

# **Immanuel Lutheran Christian Academy**



Immanuel Lutheran Christian Academy

## **Student/Parent Elementary School Handbook 2016-2017**

# Immanuel Lutheran Christian Academy Student Handbook--Elementary

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## School Day

Elementary - Each day begins at **8:25 a.m.** and ends at **3:25 p.m.**

Morning Extended Care begins at **7:00 a.m.** and ends at **8:15 a.m.**

Afternoon Extended Care begins at **3:35 p.m.** and ends at **5:45 p.m.**

A Guide for Students, Faculty, and Parents

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Immanuel Lutheran Christian Academy Board of Trustees.

## Introduction

The student handbook is designed to assist students in having an enjoyable and successful school year. Immanuel Lutheran Christian Academy provides a caring and challenging Christian school environment that seeks to develop faith and reliance on Jesus Christ as each child's personal Savior and friend, strong academic skills, discover special interests, and promote activities for personal and social growth.

**Mission Statement:** Immanuel Lutheran Christian Academy exists to provide a foundation of quality Christian education upon which to prepare children for Godly leadership.

Each part of the handbook provides the information necessary to enhance the effectiveness of the school environment. The handbook also includes policies and procedures adopted by the Board of Trustees. We encourage parents to read the handbook, review it with their children, and maintain a copy at home for future reference.

## Mission Statement

Immanuel Lutheran Christian Academy exists to provide a foundation of quality  
Christian Education upon which  
to prepare children for Godly leadership.

## Motto

"College Prep, Life Prep, Eternal Prep"

# School Philosophy

Christian faith is integrated into all curriculum and activities.

Growth in grace and knowledge are balanced and emphasized.

A safe environment of Christian love and confidence supports each student and family in an increasingly chaotic world.

Family faith and Christian values are reinforced.

Students are equipped with Christian knowledge and behavior to enable them to serve God as leaders in all situations.

Open communication and multiple opportunities for parent involvement are valued.

Each child's individual learning needs are addressed.

An extensive schedule of national and state accredited curriculum and extra-curricular activities are offered.

Exemplary student services, including hot lunch program, extended care program, wireless computer lab, sports, performing arts, summer camp, academic competitions, foreign language, clubs and organizations are the programs provided to carry out this philosophy. Christian teachers and daily study of God's Word are the foundations for these programs.

Technology is widely integrated into the curriculum in all grades. Technology is addressed as a tool for learning, and as young Christians, ILCA students are taught to use it in Godly ways and for Godly purposes.

## Apostle's Creed

I believe in God, the Father Almighty,  
Maker of heaven and earth,  
and in Jesus Christ,  
His only Son, our Lord:

Who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried.

He descended into hell.

On the third day, He rose again from the dead.

He ascended into heaven

and sits at the right hand of God the Father Almighty,  
from there He shall come to judge the living and the dead.

I believe in the Holy Spirit,  
the Holy Christian Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting.

Amen.

## Notice of Nondiscriminatory Policy as to Students

Immanuel Lutheran Christian Academy admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration or its educational policies, admissions policies, tuition assistance and loan programs, and athletic or other school-administered programs.

## Admissions Policies

Each family wanting to enroll a child at Immanuel Lutheran Christian Academy will be required to complete an enrollment application, have an interview with the administration, and sign a statement of cooperation regarding the school's policies and tuition plan. The administration will review all enrollment documentation and make the final determination of the child's enrollment status.

Students entering school for the first time or who do not have assessment testing results from previous schools may be required to take an academic assessment test selected by the administration of Immanuel Lutheran Christian Academy. All kindergarten students are given a developmental screening within the first month of school.

Upon acceptance to Immanuel Lutheran Christian Academy and when updates are requested, parents must provide a copy of the child's birth certificate, previous school records and immunization records, complete a record release form, sign a probationary enrollment and parental agreement form and pay the enrollment fee. Enrollment fees are non-refundable except in extenuating cases as determined by the administration. Enrollment will not be processed until these documents and fees are obtained.

Immunization requirements for the State of Oklahoma must be met for admission to Immanuel Lutheran Christian Academy. Enrollment will not be finalized until proof of immunizations is current. Exemptions for valid religious reasons will be accepted upon completion of an exemption form.

Students entering Kindergarten must be five years old by September 1<sup>st</sup> of the current school year. This requirement is sometimes waived when all academic, social, and emotional factors are considered and the child is within two weeks of the September deadline.

Students meeting the admissions requirements will be enrolled for a one-semester probationary period. Students who do not meet the probationary agreement criteria by the end of the first semester may be denied enrollment for the succeeding semester.

## Placement Policies

The administration of Immanuel Lutheran Christian Academy does not encourage advancing students to a higher grade levels, but challenges them through a rigorous curriculum and appropriate enrichment in their current classroom. Parents who request Proficiency Based Promotion will complete an application process and discuss all academic, social and emotional aspects with an administration and teaching staff.

Upon admission to Immanuel Lutheran Christian Academy, the administration will review previous school records or current assessment tests administered by the school to determine a beneficial and appropriate placement for the child. The administration and parents will discuss all aspects of the placement options. Immanuel Lutheran Christian Academy administration reserves the right to make the final placement determination.

Immanuel Lutheran Christian Academy may not be able to meet the educational needs of the significantly physically, emotionally, mentally challenged or learning disabled student. In those cases, the administration will meet with the parents and teachers to review all documentation and information to determine if the student can be enrolled.

## Probationary Period

Each student enrolled in Immanuel Lutheran Christian Academy is on a probationary basis for a period of one semester. At any time during this period of probationary status a student may be removed if he is not meeting the standards in any one of the following areas:

1. Demonstrates satisfactory work at the assigned grade level.
2. Demonstrates acceptable behavior in the classroom and all other school settings and activities.
3. Demonstrates respect for fellow students, teacher, and other adults in the building.
4. Attends on a regular basis.

It is assumed that the school and parents will work together to solve any problems in the above areas during the probationary period so that a collaborative plan for improvement can be implemented. If any student has not demonstrated satisfactory progress in one of the above areas, parents will be notified of any difficulty before the end of the probationary period.

1. The Headmaster will collect relevant documentation.
2. The Headmaster will have a conference with the parents and others involved.
3. The Board of Trustees will receive a copy of all reports. The Headmaster will relate to the Board of Trustees any important information about the conference with the parents.

NOTE: Other factors which may have caused the difficulty will be handled appropriately.

If a student's enrollment is terminated from the school at the approval of the Board of Trustees, no registration or tuition fees will be refunded.

## Tuition Policies

Member and nonmember tuition will be reviewed and set by the Board of Trustees each year. Tuition schedules and payment plans are valid for the current school year only.

Parents/guardians will be notified of the tuition schedule for the current school year in the enrollment information and will be required to sign an agreement ensuring prompt tuition payments. Enrollment will not be finalized until this agreement is signed. All re-enrollment and supply fees are due by May 1<sup>st</sup>.

After much research and investigation, we have contracted with FACTS Management Company to help us manage our tuition payment program. FACTS is used in over 6,500 schools throughout the country. We are excited to be working with them and are confident this program will provide an enhanced payment experience for our families, and also allow us to take a major step forward in the security and compliance of financial transactions for our school.

Tuition is due on the 1<sup>st</sup> of each month and is auto-deducted through FACTS. Accounts paid after the 5<sup>th</sup> of the month will be assessed a \$25.00 late fee, and a past due notice will be issued. Accounts paid after the 15<sup>th</sup> will be assessed a \$35.00 late fee and a past due notice will be issued. Any parent/guardian who is more than thirty days delinquent in tuition payment will

be required to meet with the administration to set up a written payment plan schedule with the purpose of becoming current in payments within sixty days. Any parent/guardian who does not meet with the administration for this purpose or who does not meet the payment plan agreement may have his child's enrollment revoked. If this occurs, the student will not be re-enrolled in ILCA until all tuition and late charges have been paid in full. All financial aid will be revoked and will have to be reapplied for if the student is re-enrolled. Delinquent accounts will be turned over to a collection agency. Families may also be required to pay by cash if there is a history of tardiness of payments.

Please note the following features in using the FACTS system for tuition payment:

- ❖ Convenient and secure customized online payment plan sign-up
- ❖ Demographic and financial account management online
- ❖ E-mail payment reminders 5 days prior to scheduled payment date
- ❖ Online tuition payments at any time
- ❖ Multiple payment plan options
- ❖ Ability to switch payment methods (e.g., from ACH to credit card)

Parents will receive an email invitation from FACTS after enrollment. It is important to respond promptly to set up accounts.

Any parent/guardian who is more than thirty days delinquent in tuition payment will be required to communicate with the administration to set up a written payment plan schedule with the purpose of becoming current in payments within sixty days. Any parent/guardian who does not meet with the administration for this purpose or who does not meet the payment plan agreement may have his child's enrollment revoked. If this occurs, the student will not be re-enrolled in ILCA until all tuition and late charges have been paid in full. All financial aid will be revoked and will have to be reapplied for if the student is re-enrolled. Delinquent accounts will be turned over to a collection agency.

Persons who become members of Immanuel Lutheran Church must be active, participatory, giving of time, talent and treasure to the church to qualify for member tuition rate. They must have completed the new member class presented by the Pastors and have 50% church attendance for one semester of school before being given the member tuition rate. They must maintain 50% church attendance to maintain that rate. Persons who do not do this may have member tuition rate revoked. Administration makes this determination.

## Lunch Account Policies

Lunch accounts must be maintained with a \$25.00 balance through the FACTS plan. This is the equivalent of ten lunches and helps insure that accounts do not go into arrears and hot lunch privileges are lost. Parents will be notified when the account falls below this limit so that the account can be replenished. If a lunch account falls behind for two weeks, the child will have to bring a lunch.



## Activity Account Policies

Activity accounts pay for field trips, t-shirts, yearbooks, and other incidental school costs. Activity accounts cannot be used to pay for school lunches, extended care or athletic fees. If the activity account is not paid in full at the beginning of the year, the school will not accept “pay as you go” cash or checks for individual items during the school year. Activity accounts are set up through FACTS.

## Extended Care Account Policies

Extended care rate is \$5.00/hr. and is billed to the nearest quarter hour. The part time extended care prepaid account is required to be maintained at \$50.00, and full time extended care is required to be maintained at \$100.00. This helps insure that the account does not go into arrears and extended care privileges are lost. Accounts are set up through FACTS.

## Academics

### Norm-Referenced Testing

Norm-referenced tests are designed to provide information on specified areas of knowledge, skills, and content and are used as one measure of achievement in the areas of math, science, reading, writing, spelling, language, U.S. history and government, geography, and other learning areas. Tests will be administered annually in the spring semester. Primary grades may not be tested in all areas.

The Duke Talent Program identifies high achieving 7<sup>th</sup> graders who may then choose to take the ACT or SAT college admissions tests for practice. Administration will notify students who meet the criteria for this honor.

### Evaluation of Student Progress

4. The school year is divided into four 9-week grading periods for which a report card is given to parents. A student must be enrolled for the entire nine (9) weeks or have withdrawal grades from the previous school to receive a report card for that period.
5. Progress reports will be issued those students having a “C” or below in a subject at the end of the fourth week of each nine (9) week period. Reports may be sent home for satisfactory and unsatisfactory work as well as when there is a notable change in performance. Additional progress reports may be sent at any time during the year.
6. A checklist of skills will be used on reports in the primary grades K – 2.

The following grading scales are used in grades 3 – 5:

90 - 100	A-Superior
80 - 89	B-Above Average
70 - 79	C-Average
60 - 69	D-Below Average
59-below	F-Unsatisfactory

7. Student conduct will be addressed on all progress and grade reports.
8. In addition to scholarship, such factors as initiative, attitude, cooperation, attendance, and individual improvement may be taken into consideration in determining grades.
9. Parent-teacher conferences will be held in the fall and spring. (See school calendar.)
10. A parent may request a student’s grades at any time.

## Accelerated Curriculum

Immanuel Lutheran Christian Academy offers modified curriculum or assignments for accelerated students. Students are served with differentiated curriculum in the classroom, through enrichment opportunities, cross grade grouping, and independent studies.

## Non-accredited Home School Admissions

Immanuel Lutheran Christian Academy welcomes enrollment of students who have been home schooled.

Students entering the school who have been home schooled without evidence of participation in nationally standardized achievement assessments may be required to take academic assessments administered by school personnel. The administration shall determine the approved assessment instruments that will be used to implement this policy. Grade and course enrollment will be based upon results of placement tests and/or any other assessment information and/or education records deemed to be relevant by the administration. The decision of the Headmaster shall be final and non-appeal able.

## Proficiency Based Promotion

Students may progress in their educational endeavors by subject, course, and/or grade level based on mastery of the ILCA Learning Objectives. The student who can successfully be moved ahead under Proficiency Based Promotion guidelines must demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom.

Parental involvement is integral in the proficiency based promotion process as is consideration of the student's social, emotional, physical, and intellectual needs. Proficiency Based Promotion is intended to serve those unique students enrolled in Immanuel Lutheran Christian Academy whose needs cannot be met by following a traditional timetable and sequence but require promotion beyond current placement. Proficiency Based Promotion opportunities will be available for students from grades K-8 in the core content areas of language arts, mathematics, science, social studies, and languages.

Upon successful completion of the criterion, and after appropriate consultation with parents, a student may be promoted and receive appropriate credit. Credit earned in high school level courses will count toward meeting graduation requirements. Credit will be noted as "Passing" with no grade assigned. No record of unsuccessful attempts will be maintained in the student's permanent school records.

A student may be advanced to a higher grade by taking a criterion-referenced test selected and administered by the school over the material taught in the current grade level and scoring 90% or above in all areas of the test. No student will be advanced more than one grade level.

Options for accommodating student needs for advancement after having demonstrated proficiency may include, but are not limited to, the following: individualized instruction, independent study, cross-grade grouping, or grade/course advancement.

Guidelines and application procedures will be available at the school office.

## Retention Policy

Retention is the process of delaying a student's promotion to the next grade. It is an educational alternative designed to meet the academic, social, emotional, developmental, physical, chronological, and/or intellectual needs of the student.

A student may be considered as a candidate for retention only after all of the above factors are explored, and only after all available options are considered. Retention decisions will always take into account such additional factors as age, school adjustment, parental support, and teacher recommendations.

Procedures:

1. If a teacher and/or parent/guardian suspects a student needs to be retained, he will complete a written referral which will include documentation supporting the referral. The referral will be given to the Headmaster. The classroom teacher will notify the parents/guardians of this referral.
2. The Headmaster will gather data and/or convene a placement team as soon as possible upon receipt of the referral. Parent participation is optional. Data will include teacher observations, student work samples, achievement tests, and other relevant information.
3. During the team meeting, the teacher will share documentation supporting the referral.
4. The team will determine:
  - Further interventions Recommended and/or more information needed;\*
  - retention recommended;
  - retention not recommended.

\*If further interventions are recommended and/or the student still does not progress satisfactorily, the team will reconvene.

5. The classroom teacher will share the recommendation with the parents.
6. If retention is the recommendation, the attitudes of parent(s)/guardian(s) are one of the factors to be considered.
7. Documentation of this recommendation will be placed in the student's cumulative record.

## Student Records

A cumulative folder of student records is kept on file. Parents or guardians may inspect and review any school records dealing with their children. Teachers who need information from a student's cumulative file may consult with the administrator before accessing the file. All student files are kept confidential.

## Access to Student Records

The Board of Education assures the following rights of parents and students as stipulated in the Family Educational

Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's educational record.
2. The right to request the amendment of educational records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. The right of consent to disclose educational records, except where consent is not required.
4. The right to file complaints with the U.S. Department of Education. The district will provide the name, address, and phone number where alleged violations of FERPA can be directed.
5. The right to obtain a copy of the student records policy of the school district. The **Oklahoma Open Records Act** provides for release of directory information about students to all legitimate parties requesting the information. The school district will release the following as directory information upon request if such information is kept on record: Name, address, phone number,

date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees, and awards received, height and weight of athletic team members, most recent previous educational institution attended. Parents or guardians have the right to exclude directory information from being released. To do so, parents may call the principal of the school, note this on the Parental Agreement Form, or put their request in writing. A notation will be placed on the record preventing release. This will remain in effect until the parent or eligible student rescinds the request in writing.

## **Attendance**

### **Absence Policy/Procedure**

The following is the policy on absences used by Immanuel Lutheran Christian Academy:

1. The Headmaster is responsible for attendance tracking for the school. Parents should call the office the day the student is absent or is going to be absent from school. If an absence is necessary, a parent should notify the office between 8:00 a.m. and 10:30 a.m.
2. The school staff will attempt to contact the parents of children who are absent and who have not contacted the school by noon.
3. When a child misses five days in a semester, a letter will be sent to the parent to remind them of the importance of regular attendance. When the child misses seven days the Headmaster will require a meeting with the parents. After a student's tenth absence per semester an administrative decision will be made to determine if the student receives a passing grade or credit in that class.
4. Absences which do not count as part of the ten are absences with a doctor's statement or administrative approval.
5. All exceptions to this rule must be submitted in writing with documentation for medical reasons or family emergencies by the parent/guardian/Headmaster. Exceptions will be determined by the Headmaster.
6. Extracurricular activities (piano, karate, gymnastics, etc.) should be scheduled outside of school hours. Children may be dismissed early for medical reasons. Classroom instruction is continuous throughout the day and students will be held accountable for that work.
7. 5<sup>th</sup> -12<sup>th</sup> graders with 4 unexcused tardies or 4 unexcused absences will receive a detention. The detention will be served at school with teacher supervision and a \$9/hr charge will be assessed to the student's account.

### **Early Arrival/Dismissal/Late Pickup**

Elementary students who arrive before 8:10 a.m. will be placed in before school extended care and the child's account will be charged. When a parent wishes to take a student out of the school during the instructional day, the parent must come to the office and follow the early dismissal procedure as described below:

1. Parents are to sign out students at the office
2. Parents are not to go directly to the student's classroom, as this disrupts classroom instruction time.
3. Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by the parents/guardians.
4. Students not picked up by 3:40 p.m. will be placed in after school extended care, and the child's account will be charged.

## **Definition of Tardy:**

Middle/High School Students: A student is tardy if not in the classroom when the class is scheduled to start. A student who is more than ten (10) minutes late for class will receive an absence for that class that day. All work assigned during that period will be due as assigned.

## **Tardiness**

Tardies are disruptive to the learning environment and getting the student to school on time is the responsibility of the parent.

Students arriving after school begins must be signed in by the parent. Medical issues or emergencies will be handled individually. The office will be responsible for documenting first hour tardies.

## **Truancy**

Students absent without approval of school and parent are considered truant. The student will be required to make up work missed during the truancy but will not receive credit for work missed. The Truancy Law for the State of Oklahoma indicates the responsibilities of parents and school administration as follows:

1. Parents must notify the school on those days when their child is absent and explain the reason for the absence.
2. Students who are absent for fifteen (15) or more days or parts of days within a four (4) week period without a valid excuse may be reported to the proper authorities within Tulsa County.

## **Conduct**

### **Behavior**

Philosophy Statement: We believe in providing a Christian school environment which emphasizes faith in Christ as our personal Savior, promotes learning, and fosters respect for self, property, and others. We work in partnership with families to develop responsible Christian citizens. Standards of conduct and appearance reflect this philosophy.

### **Damage to School Property**

All school property belongs to Immanuel Lutheran Church or Immanuel Lutheran Christian Academy and is to be used for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he is personally liable financially and subject to discipline by school authorities.

### **Student Appearance**

Approved uniforms should be purchased from C & J Uniforms, Land's End website, Academy, or French Toast website. Approved uniform shirts must be neat and tucked in at all times (from the time students enter the building each morning until school is dismissed). No insignias, emblems, or printing allowed except school or sports logo. Uniform clothing colors must conform to the ILCA dress code. **Detailed dress code regulations are sent home at the beginning of school and can be found on the school website: [ilcanews.org](http://ilcanews.org)**

Only sweatshirts with the ILCA monogrammed logo are allowed.

A plain belt must be worn at all times with all slacks, skirts or shorts that provide belt loops.

No sagging or baggy slacks or shorts.

## **Shoes and Socks**

Tennis shoes may have no more than three colors, no lights, no rollers. Primary shoe color must be neutral. No open-toed shoes, clogs, or boots are permitted. Snow boots may be worn when necessary but must be changed in the classroom. Tennis shoes are required for gym class.

Socks must be worn at all times.

## **Belts**

Belts must be worn at all times, with the shirt tucked in.

## **Coats**

Coats, non-uniform sweaters or sweatshirts cannot be worn during the school day in the building or at the discretion of the teacher due to classroom temperatures.

## **Jewelry**

Boys may not wear earrings in the building or at any school function. Girls may wear one pair of simple earrings at a time. Watches may be worn. Simple cross necklaces may be worn. No other jewelry is allowed at school.

## **Hats**

No hats are allowed in the building from the time students enter in the morning until school is dismissed.

## **Hair**

Boys' and girls' hair must be well-groomed. Boys' hair may not touch the eyebrows, cover any part of the ear, or touch the collar. Unusual hair colors are not permitted. Unusual or distracting hair styles or hair accessories are not permitted.

All school policies are in effect at school-sponsored events, sporting events, social events, etc. Free dress is the exception at these activities and is defined as:

- free choice as long as clothes are modest, not torn or ragged.
- Shorts must be at least mid-thigh length.
- Clothes may not bear any messages or logos which may be considered inappropriate.
- Halter tops, tank tops, sun dresses, spaghetti straps, sagging clothing are not allowed,
- Excessive jewelry is not allowed.
- Length of dresses and skirts must be at least the length of school uniform.

## **Standards of Conduct**

The Board of Trustees of Immanuel Lutheran Christian Academy adopts the following policy and procedures dealing with student behavior. The school is a Christian community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. When standards of conduct are not followed, appropriate Christian-based consequences will be administered by school staff.

## Behavioral Standards

- † Glorify Jesus Christ in thoughts, words and deeds.
- † Support the right of others to learn.
- † Use self-control at all times
- † Strive for responsible, Christian use of resources.
- † Take pride in dress and appearance.
- † Be a Godly leader each and every day.
- † Show verbal and physical respect for other.
- † No violence.
- † No drugs.
- † No bullying.
- † No conduct which jeopardizes the safety of others.
- † Take Responsibility for yourself and your actions.
- † Respect rights and property of others and respect yourself and your actions.

It is impossible to identify all student actions that might require staff administered consequences. Therefore, discipline may be administered for student actions that are, or possibly are not, described in the Board policies or student handbooks.

Similarly, these policies, as well as the regulations included in the student handbooks, should be considered to be general guidelines for the administration of student discipline, not rigid regulations which are automatically applied in all cases. Administrative discretion is encouraged and recommended in individual and/or unique situations. This includes the potential administration of penalties which are less or more than those penalties described in policy books and handbooks.

## Disciplinary Options

Corporal punishment is not administered at ILCA.

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, up to and including school intervention options or out-of-school suspension or expulsion. These behaviors may include but are not limited to the following:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Missing class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, or comply with other disciplinary assignment without approval
8. False reports, false calls, or lying
9. Fighting/Assault
10. Forgery
11. Gambling
12. Hazing (initiations) in connection with any school activity

13. Dangerous horseplay
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene or profane language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of obscene materials
22. Possession, threat, or use of a dangerous weapon, and related instrumentalities, i.e., bullets, shells, gun powder, pellets
23. Possession, use, distribution, sale, conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
24. Sexual or other harassment (bullying) of individuals including, but not limited to, students, school employees, volunteers
25. Theft
26. Threatening behavior/harassment (whether involving written, verbal or physical actions)
27. Truancy
28. Use or possession of tobacco in any form
29. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
30. Use of racial, ethnic, or sexual epithets
31. Vandalism/damage to school property or the property of others
32. Violation of the Board of Trustees policies, rules or regulations or violation of school rules and regulations or violations of state statutes
33. Vulgarity
34. Willful disobedience of a directive of any school official
35. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
36. Unauthorized or inappropriate use of technology software and/or hardware
37. Setting off fire alarms
38. Disrespect, defiance of a school official.
39. Violation of school internet and technology policies and guideline.
40. Assault of a school official.
41. Any other action deemed by the administration to be of a nature warranting suspension.

### **Academic Dishonesty**

Some students occasionally feel a need to, for various reasons, resort to cheating. Academic dishonesty is defined as giving or receiving aid or information from or to another student during any test, quiz, or assignment, also to include plagiarism. If a student is caught cheating on tests or other classroom work, "zeros" will be given to the student(s) involved. Further consequences are to be decided by the administrator according to each situation. No provisions are made to make up or otherwise receive credit for the work or test in question. The teacher will notify the parent of the incident.



## **Detention**

Detention is a short period of structured time in which the student is supervised by school personnel. Detention may be assigned before or after school, during lunch or on a Saturday morning as determined by staffing. Student's accounts will be assessed a fee of \$9/hour. The students assigned are required to come with class assignments and work on these assignments for the duration.

## **In-school Intervention**

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by the Headmaster. It involves assignment for a prescribed course of education as determined by school representatives and there shall be no grade penalty. In-school Intervention is served during the school day. *Parents may have their child's activity account debited to pay for a detention or in-school intervention supervisor, if one needs to be hired.*

## **Suspension Defined**

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period of time decided by school administration.

## **Suspension or Expulsion Conferences**

When a student violates Board policy or a school regulation has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OS Title 57, Section 571) the Headmaster will conduct an informal conference with the student and /or parent. At the conference with the student, the Headmaster will review the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.

The student will be given an opportunity to explain and discuss his conduct.

If it is concluded that an out-of-school suspension or expulsion is appropriate, the student will be advised that he is being suspended and the length of the out-of-school suspension.

The Headmaster will immediately notify the parent that the student is being suspended out of school or expelled and removed from enrollment.

## **Emergency Suspension or Expulsion Conference**

A student may be suspended out of school without the above pre-out-of-school suspension conference with the student in situations where the conduct of the student reasonably indicates to the Headmaster that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or a continued substantial disruption of the educational process.

In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

## **Post-conference**

The Headmaster will seek to hold a conference with the parent or guardian and student after the out-of-school suspension has been imposed to discuss the child's future status at Immanuel Lutheran Christian Academy.

The Headmaster may take previous conduct and previous disciplinary actions and out-of-school suspensions into consideration.

Students who are suspended will be required to turn in missed work upon their return. Assignments can be accessed on Renweb, and more time to turn in work may be given by the teacher or Headmaster, depending on the circumstances of the suspension and behavior record of the student.

The parent or guardian shall be responsible for provision of a supervised, structured environment during the suspension. The parent or guardian shall bear responsibility for monitoring the student's educational and behavioral progress until the student is readmitted into school. All consequences must be completed in order for the student to return.

## **Student Restrictions During Disciplinary Actions**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the Headmaster of an out-of-school suspension or in-school intervention, the student immediately forfeits the privilege of participating in all extracurricular activities of the school during that time. *Athletes may be required to sit on the team bench in street clothes, dependent on coach and administrator approval.*

"Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, orchestra, vocal music, athletics, field trips and all other school sponsored activities and organizations.

The administration may also choose to restrict students from extra-curriculum activities as appropriate discipline in various situations.

## **Gun-Free Student Expulsion Policy**

It is the policy of Immanuel Lutheran Christian Academy that any student who is determined to have brought a firearm to school shall be immediately expelled.

Any expulsion imposed under this policy may be modified for any student on a case-by-case basis by the Headmaster.

The term "determined to have brought a weapon to school" means any student being in possession or control of a firearm on property owned, leased or rented by the school or church, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a firearm at any school sponsored function regardless of whether such function is conducted on school or church property.

It is the policy of Immanuel Lutheran Christian Academy to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

## **Weapons Policy**

In order to provide a safe environment for the students and staff of Immanuel Lutheran Christian Academy, the Board of Trustees adopts this policy prohibiting the possession and/or use of dangerous weapons, or replicas or facsimiles of dangerous weapons.

For the foregoing reasons and except as specifically provided, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school/church property, at a school sponsored activity or on a school/church vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school sponsored activity, or on a school/church vehicle is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) held by another person for his benefit; or (4) at any place on school/church property, a school/church vehicle, or at a school activity.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun, or spring gun, BB gun, hand grenade, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, shotgun shell knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of the length or sharpness of the blade, any pen knife, credit card knife, laser light, garrote, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells, or bullets and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons.

Any student determined to be in possession of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person will be immediately expelled.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the Headmaster and/or security. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Headmaster/security/designee of the situation.

If the Headmaster or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the Headmaster or designee shall observe the following procedure:

Immediately investigate the matter and contact the police, if appropriate.

If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the Headmaster or designee should take possession of the dangerous weapon or replica or facsimile.

Notify the student's parents.

Cooperate fully with the police.

Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended or expelled from another school because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a student at Immanuel Lutheran Christian Academy.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior approval by the Headmaster is required. The weapon must be kept at school in a secure area of the office.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, school vehicle, or at a school activity is no defense or excuse to compliance with this policy, but may be considered in determining the severity or length of the consequence.

A student's previous discipline reports, student's history, parent and teacher input, and other relevant circumstances may be considered in determining disciplinary consequences.

### **Mace or Pepper Gas**

No personal protection sprays are allowed at school. Possession of these will result in appropriate school discipline.

### **Confiscated Property**

Confiscated property may be returned to the parent or guardian after proof of ownership is verified; and verification of no pending or possible criminal charges involving the confiscated property.

## **Student Possession or Use of Alcohol, Tobacco, and Illegal Drugs Policy**

### **Tobacco**

Immanuel Lutheran Christian Academy facilities and campus are tobacco-free, 24/7. Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia (lighters, matches, etc.) on school/church property, including school/church vehicles, or at school sponsored functions. Products will be confiscated and parents will be notified when a student is found in violation of this policy. Violation of this policy will result in suspension from Immanuel Lutheran Christian Academy.

### **Drugs and Alcohol**

Possession, use or distribution of any type of drugs or alcohol is illegal and will not be tolerated at Immanuel Lutheran Christian Academy or at any school related functions. Law enforcement agencies, parents, and/or guardians will be notified. Students in violation of this policy will be expelled.

## **General Information**

### **Extended Care**

Elementary and middle school students must go to extended care if they plan to arrive each morning before 8:15 (elementary) and 8:00 (middle school) a.m.

Students are to be out of the building within fifteen (15) minutes after school dismissal unless they are participating in a supervised activity or after school care.

All elementary and middle school students remaining unsupervised will be placed in Extended Care after 3:30 (elementary) and 3:20 (middle school) p.m.

All school rules of ILCA apply to students during Extended Care time, and students will be given consequences for actions which violate rules.

### **Bicycles/Skateboards/Roller Blades/Ripsticks/Personal Belongings**

Students who ride bicycles will follow safety rules including walking bikes across major intersections and on school grounds. Students are required to park their bicycles in a designated area. Students should lock their bicycles for security.

Backpacks are to be kept in lockers or cubbies after entering the building.

Skateboards, ripsticks, roller blades, and roller skates are not permitted at school other than during school approved activities.

Toys or other personal belongings should only be brought to school with teacher permission or for a special activity.

The school is not responsible for personal belongings left at school, even in a locked compartment or room. Most school rooms are shared with other church and community groups.

### **Book Orders/Advertising or Sales**

We may offer parents and students the opportunity to purchase books at a low cost; however, Immanuel Lutheran Christian Academy does not endorse the products. Parents should review the materials offered before ordering.

The school will not approve any attempts by outside agencies, profit or non-profit, to exploit students of the school through the use of advertising or fundraising campaigns. It should be understood that some advertising and sales, when in connection with school-related activities, can be beneficial to the school and its students. Therefore, advertising and book sales may be permitted in the school if they are directly related to approved school clubs or related activities that benefit students. All school sponsored fund-raising projects will be considered permissible.

### **Referral**

Preschool children ages three (3) through five (5) and students enrolled in K - 8 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools.

## **Screening**

Screening activities may include vision, hearing, and speech. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The local schools provide assistance and consultation to Immanuel Lutheran Christian Academy in these efforts.

Readiness Screening: Information is collected on all kindergarten students to assess readiness for first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

## **Cost of School Supplies**

Standard school supplies and all textbooks and workbooks are purchased for students through the supply fee. Occasionally specialized materials may need to be purchased by parents or fees may be charged for specialized curriculum, i.e., technology..

## **Custodial and Non-custodial Parental Rights**

It is a policy of the Board of Trustees that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences.

## **Court Decrees/Orders**

Any court orders involving a student or a school family must be filed with the school before enforcement can be implemented.

ILCA administration will not put its staff in any danger regarding court orders/decrees. School security may be called upon when disruptive family encounters occur at school.

## **Delivery of Flowers, Gifts, Balloons, Etc.**

Sending items to students at school is often a disruption and can cause problems between students. Items should not be delivered to school. If items are delivered, the items will not be delivered to students in classrooms. The student will be notified and can view them in the office and claim them after school.

## **Crisis Management**

Crisis Management procedures for all emergencies can be found in the Crisis Management Handbook located on the school website.

Drills to practice crisis procedures will be conducted according to Oklahoma Department of Education Accreditation Standards.

## **Distribution by Students of Written Materials in School Facilities**

Any materials or fliers outside of school-produced materials must have prior approval from the Headmaster or designee before distribution.

## **Electronic Wireless Telecommunication Devices**

Students are prohibited from using wireless devices for incoming or outgoing calls, pages or texts during school hours. Wireless devices are to be kept in lockers or backpacks and should not be visible and are not to be activated during school hours. However, for safety reasons, students may possess wireless devices for before and/or after school activities.

This includes, but is not limited to, the following devices:

- Cell phones
- iPads or Kindles with Internet capability
- Blackberry® and similar mobile messaging devices
- Any device utilizing Infrared, Bluetooth®, or other wireless technologies enabling communication between two or more devices

An administrator must approve exceptions to this policy. A violation of any part of this policy may result in the wireless devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. The student may be subject to further discipline, depending on the infraction.

CD's, iPods, CD players, video games, tablets, and similar devices are not allowed. These items will be confiscated, and the parent may pick them up.

ILCA will not tolerate cyberbullying on any device outside of the school day which targets any students, staff, parents or other schools. These actions affect the climate at the school in an extremely negative way and will be addressed and appropriate consequences, up to and including suspension or expulsion.

Electronic reading devices are allowed for student use, as long as the student is reading material according to the teacher's instruction.

## **Ethnic and Race Relations Policy**

Immanuel Lutheran Christian Academy respects the rights and dignity of all persons. The school further believes in an environment that creates sensitivity and awareness of diverse cultures. Staff will encourage intercultural knowledge and understanding.

## **Field Trips**

Field trips are taken when they are beneficial to the students. Additional trips may be considered if funds are available. Such trips may also include those which involve specific grade levels, fine arts, or physical education departments for special performances or points of interest outside of the surrounding area which relate to specific units of study. Activity accounts will be debited for public school transportation costs and registration or entry fees related to the field trip. Students are expected to attend all field trips, and some trips related to curriculum may have a grade attached to attendance.

Procedures must be followed which include administration approval and signed parent permission. Students without signed or approved verbal permission will remain at school. Students will be transported by the school bus, church vans or commercial or school, insured buses whenever possible.

All discipline policies will be observed during field trips. Students are expected to follow bus safety rules and be respectful to others while being transported to and from the field trip destination.

Parents attending field trips will be expected to follow the guidelines provided. Parent Drivers will be required to provide proof of valid driver's license and liability insurance to the office. *Students will not be allowed to transport themselves or others without prior approval from the Headmaster.*

### **Food Services**

Lunch accounts are established through FACTS. Lunch accounts must be kept current with a minimum balance of \$35.00. Lunch account statements will be provided by FACTS. A notice will be sent home if a student's lunch account falls below \$25.00. Parents will be notified by FACTS when lunch accounts need to be replenished. When accounts reach one week in arrears, students will be required to bring their lunch.

Breakfast is served daily until 8:10 a.m. in the before care program. Students may sign up for a breakfast and their lunch account will be debited by FACTS. Snacks are served in the after care program as part of the fee. Students arriving after 8:00 a.m. will not be able to sign up for a served breakfast.

### **Lockers**

Older students will be assigned a building locker and a combination lock. A student should use only the locker assigned to him. Any student needing assistance with a locker should ask his teacher. Periodic locker checks will be made throughout the year. The lock and the locker are school property and may be inspected or searched at any time without prior notification to the student. Students are never to leave valuables in desks, unlocked lockers or rooms. Lost or stolen articles are not the responsibility of the school. Lost locks have to be replaced and paid for by the student.

### **Lost and Found Books and Personal Items**

Books that have been lost or damaged must be paid for in full. Students will assess the condition of their books when books are distributed. This record will be used to determine damages. Students should keep their receipt in case a lost book is found.

Students who have lost personal or school-owned articles should check \ at the office. Students finding articles in or around the school are encouraged to bring them to the office.

Students are responsible for checking with the office for all "forgotten items" (lunch money, lunches, etc.) brought to school during the school day.

Articles not claimed will be given to a charitable organization after a reasonable period of time.

### **Lunch Periods**

Students should stay in the cafeteria during the lunch period unless the teacher has made special arrangements to allow students to come to the room for lunch and be supervised by that teacher. No student should leave the cafeteria without permission.

Parents are asked to refrain from bringing fast food lunches to their children for lunch. However, parents may check their child out to go to lunch at any time.



Students whose parents check them out for lunch need to be aware that they have thirty (30) minutes for lunch. Students signing in after their allotted lunch time will receive an unexcused tardy to class.

## **Media Center**

The school library media program seeks to meet the following objectives in material selection:

To provide materials for students, staff and parents that will support the schools mission of nurturing their Christian faith.

To provide materials and services that will develop literacy, cultural and aesthetic appreciation of excellence in literature and an enjoyment of reading.

To integrate library resources and services into curriculum through cooperative planning with teachers.

To supply materials that support teachers in their professional growth.

## **Selection Policy**

A work will be selected according to its authority, scope, reliability, subject interest, format, potential, usefulness, general appeal, cost, and will be evaluated in the context of the Christian purpose and philosophy of the school. While a single standard cannot apply to each work, the following general criteria are to be considered when selecting books (nonfiction, fiction, and picture books) and other information and recreational materials:

Educational significance

Contribution the subject matter makes to the curriculum and to the interests of the student

Favorable recommendations based on preview and examination of material by professional personnel

Validity, currency, and appropriateness of material

High artistic quality and/or literary style

Value commensurate with cost and/or need

Timeliness or permanence

Integrity

Contribution the material makes of representative viewpoints on controversial issues

Literary quality to stimulate student's interest and to develop an appreciation of good styles of writing and present a wide range of situations and authors.

Support of the Christian faith

## **Complaints/Procedures for Reconsideration**

The librarian will establish a Material Review Committee as needed. This committee will be provided information concerning the materials review process, and Immanuel Lutheran Christian Academy's selection policy. The committee will be comprised of members from the categories below. Persons making a current Request for Reevaluation will not be a part of this committee.

At least one teacher if material is used instructionally

Librarian

Principal

ILCA Board Member

In case of complaint or objection by an individual, the following steps will be taken:

A request form for reevaluation of materials will be given to the complainant to complete. When Re-evaluation of Material form is returned, librarian will consult with the Material Review Committee.

The complainant will be informed of the decision recommended by the committee and voted on by the Board of Trustees .

Books are checked out for a period of two weeks.

Books will need to be returned or renewed after the two week period.

Overdue materials are subject to report card hold.

If a book is lost or returned damaged beyond repair, full replacement cost is charged.

Any outstanding fines or books that are lost and unpaid will result in a report card hold after six weeks.

Students transferring must have returned or paid for all media materials before a transcript will be released.

Interlibrary loan materials checked out on school library card must remain in the library or classroom.

## **Money**

All checks must be made out to Immanuel Lutheran Christian Academy. When it is necessary to send money to school, it should be sent in an envelope with the student's name, the amount enclosed, and how the money is to be used. Correct amounts should be sent. Students are not to bring large sums of money to school.

## **Notification of Threat to Self or Others**

A parent/guardian will be notified any time a student discloses or is suspected of suicidal intentions or of causing harm to others. Trained school staff will meet as soon as possible with the student to make an assessment concerning the severity of the situation and to provide information to the student's parent/guardian. In order to ensure the safety of the student and other students, the team or administration may advise the parents to seek assistance outside of school. A list of agencies and emergency numbers will be made available. The school is not responsible for providing these services.

The failure of parents to provide professional support may result in the student not being able to return to school until his safety or the safety of others is assured and documentation from a health care assessment provided.

## **Parent/Guardian Concerns**

The Board of Trustees recognizes that situations of concern to parents/guardians or the public may arise in the operation of the school. The purpose of this procedure is to secure a resolution for concerns at the lowest possible level. Such concerns are best resolved through communication with the appropriate staff members and officers of the school, such as the faculty and the Headmaster.

The following steps are procedures recommended by the Board to be followed by persons with questions or concerns regarding the operation of the school:

Matters concerning individual students and their teachers should first be addressed with the teacher.

Unsettled matters from (1) above should be addressed with the Headmaster.

Unsettled matters from (2) above, or problems and questions concerning the school should be directed to the Board of Trustees through a written letter to the Board President.

## **Leaving Campus**

All requests to leave campus while school is in session must be cleared through the office. To sign a student out of school during the school day, a parent/guardian must come to the office. Leaving school without permission is classified as truancy. If a student leaves school grounds without permission, parents and police will be notified. This policy also applies to students staying after school for a school or church event.

## **Restrooms**

Restrooms may be used before and after school and at the beginning or end of the lunch period and at other times deemed appropriate by the classroom teacher. Students are expected to keep these areas clean. Students are not to loiter, smoke, litter, write on the walls, or damage the facilities in any way. Vandalism of restrooms will result in consequences, financial liability and parent contact.

## **Search Policy**

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a desk or other school property. School personnel all have access to desks and other school property in order to supervise the welfare of students properly. School personnel may utilize trained search dogs on school premises. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Designated representatives\* of Immanuel Lutheran Christian Academy have the authority to detain and search or authorize the reasonable search of any Immanuel Lutheran Christian Academy school student or property in the possession of the student under the following circumstances:

Student is on school premises.

Student is in transit under the authority of the school.

Student is attending any school sponsored or school authorized function.

### **THE SEARCH SHOULD BE CONDUCTED AS FOLLOWS:**

Held in a place as private as practical.

Conducted by a school representative of the same gender as the person to be searched.

Conducted before an adult witness of the same gender when practical or security officers.

Conducted so that only outer wear is removed from the person searched. Exception is socks.

Conducted so that if additional clothing needs to be removed, legal authorities, and/or a search warrant is obtained. (In no circumstances will a strip search be conducted by an Immanuel Lutheran Christian Academy representative.)

Related to the object of the search, not unduly intrusive in light of the age and sex of the person searched.

### **THE SEARCH WILL BE DOCUMENTED BY A WRITTEN STATEMENT INCLUDING:**

1. Reason for search.
2. Date and time of search.
3. Location of search.
4. Signature of witness.
5. Brief explanation of contraband found.
6. Signature of school representative conducting the search.

**NOTE: THE EXCEPTION TO THE ABOVE WILL BE THOSE INSTANCES WHEN A SEARCH INVOLVING A GROUP OF STUDENTS IS NECESSARY FOR THE SAFETY AND SECURITY OF STUDENTS AS DEEMED APPROPRIATE BY THE HEADMASTER OR DESIGNEE.**

The school representative conducting the search may confiscate any weapons, illegal substances, missing or stolen property, or other contraband found.

\* Designated representatives include administrators, sponsors, supervisors and coaches when access to administrators is not practical.

### **Inclement Weather**

Immanuel Lutheran Christian Academy will be dismissed for inclement weather when Broken Arrow Public Schools dismiss in most cases. Please monitor local radio and television stations at 10:00 p.m. and 6:00 a.m. Mass telephone and email messages may also be sent to families regarding school closings.

Since many parents work it is impractical to dismiss school early. If school has to be dismissed early, the designated news media will be notified and as many parents contacted as possible.

### **Sexual Harassment**

It is the policy of Immanuel Lutheran Christian Academy that sexual harassment of faculty, staff, and students is prohibited in the workplace, in the recruitment, appointment, and advancement of employees. Sexual harassment of students by other students or adults is prohibited in and out of the classroom and in the evaluation of student's academic performance.

It is also the policy of the school that accusations of sexual harassment which are made without good cause shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards, and enforcement procedures. All complaints of sexual harassment will be fully investigated, reported to the Board, and dealt with according to federal and state law and Board policy. Confidentiality of parties involved in the investigation will be protected as much as possible.

### **Student Messages**

The only messages that students will be given are those that are emergencies and those concerning instructions from parents. Parents should make calls at least thirty (30) minutes prior to dismissal in the afternoon to insure time for delivery.

### **Telephones**

Students will not be allowed to make or receive phone calls or send text messages except in case of emergency or illness. The administrator or designee will define the emergency.

Students will only be allowed to use the office or classroom phone if the teacher/ administrator gives permission. No cell phone use is allowed during the day to make personal calls or to send text messages. Cell phones must be kept in lockers at all times during the school day.

Phone calls home by students because of illness must be made in the office.

## **Visitation by Parents/Legal Guardians**

All visitations must be approved by an administrator. Teachers may also invite parents in for special activities and should notify the administrator. Special restrictions may be administered at the discretion of the administrator.

To minimize disruption, parents/guardians may visit their child's classrooms under these circumstances: to attend a class function such as a party or a play; to have a conference with the teacher in the classroom when other students are not present; to make classroom observations during instructional time. Requests may be required in writing and delivered to the Headmaster at least forty-eight (48) hours prior to visiting the classroom at the discretion of the Headmaster.

Observations may occur within the following guidelines:

An administrator may require that the parents/guardians be accompanied by school personnel;

Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors;

No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the administrator and all other parents are informed.

## **Visitors**

To ensure the safety of students, all visitors must check in at the office and wear a badge. When a request is made by a non-parent/guardian to visit on campus during the school day, it is the discretion of the administration whether or not to grant permission. Student visitors will not be permitted on school grounds unless approved by an administrator.

## **Classroom Visitation by Others**

Immanuel Lutheran Christian Academy also permits others with a legitimate educational reason to observe in a school or classroom. Examples of this group might be visiting educators, intern teachers, education students, or prospective enrollees.

Further, Immanuel Lutheran Christian Academy may also permit observation of a specific student by a non-school affiliated professional with a legitimate educational reason to conduct an observation. Examples of this group might include a social worker or psychologist. The person wishing to observe must first complete a request form. These forms are located in the office. The school will also require a written authorization from the child's parent or guardian or a court order.

The Headmaster will make the final decision whether to grant or deny a request or seek additional information. The Headmaster may limit or deny subsequent observations if, in the Headmaster's discretion, the observations are or may become detrimental to the educational process.

## **Withdrawals or Transfers**

When it is necessary for a student to withdraw or transfer from Immanuel Lutheran Christian Academy, the following steps must be taken:

The parent or guardian will need to notify the school office in advance of the date of withdrawal. A written statement by the custodial parent which states the student's last day of attendance at

Immanuel Lutheran Christian Academy and the name of the new school and location town will need to be presented to the office.

The grading policy for withdrawal grades is as follows:

The grade will be based upon performance from the beginning of the semester to the date of withdrawal.

A student must be in attendance two (2) weeks in the semester to receive a grade.

All books and materials must be returned or paid for before withdrawal can be completed.

All tuition, fees and fines are to be paid before records will be sent.

A copy of the withdrawal form and the health record may be picked up by a parent at the school office.

If copies of school records are needed, parents are to notify the office at least three (3) days prior to withdrawal.

### **Medication at School**

All medication taken at school including over the counter medications must be kept in the school office, regardless of the student's age. This is for the safety of all students. If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, these regulations must be followed:

A "Request to Give Medication" form must be completed and signed by the parent or guardian on each prescription and nonprescription medication to be given at school and kept on file in the school office. The parent or guardian must deliver the medication to the office and complete the above-mentioned form.

Prescription and/or nonprescription medicine must be brought to the office in its original container with the original label intact. Prescription medication will be given only if the student's name is on the original label and only in the dosage listed. Dosage changes must be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent requests otherwise. If a student forgets his medication, the school will contact that student's teacher to remind him.

If a student is not given medication as prescribed at home, and the lack of medication results in the student's inability to function or the classroom is disrupted, the parent will be called to bring medication or to take the student home. If the parent cannot or will not pick up the student, school personnel will take the student to the parent's work place.

Parents may be asked to keep a few doses of medicine at school. Medication will not be sent home with the student: (Any remaining medication from prescription change, etc.) must be picked up by a parent or guardian. Exceptions to this policy will be made at the discretion of the administration. All medication not picked up by the last day of school will be discarded.

Asthmatic medication: all inhalers should be kept in the office. If a student must carry an inhaler, a written doctor's order must be on file in the office. We strongly suggest the parent supply the school with a backup inhaler should the student misplace or forget their inhaler. The teacher cannot be responsible for the inhaler the student carries.

Acetaminophen and ibuprofen: Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) are available upon request by students if parent permission is given.

Aspirin: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student's doctor advises aspirin for specific conditions, the school will administer the aspirin as directed upon receiving the doctor's written order.

This medication policy has been established to maintain the safety of all students. It promotes responsible and reliable medication schedules. It recognizes special needs with flexibility and includes accountability of the parent, student, and physician. The school urges the parents and/or physician to contact them if there are any questions or concerns.

### **Immunizations**

All students are required to have complete immunization records on file in the office. These records must be kept in compliance with Oklahoma State Immunization Law. If a student is "in process" and has not completed these immunizations, he will be allowed to attend school. However, the parent is required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. If the school does not receive a schedule from the parent, the school will go by the Health Department's immunization schedule. The schedule must be followed or the student will be suspended from school until medical documentation shows compliance. If parents want exemption from immunization requirements due to established and recognized religious reasons, a waiver must be obtained from the office, completed and kept in the student's cumulative file.

### **Illness at School**

Students should go to the office to request permission to call home. The office administration will determine if a student is to be sent home due to illness and in all cases will notify the parents.

Students with temperatures of 100.4 F or above, head lice, rash, diarrhea, vomiting, conjunctivitis (inflammation or infection of the mucous membrane surrounding the eye), or ringworm must be sent home. Students must be symptom-free and fever-free twenty-four (24) hours, or have a doctor note before returning to school. A student who vomits during the evening should not be sent to school the next day. Parents are to transport students who become ill at school. Parents are requested to report any contagious health condition to the office.

Students needing immediate medical attention will be transported to Family Medical Associates if parents/guardian cannot be reached unless other instructions are included on the minor emergency form.

### **Head Lice Procedures**

Suspected cases of head lice are to be reported to the office. Head lice are contagious and will not disappear without treatment.

No student will be admitted to class who has nits or lice regardless of the number of treatments or measures which have been taken.

### **Pink Eye**

Parents of students exhibiting pink eye will be asked to take their child to a doctor for diagnosis and to keep them home for at least 24 hours. Upon return, the parent must produce a doctor's note regarding the diagnosis and treatment.

## **Health Education**

The school will provide health education on growth and development to all students in the 5<sup>th</sup> and 7<sup>th</sup> grades. The curriculum will be available for parental review.

AIDS (Acquired Immunodeficiency Syndrome) Education is required by Oklahoma State Law and will be provided for 7<sup>th</sup> grade students. All curriculum and materials used to teach AIDS education will be available for inspection by parents or guardians.

## **Health Service Calendar**

### **First Semester:**

All grades vision, speech and hearing screening and rechecks as designated.\*

### **Second Semester:**

5<sup>th</sup> grade- developmental education for girls.

5<sup>th</sup> grade- developmental education for boys.

7<sup>th</sup> and 8<sup>th</sup>- grade Christian sexuality for boys and girls/

## **Homework/Makeup Work**

Older students should write daily assignments in their assignment notebook. Homework is used primarily for reinforcement, make up and/or completion of unfinished classroom assignments.

Homework and make-up work is the student's responsibility. Students may share this work with their parents and seek their help when needed. All assignments should be carefully and neatly prepared and turned in on schedule.

Absentee homework: If a student is absent three (2) or more days, parents can request make-up work from the teacher. Twenty-four (24) hours should be allowed after the request is made for the teachers to write out the assignments, or in the event of teacher time related conflict, as soon as possible.

Students with an excused absence will have at least the same number of days to make up work as days they were absent. It is the student's responsibility to make arrangements for any make-up work.

A student who is truant will be required to make up work at reduced or no credit.

## **Activities**

### **Participation**

Students who participate in curricular, co-curricular, and/or extracurricular activities (tournaments, games, contests, meetings, performances, etc.) represent Immanuel Lutheran Christian Academy and must abide by all rules and regulations set forth in the Student Handbook and/or by that organization. This includes academic standing, ninety percent attendance, and proper attire and conduct.

Failure to do so may result in removal from that activity or disqualification from being eligible to receive any organizational or school honor. Students who are suspended or in In-House will not be allowed to participate in school activities for the period of the suspension. When a student's behavior results in disciplinary action, he may lose participation rights in some or all activities.



Students must be in attendance one-half of the school day to participate in after-school activities.

In case of conflicting activities, performance takes precedence over practice. Some organizations have rules and regulations in addition to those in the Immanuel Lutheran Christian Academy Handbook.

## **Parties**

Immanuel Lutheran Christian Academy will preserve as much of the instructional day as possible.

### **Birthday Parties and Snacks:**

No birthday party invitations are to be handed out unless all students receive one.

Parents may deliver appropriate food items by coordinating with the homeroom teacher. The teacher may coordinate a “standard” time of month for having the birthday time. Summer birthdays can be celebrated in May.

### **Birthday Parties**

Birthday parties outside of the school day should include all students of the same gender in the class so as to avoid exclusion of any students. No invitations to parties which exclude students of the same gender or a few students only will be handed out at school.

### **Christmas and Valentine Parties**

Parties are observed and coordinated by home room mothers and teachers.

## **Movies**

Parents will be notified in writing (general note) in advance concerning the date to be shown, name of the movie, and rating for approval. The parent/guardian must give permission by signature and the note returned to the teacher by the specified date on the note. Students not given permission to view the movie, or who have not returned the signed permission slip by the day of the showing of the movie will be allowed to spend that time supervised in another classroom. All movies, videos, and DVDs shown at ILCA must be rated “G”. Exceptions may be made by approval of the Headmaster concerning the content and/or necessity of the film for educational purposes.

## **Unauthorized Sales by Students**

No outside sales or promotions of any kind are allowed at Immanuel Lutheran Christian Academy without approval from the Headmaster. Approved sales include ILCA fundraisers, Cub Scout/Girls Scout fundraisers, PTL fundraisers, and Immanuel Lutheran Church fundraisers.

## **Special Permission to Leave Class**

Special permission for students to leave class to help other teachers set up assemblies, meetings, talent shows, etc. should only be granted when the teachers involved have made previous arrangements for the student(s) in question to participate. Student(s) should have an appropriately signed pass from the sending teacher. Middle school and high school students are required to have a hall pass if they are outside of the classroom and not accompanied by a teacher during instructional time.

# Athlete Information

## Participation

Participation in athletics at Immanuel Lutheran Christian Academy (ILCA) is a privilege. When an athlete behaves in a God-pleasing manner, (s)he earns the privilege to participate. Each athlete, by example, touches the lives of everyone, from teammates and coaches to the spectators.

All students participating in competitive athletics at ILCA are required to provide proof of a recent medical physical before the first practice. Athletes not meeting this requirement will not be allowed to practice or participate in the sport.

All students participating in athletics at ILCA are expected to attend all practices and games unless excused by the coach. Athletes playing at ILCA may also play with other independent organizations such as club teams, as long as it does not conflict with ILCA's practices or games. Students may, in some cases be excused from practices to be allowed to play in a game or tournament with another organization, but only with permission from the ILCA athletic director.

Coaches have the right to handle all unexcused absences in the following way:

1. The first unexcused absence will result in a half-game suspension.
2. The second unexcused absence will result in one full-game suspension.
3. The third unexcused absence will result in a one full-game suspension, and possible team suspension. The principal, athletic director, and coach will rule on the possible suspension from the team.

Any student who misses 1/2 of the school day will not be allowed to practice or play in a game on that day, unless the principal, athletic director, and coach rule that they may. (This may be considered in the event of excused absences such as doctor appointments or funerals when prearrangements have been made with the coach or when ill before a tournament.)

All absences must be documented by a written note from the parents and presented to the coach or athletic director before the next practice or game, whichever occurs first.

## Athletic Injuries

The Immanuel Lutheran Christian Academy Board of Trustees does not assume responsibility for any athletic injuries to students. Any student participating in athletics must sign an insurance waiver and produce the required health documentation to participate in sports. Accident insurance which also applies to athletic activities is carried by the school.

## Eligibility

Academic studies are regarded as a priority before athletics. If a student works hard in the classroom, (s)he is more likely to work hard as an athlete. To uphold high academic standards, student athletes' eligibility will be evaluated weekly. If a student earns a grade of an F or D in any subject, (s)he will be considered academically ineligible for one week and participation in all games and scrimmages will halt immediately. The athlete will be allowed to practice. After that time, eligibility will be reevaluated on a schedule set forth by ILCA, and if grades have been raised to the stated requirements, the athlete may resume participation. **If a student is ineligible 5 times during any season, (s) he will be removed from the team. If a student is ineligible 3 times in a row, (s)he will be removed from the team.** If an athlete has an

incomplete on their report card, (s)he is ineligible for athletics until those assignments that are missing are turned into the appropriate teacher and graded.

Any students who do not meet the academic requirements listed above may be allowed to participate in extracurricular activities if (s)he has been referred for a special educational need and is working to potential according to the accommodations provided by the school. The principal, teachers, athletic director will make this decision.

### **Code of Conduct**

All athletes must have on file with the athletic director a signed copy of ILCA's Code of Conduct. One form is valid for the entire school year. This form needs to be turned in before the athlete will be allowed to practice or play in any games.

### **Athletic Fee**

An athletic fee will be set for each sport and will have to be paid before the athlete will be allowed to participate in any game. This fee helps to defray the costs of entry fees, equipment, uniforms, and referee compensation, and cannot be taken out of the student activity account.

### **Suspensions**

Any game suspensions that an athlete must serve will be served sitting on the team's bench at the next scheduled game, including tournaments. If the athlete does not attend the next scheduled game, that game does not count as his or her suspension and will take place at the next scheduled game. The athlete is still allowed to attend and participate in practices before the game as approved by the athletic director, coach, and/or headmaster.

#### **SUSPENSIONS CAN BE ASSIGNED FOR THE FOLLOWING REASONS:**

1. Earning detention or suspension during the school year.
2. Having unexcused absences from games or practices.
3. Infractions of school rules as stated in the ILCA Student Handbook.
4. Ineligibility.

### **Internet Policy**

Computers are integral tools used during the school day. However, the use of computers is also a privilege, not a right, and inappropriate use, whether on or off ILCA campus, may result in a cancellation of those privileges, and potentially, other disciplinary action.

#### **THE FOLLOWING ACTIONS ARE NOT ALLOWED:**

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others via internet (cyberbullying)
4. Damaging computers, computer systems, or computer networks
5. Destroying data of another user
6. Violating copyright laws
7. Using a personal account to access the Internet at school
8. Intentionally wasting limited resources
9. Using the Internet for commercial purposes
10. Other violations deemed unacceptable by the general standards of our faith and the school
11. Being on unauthorized website via any internet device at school.
12. Using unauthorized internet devices, such as cell phones, during school hours.

## **Internet Guidelines:**

In addition to the inappropriate behaviors listed above, also included are these ground rules for use of the World Wide Web:

1. Do not give out personal information such as addresses, telephone numbers, work addresses or telephone numbers, or the name and location of the school without permission.
2. Do not enter chat areas. At some sites there may be an opportunity to enter a chat line. This is not permissible.
3. At some sites, there are questionnaires to fill out. This is not allowed without permission from a supervisor.
4. At some sites, there is advertising. There may be order forms to purchase items. Do not fill out these forms.
5. If a site that is offensive to Christians is pulled up, use the Back button to leave the site immediately and notify the administration as soon as possible so that the site can be blocked.
6. Any financial expenses resulting from improper use will be the responsibility of the user. This includes payments to staff for the time to correct the problems due to abuse.

Note: additional Acceptable Technology Use Policies are published separately and must be signed by the parent/student.

## **Immanuel Lutheran Christian Academy Web Policy**

The school will establish a web site and will develop web pages that present information about the school. The Headmaster will be designated the Immanuel Lutheran Christian Academy webmaster, delegated with the authority and responsibility for organizing web page content and developing procedures for designing and maintaining all aspects of the web site.

All information presented as a part of the Web site must be directly related to projects and activities supported by Immanuel Lutheran Christian Academy administration, class, and/or school sponsored clubs. All content must be approved prior to posting on the school web site.

All materials published on a web page must meet procedural requirements set by the Headmaster and must adhere to all related Immanuel Lutheran Christian Academy Board policies.

Written authorization is required to use the name, picture, and/or other personally identifiable information of any administrator, faculty, staff, and/or student of Immanuel Lutheran Christian Academy as a part of the school, class, and/or club web page.

Individual student names will be used only in conjunction with an article and/or a picture displayed as a part of the school, class, and/or club web page.

Written permission must be obtained from parents in order to list a student name in a web article and/or in the caption for a web picture. At no time will student Internet e-mail addresses be listed on any Immanuel Lutheran Christian Academy web page.