third and subsequent full time students. For purposes of this discount, the lowest tuition receives the highest discount.
- **Teaching Family Discount**  
Academy students whose parents are members of our teaching staff receive a reduction in tuition, as listed in the Tuition Schedule. The discount for families with multiple full-time students does not apply to families who pay the teaching family tuition. Likewise, part time student pricing discounts do not apply to teaching families.
- **Early Payment Discounts**  
A discount is applied to a family's oldest returning full-time student if the tuition deposit is received by April 1. Paying the full year tuition in a single payment by August 1 also qualifies families for a discount.
- **Ministry Family Scholarship**  
Families employed primarily in ministry positions are eligible to receive a tuition scholarship equal to a percentage of total tuition.
- **Need Based Scholarships**  
Families may apply for a need-based scholarship using the Scholarship Application available on our web site. The Scholarship Application must be submitted with the Enrollment Form. Families will be notified of a decision prior to acceptance of the tuition deposit.

## Section IV: Enrollment

### Family Service Policy

Families who are paying full tuition for two or more classes are required to participate in some capacity in the Academy's Family Service Program. Family Service contributions are essential to the overall success of the Academy and serve a supportive and complementary role alongside faculty and staff.

Family Service may be fulfilled by contributing labor or funds toward LOA-designated tasks, positions, and projects. Contributions of labor must total a minimum of 30 hours per year for families enrolled in four or more core classes and 15 hours per year for families enrolled in two or three core classes. Contributions of funds are made at the rate of \$15 per hour for all or some of the labor hours required per year. Families who are paying tuition for one core class are encouraged to serve in some voluntary capacity, but are not required to participate in the Family Service Program.

Family members who perform services that involve interaction with students are required to have a TB test on file and undergo a background check.

***Process for Family Service Assignments*** – Families may request roles that best suit their God-given gifts, talents, interests, and schedules. In recognition of their value, Live Oak Academy strives to warmly welcome and respond promptly to all Family Service participants. The process for service assignments follows:

1. The Academy will maintain a list of Family Service tasks, positions, and projects, from which the family will select their preferred jobs.
2. The Family Service Coordinator will attempt to assign first choice positions.
3. The Family Service Coordinator will review specific job requirements and expectations with the volunteer.
4. At the time of service, the family member will sign-in and sign-out in the volunteer book in the Live Oak Academy Office.
5. If a family is unable to perform assigned duties, the parent(s) will find another Live Oak Academy family to perform the duties. If a suitable replacement cannot be found, the parent(s) will notify the Live Oak Academy Office. Advance notice is appreciated whenever possible. The office staff will inform the Family Service Coordinator of the absence.

***Family Service Assignments for Families Joining Mid-year***– Families whose student(s) join the Academy mid-year will contribute Family Service hours on a prorated basis. Families who are paying full tuition for four or more core classes will be required to contribute one hour of Family Service for each week of enrollment. Families who are paying full tuition for two or three core classes are required to contribute one hour of Family Service for every two weeks of enrollment.

## **Section V: School Calendar**

### **Academic Calendar**

The 2010-2011 Academic Calendar is available on the Live Oak Academy web site: [LiveOakAcademy.org](http://LiveOakAcademy.org). It is also accessible to families of enrolled students from their Edline account. The calendar is posted during the previous spring semester and is subject to revision as the need arises. Because changes are sometimes required, even after the start of the school year, please consult the web site for the most current calendar information.

### **Required Instruction Days**

The State of California requires students to complete 175 days per year of instruction, of which Live Oak Academy schedules 154 days. Parents are required to supply the additional 21 days of instruction to reach the required 175 days. Academy families have found this additional time to be useful for focusing on areas of special interest to the student and areas in need of additional practice or reinforcement. Live Oak Academy offers standardized testing, summer classes and enrichment activities that can assist parents in fulfilling the additional instruction time requirements.