



Immanuel Lutheran Christian Academy

**2024-25
Immanuel Lutheran Christian Academy
Student Handbook**

Enrollment Procedures	9
Notice of Nondiscriminatory Policy as to Students	9
Admissions Policies	9
Enrollment Criteria	9
Placement Policies	10
Probationary Period	10
Tuition Policies	11
Opportunity Scholarship Fund	12
Withdrawals or Transfers	12
Lunch Account Policies	12
Activity Account Policies	13
Extended Care Account Policies	13
Money	13
Summer Camp	13
Payment Issues	13
Academics	13
Norm-Referenced Testing	13
Evaluation of Student Progress	13
Accelerated Curriculum	14
Part-Time Enrollment for Athletics and Extracurricular Activities	14
Non-accredited Home School Admissions	14
Proficiency-Based Promotion	15
Retention Policy	15
Homework Guidelines	16
Homework/Makeup Work	16
Student Records	17
Access to Student Records	17
Bible Class	17
Attendance	17
Absence Policy/Procedure	18
Grade Adjustment for Excessive Absences	19
Chronic Absenteeism	19
Children may be dismissed early for medical reasons—yet such misses will still count towards the “chronic absenteeism” category (i.e., the combined total of a student’s excused absences, unexcused absences, & suspensions during an academic year).	19
Early Arrival/Dismissal/Late Pickup	19
Chronic Tardiness (five (5) “grace tardies” per semester)	20
Definition of Tardy	20
Truancy	20
Conduct	20
Behavior	20
Standards of Conduct	21

Students' Behavioral Standards	21
Students are to be on time and attend school regularly.	21
Students are to be positive and responsible for their learning.	21
Students are to dress appropriately.	21
Students are to be honest.	22
Students are to demonstrate a sense of pride for school property.	22
Students are to be considerate of others by showing respect for personal space, well-being, and safety of others.	22
Disciplinary Consequences	22
Violations of any of the following rules will result in immediate expulsion.	25
Damage to School Property	25
Student Appearance	25
Notification of Threat to Self or Others	26
Academic Dishonesty (Cheating/Plagiarism)	26
Consequences	26
Detention and Suspension Policy & Guidelines	27
In-school Intervention	28
Term (Out-of-School) Suspension	28
Suspension or Expulsion Conferences	29
Emergency Suspension or Expulsion Conference	29
Post-Conference	29
Student Restrictions During Disciplinary Actions	30
Search Policy	30
On-Person Search	30
Weapon-Free Student Expulsion Policy	31
Weapons Policy (O.S. §21-1280.1)	31
Mace or Pepper Gas	33
Confiscated Property	33
Student/ Teacher/Visitor Possession or Use of Alcohol, Tobacco, and Illegal Drugs Policy (O.S. §70-1210.213)	33
Tobacco	33
Drugs and Alcohol	33
General Information	33
Extended Care	33
Bicycles/Skateboards/Roller Blades/Personal Belongings	34
Book Orders/Advertising or Sales	34
Referral for Testing	34
Screening	34
Cost of School Supplies	34
Work Permits	35
Custodial and Non-custodial Parental Rights	35
Court Decrees/Orders	35
Delivery of Flowers, Gifts, Balloons, Etc.	35

Crisis Management	35
Distribution by Students of Written Materials in School Facilities	35
Electronic Wireless Telecommunication Devices	35
Earbuds and Headphones	36
Extra-Curricular Participation	36
Acceptable Use and Ethical Use Policies for Technology	36
Ethnic- and Race-Relations Policy	36
Field Trips	36
Behavior Expectations for Field Trips and Off Campus Events	37
Food Services	38
Lockers	38
Lost and Found Books and Personal Items	38
Lunch Periods	39
Parent/Guardian Concerns	39
Leaving Campus	39
Restrooms	40
Inclement Weather	40
Sexual Harassment	40
Student Messages	40
Calls	40
Visitation by Parents/Legal Guardians	41
Visitors	41
Classroom Visitation by Others	41
Medication at School	42
Immunizations	43
Illness at School	43
Head Lice Procedures	43
Pink Eye	43
Health Education	43
Behavior at School Events	44
Library	44
Selection Policy	45
Literature Selection Policy - Classroom	45
Complaints/Procedures for Reconsideration	45
Book Checkout Policy	46
Activities	46
Participation	46
Parties	46
Movies (K-8th Grade)	47
Special Permission to Leave Class	47
Internet Policy—See ILCA High School Technology Acceptable/Ethical Use Policies	47
Immanuel Lutheran Christian Academy Web Policy	47
Social Media Guidelines for Students, Staff and Parents	47

This Handbook	49
Middle School/High School Policy	50
GRADUATION	50
2025 CORE Curriculum Graduation Requirements	50
Commencement	50
Concurrent Enrollment in College	51
Tulsa Technology Center (Vo-tech)	51
Semester Tests, Schedule, and Late Work at the End of the Year	52
Exemptions	52
Grading Policy	52
Oklahoma’s Promise (OK Higher Learning Access Program [OHLAP])	53
High School Schedule Changes (9th-12th grades)	53
Detention Options	53
Parking Regulations (High School Students)	55
Athlete Information	55
Participation	55
Athletic Injuries	56
Eligibility	56
Code of Conduct	56
Athletic Fee	56
Suspensions	56
SUSPENSIONS CAN BE ASSIGNED FOR THE FOLLOWING REASONS:	57
Insurance for Athletes	57

Jake Rogers, Headmaster
Twillia Berwaldt, Principal
Stephanie Kester, Administrative Assistant
Kayla Brinkman, Finance Manager

School Day

Elementary - Each day begins at **8:00 a.m.** and ends at **3:00 p.m.**
Middle School and High School - Each day begins at **8:00 a.m.** and ends at **3:10 p.m.**

Morning Extended Care - Each day begins at **7:15 a.m.** and ends at **7:50 a.m.**
Afternoon Extended Care - Each day begins at **3:25 p.m.** and ends at **6:00 p.m.**

Site Location: 400 N. Aspen
Broken Arrow OK 74012

Phone: 918-251-5422

Fax: 918-513-6060

E-mail: Headmaster Rogers: jake.rogers@icaba.org
Principal Berwaldt: tberwaldt@icaba.org

Website: www.ilcanews.org

Welcome

This handbook explains the philosophy, curriculum, activities, and policies of Immanuel Lutheran Christian Academy (ILCA). ILCA provides a caring and challenging Christian school environment that seeks to develop and promote the following:

- Faith and reliance on Jesus Christ as each child's personal Savior and Friend
- Strong academic skills
- Special interests
- Activities for spiritual, intellectual, emotional, physical, and social growth

Each part of the handbook provides the information necessary to enhance the effectiveness of the school environment, including policies and procedures adopted by the Board of Trustees.

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

We encourage parents to read the handbook, review it with their child/children, and maintain a copy at home for future reference.

We are eager to discuss any questions or observations you might have.

The Immanuel Lutheran Christian Academy Approach

Why does Immanuel Lutheran Christian Academy exist?

Mission Statement

Preparing servant-leaders to shape the world through Christ's example.

Immanuel Lutheran Christian Academy strives for excellence in all we do. As we work to prepare servant-leaders who will shape the world, we endeavor to demonstrate Christ's example through thought, word, and deed. We walk with families in raising up children who recognize their worth as a child of God. Who view excellence as a goal worth attaining. Who live out Christ's example through a life of servant-lead activities which continue to shape the world for generations to come. With this as our guiding principle we believe:

Christian Values

- Each child in school is led to know Jesus Christ as their personal Lord and Savior and fully understand and comprehend that salvation comes by grace through faith that Jesus died for their sins. (Ephesians 2:8-9)
- As the Gospel of Jesus Christ is presented, children are encouraged to apply God's standard to their own actions, behaviors, and attitudes. Children are taught and encouraged to move their faith from their head to their heart. (Faith in Action)
- Children are granted forgiveness and in turn are taught the importance of extending God's grace to others (Gentleness, Kindness, and Compassion)
- Each student has at least one good friend and hears a kind and caring word each day. Teachers encourage and build up their students. Students build up, support, and care for each other. (Respect)
- Teachers and staff members lead by example, including by their words, actions, behaviors, and attitudes. (Character)

Our Philosophy—How do we do it?

At Immanuel Lutheran Christian Academy,

- Christian faith is integrated into all curriculum and activities. We share the Christian faith as reflected in the Lutheran Confessions in a Christ-centered environment.
- Growth in grace and knowledge are balanced and emphasized. We believe in providing an education that provides for spiritual, intellectual, physical, emotional, and social growth which can prepare today's youth to be responsible citizens at home and in their community.
- Students are equipped with Christian knowledge and behavior to enable them to serve God as leaders in all situations. This is accomplished by integrating Christ's love into the fabric of each day. Classroom work is intertwined with opportunities for worship, study of God's Word, service and fellowship.
- We target each student's individual needs, striving for academic excellence with sound Christ-centered instruction. We work to help students master the academic skills they need, as well as develop their individual talents.
- Open communication and multiple opportunities for parent involvement are valued. By actively communicating with parents and students, we form close relationships with one another that results in a family-like atmosphere where we encourage, uplift, connect, celebrate, console, and care for one another. We cultivate students' interests so that we can help direct, guide, and mold students into whatever God has planned for them in their futures.

As a result, students receive a quality education. But more importantly, they learn to recognize themselves as persons of worth made by a loving God in His own image.

What Do We Have?

We hold accreditation-standing through National Lutheran Schools Accreditation (NLSA), the accrediting body for the Lutheran Church-Missouri Synod.

The curriculum at ILCA is based upon the [Oklahoma State Academic Standards](#). We carefully review the curriculum to make sure it reflects our Christian values while providing the academic rigor and relevance necessary to give our students the utmost opportunity to succeed and excel. We enhanced that curriculum with the same Christian education methods successfully implemented by more than 1800 Lutheran Church-Missouri Synod schools across the United States and Canada.

Exemplary student services include the following:

- Clubs (i.e. Robotics, Strength & Conditioning, E-Gaming, TippiToes)
- Performing Arts
- Immanuel Fine Arts Academy
- Crusader Resource Student Services (CRSS)

In addition to these traditional services:

- Hot Lunch
- Extended Care Services
- 1-1 Chromebook for High School students

These are just a few of the programs providing the balanced education needed to participate in a thriving democracy. Through interactions with adults who strive to model Christ's example, students learn the values necessary to become servant-leaders who will shape our world. Christian teachers and a daily study of God's Word are the foundations for these programs.

Motto

"College Prep, Life Prep, Eternal Prep"

Apostles' Creed

(The basic foundation of all Christianity and to which our faith and foundation as a Lutheran school is built upon.)

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.

WHAT THE SCHOOL EXPECTS OF THE STUDENT

Student Credo

Crusaders are:

1. **Respectful:** Students will demonstrate respect through words and actions.
 - A. Respecting others: teachers, administrators, staff, parents/guardians, visitors, and classmates.
 - B. Respecting school: facilities, equipment, grounds, and supplies.
 - C. Respecting self: behaving in a manner befitting a child of God.
2. **Responsible:** Students will come to class prepared, with assignments completed and returned on time.
3. **Reverent:** Students will show deep and solemn respect during Bible study, creedal recitations, prayer, class, the pledge of allegiance, and chapel.

WHAT PARENTS CAN EXPECT FROM THE SCHOOL AND ITS TEACHERS

1. The student will receive grade-appropriate instruction, which will prepare him/her for the next grade level.
2. The student will be taught appropriate study habits.
3. The teachers will view their students as children of God.
4. The teachers will show respect for each child and use loving, Christ-centered discipline.
5. The teachers will contact the home and speak with parents when a problem arises.

WHAT THE SCHOOL EXPECTS FROM THE PARENT(S)/GUARDIANS
(We recognize the parents'/guardians' role as fellow-educators for their children)

1. Parents/guardians will regularly volunteer and participate in events and activities as members of our ILCA community.
2. Parents/guardians will communicate with their student(s) regarding daily assignments, quizzes, essays, projects, and tests.
3. Parents/guardians will provide a study environment in the home that is free from distraction.
4. Parents/guardians will support their child's teacher, by recognizing the teacher's position of authority and the respect due to him/her.
5. Parents/guardians will offer suggestions and concerns first to your child's Teacher, then to the Principal, then to the Headmaster, and (finally) to a Member of the School Board.
6. Parents/guardians will support Immanuel Lutheran Christian Academy with your words, attitude, and actions.
7. Parents/guardians will accept and support the school's objectives, mission, and vision.

Enrollment Procedures

Notice of Nondiscriminatory Policy as to Students

ILCA admits students of any race, color, nationality, and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, 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 student at ILCA 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. High school students will also be required to complete an essay and may be required to have references from former school officials. The administration will review all enrollment documentation and make the final determination of the student'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 ILCA.

Upon acceptance to ILCA, and when updates are requested, parents must provide a copy of the student's birth certificate, previous school records, immunization records, complete a records 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 by ILCA.

Immunization requirements for the State of Oklahoma must be met for admission to ILCA. Enrollment will not be finalized until proof of immunizations is current.

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 or succeeding years.

Enrollment Criteria

Each student at Immanuel Lutheran Christian Academy must meet the enrollment standards listed below. If at any time these standards are not met, the Headmaster may choose to recommend to the Board of Trustees the termination of the students enrollment.

1. Maintain an overall GPA of 2.0.
2. Receive passing grades of D or better in all classes.
3. Demonstrate acceptable behavior in the classroom and all other school settings and activities.
4. Attends on a regular basis. Students must maintain the attendance standards set forth by the Oklahoma State Board of Education.

It is assumed that the school and parents will work together to solve any problems in the above

areas 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 enrollment is withdrawn. The process for withdrawal is as follows:

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.
4. 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 or contributed to the infraction 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.

Placement Policies

The administration of ILCA does not encourage advancing students to 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 ILCA, the administration will review previous school records or current assessment tests administered by ILCA to determine a beneficial and appropriate placement for the student. The administration and parents will discuss all aspects of the placement options. ILCA administration reserves the right to make the final placement determination.

ILCA may not be able to meet the educational demands of those who need special services related to significant mental, physical, or emotional challenges. 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 or would be more successful in another school.

We understand that it is possible for an ILCA family to regret transferring away from ILCA and wish to return. Thus, provided all other transfer criteria are met, ILCA permits an ILCA family to return their child/youth to ILCA once. However, should a family opt to transfer their child/youth a second time, the family will not be permitted to return their child/youth to ILCA. In addition, student-learners, who have transferred, will not be allowed to return as a "homeschool/online" student and participate on an ILCA team or an ILCA-affiliated AAU team.

Probationary Period

Each student enrolled at ILCA 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/she 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, word choice, and attitude in the classroom and all other school settings and activities.
3. Demonstrates respect for fellow students, teachers, and other adults in the building.
4. Demonstrates regular attendance and promptness as defined by Absence and Chronic Tardiness policy referenced in this handbook.

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. The following steps will be taken prior to terminating the student's enrollment from ILCA.

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.
4. The Headmaster will relate to the Board of Trustees any important information about the conference with the parents.

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 and can be referenced on the school [website](#). Enrollment FACTS and Book and Supply fees must be paid upon enrollment. These fees are non-refundable. (In the case of withdrawal, tuition will be charged for the remainder of the quarter following the withdrawal date.)

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 fees are due by date identified on enrollment packet. Book and Supply fees (for students who are re-enrolling) are due by June 1st. FACTS tuition management is the form of tuition payment approved by the Board of Trustees.

Tuition, by default, is due on the 1st of each month and is auto-deducted through FACTS. Arrangements can be made for a different due date by speaking with the ILCA Treasurer. Accounts that are not paid by the due date may incur additional fees from FACTS and a past due notice.

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; however, ILCA reserves the right not to re-enroll student-learners. All financial aid, moreover, will be revoked and will have to be reapplied for, if the student is re-enrolled. Delinquent accounts will be turned over to small claims court.

Upon graduation, re-enrollment, or withdrawal, if there are remaining balances, transcripts/diplomas will be held until tuition and fees are paid in full.

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

1. Convenient and secure customized online payment plan sign-up

2. Demographic and financial account management online
3. Email payment reminders five (5) days prior to scheduled payment date • Online tuition payments at any time
4. Multiple payment-plan options
5. Ability to switch payment methods (e.g., from ACH to credit card)

Persons who are, or become, members of Immanuel Lutheran Church must be active, participatory, giving of time, talent, and treasure to the church to qualify for any potential member rates. They must have completed the new member class presented by the Pastor(s) and have 50% or more church attendance for one semester of school before being given such rates. They must maintain this 50% church-attendance minimum to maintain that member rate. Persons who do not do this may have any member rates revoked. ILCA's administration makes this determination and will notify families of any concerns in this area.

Opportunity Scholarship Fund

Financial scholarships are available at ILCA. Please stop by the office for a scholarship application. As a way of giving back to our ILCA community, and thanking those who have graciously donated to the scholarship fund, all scholarship recipients are required to volunteer one (1) hour of service to ILCA for every \$100 awarded.

Withdrawals or Transfers

When it is necessary for a student to withdraw or transfer from Immanuel 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. The withdrawal process is as follows:

1. A written statement by the custodial parent that states the student's last day of attendance at Immanuel Lutheran Christian Academy and the name (and location) of the new school will need to be presented to the office.
2. The grade will be based upon performance from the beginning of the semester to the date of withdrawal.
3. A student must be in attendance at least two (2) weeks in the semester to receive a grade.
4. All books and materials must be returned or paid for before withdrawal can be completed.
5. Tuition and Fees: Upon written approval from the Administration, tuition will be charged to the end of the quarter of withdrawal. (Example: A student who withdraws on September 5th will be charged tuition until the end of first quarter.) Enrollment and supplies fees are required upon enrollment and are non-refundable. Tuitions paid for the month of withdrawal are also non-refundable.
6. All tuition, fees, and fines are to be paid before records will be sent.
7. A copy of the withdrawal form and the health record may be picked up by a parent/guardian 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.

Lunch Account Policies

All parents/guardians are expected to prefund and maintain a minimum of \$25.00 in each students' lunch account through the FACTS prepaid plan. This helps ensure that accounts do not go into arrears and hot lunch privileges are not 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 lunch from home.

Activity Account Policies

All parents/guardians are expected to prefund and maintain a minimum of \$25.00 in each students' activity account through the FACTS prepaid plan. 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.

Extended Care Account Policies

Extended care rate is \$5.00/hr. and is billed to the nearest quarter hour. **Care after 6:00pm will be billed at a charge of \$1.00/minute.** Parents/guardians are expected to prefund and maintain a minimum of \$50.00 for part-time extended care and \$100.00 for full-time extended care. This helps ensure that the prepaid account does not go into arrears and extended care privileges are not lost. Accounts are set up through FACTS.

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.

Summer Camp

Families of participants must have their tuition and all fees, from the previous school year, paid in full before their child will be allowed to attend. The school reserves the right to deny enrollment in summer camp based on behavior and/or academic performance issues from the previous school year.

Payment Issues

Non-sufficient funds (NSF): A fee of \$30.00 will be assessed for all returned or rejected payments. Once rejected, a cash payment will be required in the amount of the original check plus the \$30.00 fee.

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. Iowa Tests will be administered annually in the spring semester to third (3rd) through seventh (7th) graders only. First (1st) through second (2nd) grade students will be screened with age appropriate screening tools. Eighth (8th) through tenth (10th) graders will take the PreAct Test, and the ACT tests will be available for eleventh (11th) and twelfth (12th) graders. Other tests and assessments to prepare for college admittance may also be offered.

Evaluation of Student Progress

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. Withdrawal grades will be included/averaged with ILCA grades for the remainder of the reporting period. Report cards are

available for printing from FACTS family portal, one week after the end of each quarter. Due to the online availability of students academic achievement/progress reports, report cards are not mailed home as a hard copy.

The following grading scales are used in grades 4-5 (see MS/HS Policy for 6-12):

89.50% - 100%	A-Superior
79.50% - 89.49%	B-Above Average
69.50% - 79.49%	C-Average
59.50% - 69.49%	D-Below Average
59.49%-below	F-Unsatisfactory

A checklist of skills will be used on reports in the primary grades K – 3.

Student conduct will be addressed regularly with parents.

Parent-teacher conferences will be held in the fall and in the spring. (See school calendar.)

Conferences may also be scheduled at any time by parents or teachers.

FACTS, moreover, is the school's official student data website. Parents/Guardians and students are encouraged to access their FACTS accounts *daily* to review grades. Parents/Guardians may wish to download the FACTS Family app, available in your favorite app store.

Accelerated Curriculum

Immanuel Lutheran Christian Academy offers advanced curriculum or assignments for accelerated students. Advanced students are served with differentiated curriculum in the classroom, advanced technology, enrichment opportunities, cross grade grouping, independent studies, concurrent enrollment.

Part-Time Enrollment for Athletics and Extracurricular Activities

Part-time enrollment is available for full-time homeschool students in 9th-12th grade. Part-time students must follow school policies while on campus or at school events. Part-time enrollment enables students to participate in athletics and extracurricular activities. Activity fees and prorated tuition will apply.

Non-accredited Home School Admissions

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

Students entering the school, who have been homeschooled, 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, after consultation with the student, parents/guardians, and staff; will be final and non-appealable.

Proficiency-Based Promotion

Students may progress in their educational endeavors by subject, course, and/or grade level based on mastery of the Oklahoma Learner Outcomes and ILCA Learner Outcomes, not on time spent in classes, completion of assignments, or prerequisites. The student who can successfully be moved ahead under Credit for Learning guidelines can demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom. Credit for Learning opportunities will be available for students from grades K-12 in the core content areas of language arts, mathematics, science, social studies, languages, and the arts.

Students or parents who request Credit for Learning will complete an application process and take a criterion-referenced test to measure the priority skills and knowledge relevant to each core course or subject for which credit is desired. If passed at the ninetieth percent or higher level, student applicants may then be required to complete a performance component. That component will be evaluated by selected staff and must meet standards comparable to ninetieth percentile percent performance.

Upon successful completion of both the criterion and performance components, and after appropriate consultation with parents and staff, 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 an A.

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:
 - a. Further interventions recommended and/or more information needed;*
 - b. Retention recommended;
 - c. 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.

Homework Guidelines

At ILCA we believe homework is an additional teaching tool needed to further educational achievement. Studies show children who receive homework show significant achievement throughout their academic years. The following are **guidelines** to help parents better understand this process.

K-2 - Receive minimal homework. It will include a weekly scripture memory verse, words of the week and reading time with parents. Reading is the single biggest predictor of high academic achievement and high ACT scores. We recommend 20 mins of reading per night.

3rd-4th - Students receive homework that includes a weekly scripture memory verse, mathematics, and reading. Parents should expect 30-40 mins of work each night (no HW on Wednesdays). Additional work will include quarterly projects. Classwork not finished in class will become homework and may result in additional time. Please contact the teacher if additional time becomes a chronic issue.

5th-6th - Students receive homework in a weekly scripture memory verse, math, reading, science and social studies periodically throughout the week. Parents should expect 1-2 hrs of homework per night (no HW on Wednesdays). Classwork not finished in class will become homework and may result in additional time. Additional work will include quarterly projects. Please contact the teacher if additional time becomes a chronic issue.

7th-8th grade - Students receive daily homework in all subject areas throughout the week. Some subjects, such as mathematics, require homework each night. Additional quarterly projects will be assigned. Parents should expect 1-2 hrs of homework each night (no HW on Wednesdays). Classwork not finished in class will become homework and may result in additional time. Additional work will include quarterly projects. Please contact the teacher if additional time becomes a chronic issue. Pre AP English should expect additional work.

9th-12th grade - Students receive daily homework in all subject areas throughout the week. Some subjects, such as mathematics, require homework each night. Additional quarterly projects will be assigned. Parents should expect 2-3 hrs of homework each night (no HW on Wednesdays). Classwork not finished in class will become homework and may result in additional time. Additional work will include quarterly projects. Please contact the teacher if additional time becomes a chronic issue. Dual Credit college courses for juniors and seniors will require additional time.

Note: If a student is doing homework on Wednesday, it should be assumed the work was assigned earlier in the week and not completed.

Homework/Makeup Work

Older students should write daily assignments in their assignment notebook. Homework is used primarily for reinforcement, makeup, and/or completion of unfinished classroom assignments. Parents and students are encouraged to use the **FACTS Family Portal** to obtain teacher lesson plans. Homework and make-up work is the student's responsibility.

Absentee homework: If a student is absent two (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.

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 must consult with the administrator before accessing the file.

All student files are kept confidential, unless the college the student is enrolling in or military recruiters request records.

Access to Student Records

The ILCA 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 or misleading.
3. The right of consent to disclose educational records, except where consent is not required.
4. 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, awards received, height and weight of athletic team members, and most recent previous educational institution attended.

Parents/Guardians have the right to exclude directory information from being released.

To do so, parents may indicate exemption on the parental agreement form or put their request in writing to administration. 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.

Bible Class

All students will be enrolled in their respective grade bible class. Transfer religion credits will be accepted upon Headmaster's approval. No online or homeschool religion class will be accepted during a student's enrollment at ILCA.

Attendance

In order to receive the maximum benefits of a Christian education, regular school attendance is

vital. Regular attendance at ILCA is defined as a student being present, for all classes, at a rate of 98% or higher. Regular attendance develops dependability and responsibility in the student and significantly contributes to his or her academic success. We strongly encourage families not to schedule vacations or extended trips during the school year. These policies and procedures have been established to promote regular school attendance on the part of each student, provide the continuity necessary for students to be successful, and ensure that students receive the full educational experience at ILCA. In addition, a high level of attendance is a requirement for continued accreditation.

Absence Policy/Procedure

The administration is responsible for attendance tracking for the school. When a child misses:

1. **Four (4) absences** in a semester will result in a letter being sent to the parent to remind them of the importance of regular attendance. For students in grades 6-12th, *the student will receive a detention and/or serve an in-school suspension for this and each subsequent absence. The detention will be served at the end of the school day with teacher supervision.*
2. **Six (6) absences in a semester** will lead the Headmaster to contact the parents.
3. **A Ninth absence** in a semester will yield an ILCA administrative decision concerning whether or not the student receives a passing grade or credit in that class. (See Also: Section on Truancy).

Excused Absences that are exceptions (i.e., do not count as part of the ten absences) are as follows:

1. Doctor's appointments with doctor's statement.
 - a. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Statement must be provided annually.
2. School-sponsored activities
3. Suspension or change of placement for disciplinary reasons
4. Any absence deemed unavoidable by the school Principal (**Waiver Required**). For this waiver, parents/guardians must submit a request, in writing with relevant documentation, (within five (5) days of the students return to school) to the Principal or Headmaster for consideration.
 - a. Examples include:
 - i. Wedding in the family
 - ii. Death in the family
 - iii. Personal illness including having or suspected of having a communicable disease or infestation that can be transmitted and are not allowed to return to school until they no longer present a health hazard. (Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.
 - iv. Other reasons as agreed to by the Principal or headmaster prior to absence.

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 8:15 a.m. and 10:30 a.m. The school staff will attempt to contact the parents of children who are absent and who have not contacted the school by noon.

Grade Adjustment for Excessive Absences

Middle School and High School students who exceed nine (9) absences in a given semester and whose academic grade is 60% or above may receive a grade of “F” (calculated at 59%) prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam (using standard weights applied by the teacher to semester coursework and the semester exam).

(Adapted from Broken Arrow Public Schools Board Policies)

Chronic Absenteeism

Chronic absenteeism affects a student’s academic performance, and leads to higher school dropout rates. In addition, chronic absenteeism can affect students' ability for success after graduation. In Oklahoma, chronic absenteeism is defined as a student missing 10% or more of school days, whether the absence is excused, unexcused or due to academic suspension. A student missing as few as 4 days per quarter runs the risk of being behind their peers in academic performance. For more information visit [Chronic Absenteeism FAQ's](#).

Extracurricular activities (piano, karate, gymnastics, etc.) should be scheduled outside of school hours.

Children may be dismissed early for medical reasons—yet such misses will still count towards the “chronic absenteeism” category (i.e., the combined total of a student’s excused absences, unexcused absences, & suspensions during an academic year).

Classroom instruction is continuous throughout the day, and students will be held accountable for all missed work. Students are expected to obtain any missing assignments from their teachers. Teachers may, **but are not expected to**, give out work in advance of absences.

Early Arrival/Dismissal/Late Pickup

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. (Parents are not to go directly to the student’s classroom, as this disrupts classroom instruction time.)
2. Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by the parents/guardians or the student is enrolled in an accepted class off site.
3. Parents of students who are 18 or older, and who drive, may contact the office to give permission for their child to leave during the school day for an appointment or illness.
4. High school students who are not under the supervision of a teacher, coach, or parent must leave campus within 20 minutes after school dismissal.
5. Students, in grade K-12, not picked up by 3:25 p.m. will be placed in after school extended care, and the student’s childcare account will be charged.
6. Elementary students who arrive before 8:00 a.m. will be placed in before school extended care and the child’s account will be charged.

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.

Chronic Tardiness (five (5) “grace tardies” per semester)

A student who receives their sixth (6th) tardy of the semester will be administered detention. Parents will be notified by school administration prior to the detention. *Each* additional tardy during the semester will result in an additional detention. If the student fails to attend their scheduled detention, an additional detention will be added.

If a student is unable to attend due to a family issue or is sick, it is the parent’s responsibility to inform the school ASAP. The detention will be rescheduled. Tardies will be erased (start over) at the end of first semester.

Definition of Tardy

A student is tardy if not in the classroom when the class is scheduled to start.

Middle School & /High School Students: A student who is more than *ten* (10) minutes late for class will receive an *absence* for that class period.

All work assigned during that period will be due as assigned.

Truancy

(Refer to OK State Statute 10-106 and OK State Statute 24-120)

Students absent without approval of school and parent (including not notifying the school when they leave) 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/guardians and school administration as follows:

1. Parents/Guardians 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 four or more (4+) days or parts of days within a four (4) week period *without* a valid excuse or is absent *without* a valid excuse for ten or more (10+) days within a semester, the school shall notify the parent, guardian or custodian of the child and immediately report such absences to the Tulsa County District Attorney for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

(Parents can be charged with misdemeanor child neglect with possible fines and/or jail time. In addition, students between the ages of 12 and 17 may also be cited for non-attendance in compliance with Oklahoma Truancy Laws which may result in additional fines.)

Driving privileges for students ages 14 through 17 will be canceled, according to the Oklahoma law, when students have ten (10) consecutive days or parts of days of unexcused absences, or fifteen (15) days or parts of days total unexcused absences during a single semester or students who withdraw or are dropped from enrollment without verified enrollment in another school.

Conduct

“A man without self-control is like a city broken into and left without walls.” Proverbs 25:28.

Behavior

Philosophy Statement: We believe in providing a Christian school environment that emphasizes

Approved by ILCA Board of Trustees-July 2024

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.

Standards of Conduct

Discipline at Immanuel Lutheran Christian Academy is an important part of the total learning process. As fair and consistent discipline is administered, students learn the principles of individual responsibility coupled with a consideration for group goals.

The purpose of discipline in any community is to maintain order so that specific objectives can be achieved. In a school, good discipline creates the favorable conditions necessary for study and orderly school life.

At Immanuel Lutheran Christian Academy, students will be taught to respect and obey their teachers, as they would their parents. Students will be taught that all behavior takes place in the presence of God, who loves them. The discipline process will emphasize the importance of repentance (acknowledging our sin), as well as forgiveness (receiving mercy) through Jesus Christ. Furthermore, they will be taught that obedience and a Christ-honoring life are attainable only by depending on the power of the Holy Spirit.

It is in pursuit of this goal of a Spirit-led life that 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.

Students' Behavioral Standards

As Crusaders, we are a caring Christian community that believes in respect and responsibility. These beliefs guide classroom procedures and discipline.

Students are to be on time and attend school regularly.

1. Good attendance encourages responsibility
2. Good attendance keeps students up-to-date on projects and daily assignments
3. Tardiness interrupts classroom activities
4. It's the law...(Refer to Attendance/Truancy section)

Students are to be positive and responsible for their learning.

1. Instructions need to be followed.
2. All assignments, exams, quizzes, essays, and projects need to be completed *promptly*.
3. Tests require early preparation and studying.
4. Textbooks, assignments, and other supplies are to be ready *before* class starts.
5. Cooperating with students and teachers builds a healthy learning environment, which encourages life-long teamwork skills.

Students are to dress appropriately.

1. Students are to adhere to the dress code (Refer to Dress Code Policy).
2. The wearing of appropriate clothing supports a positive learning environment.
3. Students are to wear proper attire for cold weather

Students are to be honest.

1. Honesty promotes trust and goodwill.
2. Students are expected to be truthful and play fairly

Students are to demonstrate a sense of pride for school property.

1. Students are to treat all school property with care.
2. Students are to dispose of garbage properly.
3. Treating property with respect saves money, keeps the school environment healthy and safe, and promotes a positive public image.

Students are to be considerate of others by showing respect for personal space, well-being, and safety of others.

1. Cooperating with others by respecting their personal space promotes courtesy and safety.
2. Speak to fellow classmates and teachers in a friendly, respectful, and appropriate manner.
3. Obey classroom and school rules.
4. Forgive and seek forgiveness.
5. Love thy neighbor as thyself by respecting human differences.
6. Everyone has a right to be treated with good manners.
7. Helping others builds a strong, healthy community.
8. Enter and leave rooms in a respectful manner: everyone has a right to learn in a peaceful environment

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 that 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 that are less *or* more than those penalties described in policy books and handbooks.

Disciplinary Consequences

Corporal punishment is not administered at ILCA.

In order to maintain a reasonable educational atmosphere, some of the discipline measures that can be used to correct student behavior may include, but are not limited to, the following:

1. Counseling with a student or group of students.
2. Conferences with parents/guardians or a group of parents/guardians
3. Requiring a student to remain after regular school hours or to arrive prior to regular school hours (Detention).
4. Isolation from other students
5. Seat assignments
6. Assigning additional work, including restorative activities, when appropriate
7. Restriction or removal from extra-curricular activities.

8. Restitution (paying for damages)
9. Restricted privileges
10. Suspension from class activity and/or school, potentially with the result of forfeiting the opportunity of earning full-credit on assignments missed during the suspension.
11. Expulsion from school

Any violation of the Board of Trustees' policies, school rules and regulations, or state statutes while at school, in school vehicles, going to/from or in attendance at school events will result in disciplinary action, handled within the school's discipline policy, 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. Students will demonstrate proper respect to all teachers, staff, administrators or the adults in charge.
 - a. Willful disobedience of a directive of any school official
 - b. Disrespect, defiance of school officials, including security officers
 - c. Failure to attend assigned detention, or comply with other disciplinary assignments without approval.
2. No one's behavior should violate another person's, or the community's, basic needs of security, safety, and peace of mind. There is to be no divisive or destructive behavior, including the following:
 - a. Fighting/Assault
 - b. Arson/Vandalism/Theft of school property or the property of others.
 - c. Spreading misinformation to be divisive or disruptive to the school community
 - d. Physical/Verbal abuse/Vulgarity
 - e. Instigating others to be disruptive in words or actions
 - f. Disruption of the security, safety, or peace of mind through written, verbal, body language (e.g., lewd), electronic means, or social networking online.
 - g. Threatening behavior/harassment/bullying (whether involving written, verbal or physical actions) Hazing (initiations) in connection with any school activity (O.S. §21-1190.)
 - h. Dangerous horseplay
 - i. Setting off fire alarms
 - j. Assault of a school official
 - k. Extortion
 - l. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 - m. Use of racial, ethnic, or sexual epithets
 - n. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect individuals, discipline, educational process or effectiveness of the school
 - o. Gambling
 - p. Immorality
 - q. Possession, threat, or use of a dangerous weapon, and related instrumentalities, i.e., bullets, shells, gun powder, pellets
 - r. 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
 - s. Truancy
 - t. Use or possession of tobacco in any form, including vaping
 - u. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, a school guest, or the school itself

- v. Chronic violation of school dress code policies
 - w. Chronic absences and/or tardies
3. If anyone is knowingly present in the context of a violation and fails to confront those who are in violation, one's presence will be considered passive approval and participation, making the observer (including those who choose to film) guilty of the violation as well.
 4. Academic Dishonesty (Plagiarism or cheating) is not allowed. Disciplinary action may include consequences ranging from detention to in-school suspension, depending on the severity, for the first offense, to in-school and possible out of school suspension for further offenses.
 5. Students are not permitted to chew gum on the school grounds. If, due to dental or medical conditions, gum chewing is prescribed, a written statement from the dentist or doctor must be on file in the school office. These students will dispose of the gum properly.
 6. Students are not permitted to sell anything during school hours, except certain ILCA-sponsored sales.
 7. Snacks during the school day are a privilege, not a right. Teachers **may choose** to allow children to consume a snack during the class day. If allowed, children are strongly encouraged to bring an easily consumable snack to eat during break. Healthy snack alternatives will be available in the gym for a small charge. Water bottles are permitted. Other drinks will be allowed at the discretion of the teacher during lunch; however, no sodas or other beverages containing caffeine are permitted to be consumed by students. Power energy drinks are not allowed for student consumption.
 8. Good stewardship requires that we take care of the gifts and materials that God has given us. Students will respect the property of others, and of the school and church. Students and their parents will be held responsible for any damage to or loss of books or any other church or school property or the property of others.
 9. Disruption of the educational process or operation of the school.
 - a. Nuisance Items (Examples listed below; this list is not exhaustive)
 - i. Comic Books
 - ii. Aerosol cans
 - iii. Helium-inflated balloons
 - iv. Glass objects
 - v. Matches
 - vi. Skateboards/Longboards/Scooters/Rollerblades/Roller-Skates/Mopeds
 - vii. Magazines/obscene materials
 - viii. Trading Cards/handheld games/other toys
 - ix. Stuffed animals
 - x. Laser pointers
 - b. Missing class or sleeping, closing one's eyes for more than a few seconds during class, resting one's head on one's desk or in one's hand(s), or refusing to work in class.
 - c. Inappropriate behavior, gestures, obscene and/or profane language (whether verbal or by means of body language).
 - d. Inappropriate public behavior.
 - e. Indecent exposure
 10. Cell Phones/Smartphones/Digital Watches: A cell phone/smartphone/digital watch is a privilege, not a right. Student cell phones are to be **turned off** upon entering the building (including before & after-school care) and must be stored in their locker during the school day. Students needing to make an emergency call home will be allowed (with teacher approval) to call using the school office phone. Any student phone that is not stored in the locker at the beginning of school and is found on their person, etc., will be confiscated and kept in the office. Students may use their phone after school as a way to contact parents. Any student found using a phone or any of its capabilities in an inappropriate

way (through use of apps, camera, social media, and the like) will be disciplined. Digital watches may be worn. Teachers may ask that they be removed during testing and/or if the watch becomes a distraction.

- a. First violation: Students may pick-up their cell phone from the office at the end of the school day.
 - b. Second violation: A parent communication will be made by the school secretary or an administrator. A parent will be required to pick up the phone.
 - c. Third and subsequent violations: A parent, student, and Principal meeting may take place in order to have the phone returned. Further disciplinary action may be taken and/or the student may be required to check their phone into the office each day until the end of the quarter.
11. Personal Electronics: laptops, iPads, notebooks, e-readers or other personal electronics should not be brought to school. Exceptions may be granted by the administration based on specific needs. Violation of this rule will result in the item being taken from the student. The parents will need to pick up the item in the Principal's office. ILCA **will not** be held responsible for any personal electronics that are damaged or stolen while on school grounds.
12. Student Electronic Devices: (software and/or hardware) may not be used for online activities, social media, or any other activity deemed inappropriate or unauthorized during school time, arrival and dismissal times, or during school activities after hours. Classroom educational use, as allowed by the teacher, will occur within the guidelines of this document, any 1:1 technology initiative, or Acceptable Use Policy. Violation of school internet and technology policies and guidelines, on- or off-campus may result in loss of use and/or additional disciplinary procedures.
13. Public Displays of Affection: such as hugging, kissing, and other overt displays of affection are unacceptable behavior for ILCA students.
- a. First violation: Students will be given verbal warning.
 - b. Second Violation: Students will be given detention.
 - c. Third Violation: Parents will be notified and students will be assigned a one day in-school suspension.

Violations of any of the following rules will result in immediate expulsion.

1. Weapons Policy: A weapon is defined as any device or object primarily designed to injure, incapacitate, or kill including, but not limited to any firearm whether loaded or unloaded, firearm parts or accessories including live firearm ammunition; A device that propels a projectile through the use of mechanical or kinetic force; any metal, plastic, or wood- tipped arrow, dart, or bolt; any device that expels or propels noxious, poisonous, or incapacitating liquid; any club, baton, nightstick, nunchucks, or similar martial arts device; or any knife with a sharpened or pointed blade. Students may not have a weapon in their possession

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/she is personally liable financially and subject to discipline by school authorities.

Student Appearance

Note: School dress code policies are on a separate form and must be read and signed by the parent/guardian and student.

Approved uniforms can be purchased from C & J Uniforms (we use Miss Helen's plaid), Land's

Approved by ILCA Board of Trustees-July 2024

End website, 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 the school's or an ILCA sport's logo. Uniform clothing colors must conform to the ILCA dress code.

All school dress code policies are in effect at school-sponsored events, sporting events, social events, except when free dress is designated. In that instance, clothing which is short, ripped, holey, ragged, and/or immodest is still considered inappropriate and *cannot* be worn.

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(s)/guardian(s). 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, however.

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

Academic Dishonesty (Cheating/Plagiarism)

Some students occasionally feel a need to, for various reasons, resort to cheating. *Academic dishonesty* is defined as intentionally giving or receiving aid or information from or to another student during any test, quiz, or assignment.

Typically at issue in the MS/HS, academic dishonesty can also include plagiarism (the passing of someone else's academic work as their own—or attempting to submit the same work for multiple assignments/classes (e.g., “multiple submissions”). Merely copying items from the text, changing a few words here or there (e.g., “patchwriting” or “sentence-structure plagiarism”), utilizing an AI-created product such as ChatGPT, or downloading information (including pictures and graphics) from the Internet without proper documentation is not considered original work and will not be acceptable.

(Proper documentation includes the following:

1. All source material (i.e., quotations, paraphrases, & summaries) is identified via “signal phrases” embedded within the essay (e.g., “In the third chapter of J.R.R. Tolkien’s novel *The Hobbit*, he writes . . .”).
2. All quotations begin and end with quotation marks.
3. All source material (quotations, paraphrases, & summaries) have parenthetical/in-text citations. Example of an in-text citation for a source with page numbers: (Tolkien p. 257).
4. Essays and Presentations end with a Works Cited/Bibliography page that lists all sources used by the student/group of students.)

Consequences

To emphasize the severity of academic dishonesty the consequences are as follows and are cumulative during a student's school year.

Further consequences may be decided by the administrator according to each situation.

First Offense:

1. The Teacher will document the cheating episode, speak with the student, and notify parents/guardians.
2. Cheating: all students involved will receive a grade of (0) with no option to make-up or receive credit for the assignment. Plagiarism: the student will receive a minimum of a 2+ letter-grade point deduction, with the possibility of a “zero” grade for the submission, depending on the severity of the offense.
3. The Principal or his/her designee is informed of the cheating incident.

Second Offense:

1. The Teacher will document the cheating episode, speak with the student, and notify parents/guardians.
2. The student(s) will earn a zero “0” grade for a second instance of cheating or academic dishonesty.
3. A second offense will result in a meeting with the Principal, Parents, and the Student.
4. Additional disciplinary action may be taken.

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.

Detention and Suspension Policy & Guidelines

When a student’s behavior warrants, a detention may be assigned. The process will involve the following guidelines:

1. Staff person will discuss with the student the seriousness of the incident and review the policy with the student so that it is understood what steps will be followed if the behavior continues. The parents/guardians will be contacted by the teacher.
2. The student will serve a behavior-related detention. The parents/guardians will be notified of the detention assignment.
 - a. Detentions may be given for specific offenses per the student policy handbook or as deemed necessary by the Principal or classroom teachers.
 - b. Detentions are served on Tuesday or Thursday afternoons for the times indicated in the options to follow.
 - c. Students participating in any athletic activity may forfeit one game following the detention served.
3. The student, upon receiving the third (3rd) detention for unprofessional behavior will be taken to the Principal for consultation and/or notification of parent/guardian with the possibility of one of the following consequences:
 - a. In-School Intervention (see page 25): issued one-to-five (1-to-5) days, as the result of either receiving three (3) detentions or for other offenses.
 - i. Students participating in any athletic activity will forfeit one game for each day of ISI served (immediately following).
 - ii. The student will no longer maintain membership in ILCA’s National Junior Honor Society & National Honor Society chapters.
 - b. Term (Out-of-School) Suspension: (Emergency Removal) removal of the student by the Principal from the school for a period of time *not* to exceed ten (10) days.
 - i. Students may *no longer* participate in athletic activities for the remainder of the school year.
 - ii. Students may not attend school-sponsored field trips.
 - iii. The students will no longer maintain membership in ILCA’s National Junior Honor Society & National Honor Society chapters.

4. The student, receiving more than three (3) behavior detentions from any one teacher during any one grading period, may be placed on a three (3) day term suspension.
 - a. A meeting with the parent(s), Principal, teacher, Headmaster will be arranged within thirty-six (36) hours.
5. The Principal, parent, and other involved staff will develop a mutually acceptable and workable plan to “curb” such behavior. This will involve in-house or outside professional help.
6. Indefinite suspension will be in effect until the situation is rectified so that normal educational processes may continue.
7. Possession of alcohol, drugs, tobacco, vaping, pornography, or weapons will result in an immediate out-of-school (OSS) suspension with review for expulsion.
8. The ILCA Board of Trustees will have the final word pertaining to permanent dismissal of a student from the academy.

Refer to Policy for MS/HS Detention Options

In-school Intervention

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by the Principal or Headmaster. It involves assignment for a prescribed course of education as determined by school representatives.

1. The student will spend the suspension day in an isolated but supervised area.
2. The student will be given a list of assignments and/or may be assigned school service that are due at the end of the day, which they will do for half credit. This counts as attendance for the day.
3. The student will not be allowed to participate in or attend any extracurricular activities or school events on the days of suspension.
4. Parents will be notified of in-school suspension by personal notification and a written letter that must be signed and returned.

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.

Term (Out-of-School) Suspension

"Suspension" or "out-of-school suspension " is the removal of a student from the daily school environment for specified length of time, as determined by school administration. Suspension will be served at home under parental supervision. The suspension day count would only include days school is in session (i.e. not holidays and/or weekends) should suspension be imposed during such a time.

1. The student will not be allowed to participate in, or attend, any extracurricular activities, or school events beginning on the day the out-of-school detention decision was made and lasting through the end of the day in which the suspension was served.
2. The student is not to be on ILCA school property until the suspension is completed.
3. All days that a student is on out-of-school suspension are counted as *excused absence* for attendance purposes, though this suspension (like in-school interventions) count towards the figure of chronic absenteeism for a student.
4. Teachers will provide all of the work that needs to be completed during the suspension period.
 - a. This work is to be picked up by the parent at the beginning of the suspension. All assignments must be handed in the morning the student returns to class.

- b. If the assignments are not satisfactorily completed, an “incomplete” will be given in that subject.
 - c. Out-of-school suspension days are considered *excused* for academic purposes, however all work completed during the out-of-school suspension will be recorded as half credit.
 - d. Report cards and promotion will be withheld, pending the suspended-student’s satisfactory completion of the assignments.
5. Parents/Guardians will be notified of the out-of-school suspension by personal notification and a written letter that must be signed by a parent/guardian and returned.

Note: A student may be *suspended* and/or *expelled* in a given case for a single offense, depending upon the seriousness of the offense and attending circumstances. In other cases, students may be suspended and/or expelled for cumulative acts, or habitual failure to serve consequences for academic dishonesty, trancies, tardies, and/or deteriorated attitude or behavior.

Suspension or Expulsion Conferences

When a student violates Board policy, a school regulation, or 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 Principal and/or Headmaster will conduct a formal conference with the student and /or parent(s). At the conference with the student, the Headmaster will review the policy, rule, or regulation that the student is charged with having violated and will discuss the conduct of the student that has been in violation of the policy, rule, or regulation.

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

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

On the same day that the student earns an out-of-school suspension or expulsion, the Principal or Headmaster will 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 Principal and/or 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 Principal and/or 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. The Headmaster’s decision is final. Students who are suspended will be required to turn in missed work upon their return. An extension (due date) of

two (2) days may be granted 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 in which the parent or guardian shall place the student. 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 Principal or Headmaster of an out-of-school suspension or in-school intervention, the student immediately forfeits the privilege of attending and/or 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, athletic director, and administrator approval.*

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

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

Search Policy

Students shall not have any reasonable expectation of privacy from school administrators or teachers in the contents of a desk, locker, or other school property. School personnel all have access to desks and other school property and equipment 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. The contents and history of a student's Chromebook or school computer may be checked at any time.

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:

1. The Student is on school premises.
2. The Student is in transit under the authority of the school.
3. The Student is attending any school-sponsored or school-authorized function.

On-Person Search

SHOULD BE CONDUCTED AS FOLLOWS:

1. Held in a place as private as practical.
2. Conducted by a school representative of the same biological sex as the person to be searched.
3. Conducted before an adult witness of the same biological sex or school security when practical.
4. Conducted so that only outer wear is removed from the person searched. An exception is

socks.

5. 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.).
6. 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 the following:

1. Reason for search.
2. Date and time of the search.
3. Location of the search.
4. Signature of the witnesses
5. Brief explanation of the contraband found.
6. Signature of the school's 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, PRINCIPAL, 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, faculty, staff, and coaches when access to administrators is not practical.

Weapon-Free Student Expulsion Policy

It is the policy of Immanuel Lutheran Christian Academy that any student who is determined to have brought a firearm, incendiary device, knife, sword, ax, club, or other similar weapon to school shall be immediately expelled.

The term "determined to have brought a weapon to school" means any student being in possession or control of a firearm/weapon on property owned, leased, or rented by the school or church, including, but not limited to, school buildings, parking lots, other school property, and motor vehicles and any student who is in possession or control of a firearm/weapon 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 or security personnel shall immediately be delivered to law enforcement authorities for disposition pursuant to applicable law.

Weapons Policy (O.S. §21-1280.1)

In order to provide a safe environment for the students and staff of Immanuel Lutheran Christian Academy, the Board of Trustees adopted 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
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, taser, rubber bullets, 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 building security or Administration. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify building security, Headmaster, or his/her designee of the situation.

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

1. Immediately investigate the matter and contact the police, if appropriate.
2. 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.
3. Notify building security.
4. Notify the student’s parents/guardians.
5. Cooperate fully with the police.
6. Transfer confiscated weapon(s) 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.

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 length of the expulsion.

Regardless of Oklahoma's concealed weapon law, schools and private businesses are exempt. No weapons are allowed on campus, except for those owned by security officers or approved by administration and the Facilities Manager.

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/ Teacher/Visitor Possession or Use of Alcohol, Tobacco, and Illegal Drugs Policy (O.S. §70-1210.213)

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, tobacco paraphernalia, or vaping devices (lighters, matches, etc.) on school/church property, including school/church vehicles or at school-sponsored functions. Products will be confiscated and parents/guardians 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 or -affiliated functions. Law enforcement agencies, parents, and/or guardians will be notified. Students in violation of this policy will be expelled.

General Information

Extended Care

All students, arriving between 7:10a.m. and 7:50a.m., must go to before-care. Students in before-care shall have the opportunity to purchase breakfast. Charges for these services will be billed to the student's prepaid account in FACTS financial

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 students remaining unsupervised after 3:25, will be placed in Extended Care. Charges for this

service will be billed to the student's prepaid account in FACTS financial.

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

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

Book Orders/Advertising or Sales

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, curriculum, or related activities that benefit students. 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. All school-sponsored fund-raising projects must have the approval of the Headmaster. A fundraising form is available in the office and must be completed. **Prom and year-end senior class trips are not school sanctioned events. While fundraising is encouraged, these events must first be approved by the school administration.**

Referral for Testing

Students, enrolled at ILCA, who are suspected of having undiagnosed disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Please refer to the CRS under the academics tab at ilcanews.org.

Screening

Screening activities may include vision, hearing, and speech. Other screening activities may include the following: 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

Most 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. High school students need to provide the appropriate teacher-recommended school supplies.

Work Permits

Students under the age of 18 are required by state law (under certain circumstances) to have a work permit. If their employer requires them to have a work permit, the application for a work permit (Form No. 600) may be obtained from the office. Students should complete the form as instructed and return it, along with a copy of the student's birth certificate, to the office personnel, who will then process the application.

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 in to assist in these situations.

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's website. Drills to practice crisis procedures will be conducted according to the 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, Principal, or designee before distribution.

Electronic Wireless Telecommunication Devices

The Board of Trustees promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for the use of wireless telecommunication devices:

1. Students are prohibited from possessing wireless communication devices during school hours (including while receiving before and after school care). For safety reasons, students may possess wireless communication devices before and/or after school while in-transit or waiting for pickup.
2. During school hours, personal wireless devices may be in a student's car or locker, but not on a student's person, including, but not limited to, purses, pockets,

and backpacks. In order to avoid any disruption of the educational process, all wireless communication devices placed in a locker must be turned off.

3. The Headmaster, Principal, or other administrator must approve exceptions to this policy. A violation of any part of this policy may result in the wireless communication devices being confiscated by the administration. (Refer to Disciplinary Consequences, Item 10).

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

1. Cell phones
2. iPads or Kindles with Internet capability
3. Blackberry® and similar mobile messaging devices

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 sections affect the climate at the school in an extremely negative way and will be addressed with appropriate consequences, up to and including suspension or expulsion.

Earbuds and Headphones

Earbuds and headphones may be needed/utilized for specific instructional purposes. Students should bring their own headphones when needed for class. Headphones, including earbuds, will be kept in lockers when not in use in the classroom. Students who choose to wear headphones, in their ears, outside of the classroom or during instructional times when headphones have not been approved by teachers, may have those headphones confiscated. Violation of this rule will result in the item being taken from the student. The consequences outlined for cell phones will apply to confiscated headphones. **ILCA will not** be held responsible for any personal electronics that are damaged or stolen while on school grounds.

Extra-Curricular Participation

To be eligible to participate in any extracurricular activity, a student must read and sign a contract acknowledging his/her understanding of ILCA's policies concerning the possession or use of tobacco, alcohol, and other illegal drugs, and agree to be bound by the violation provisions.

Acceptable Use and Ethical Use Policies for Technology

Students are expected to abide by these policies and others of the school which exist separately and require separate signatures.

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 that involve specific grade levels, fine arts, or physical education departments for special performances or points of interest outside of the surrounding area that relate to specific units of study. Activity accounts will be debited for school transportation costs and registration or entry fees related to the field trip.

Students are expected to attend all field trips (unless informed otherwise due to matters like academic-, attendance-, or behavioral-related concerns), and some trips related to curriculum may have a grade attached to attendance.

Planning 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 church vans or commercial or school-insured buses or vans whenever possible.

Parents attending field trips will be expected to follow the guidelines provided. Parent-Drivers will be required to provide proof of a 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.

Additional Guidelines:

- 1. A student who is not participating in a field trip is expected to attend school. The student will be provided with appropriate instruction within an appropriate alternative environment.*
- 2. A field trip is a privilege and students whose behavior indicates that they may not demonstrate the Crusader Credo while on the field trip or not permit others to gain the most benefit from the field trip will lose the privilege of attending.*
- 3. A student whose academic performance is not meeting expectations may lose the privilege of participating in a field trip.*
- 4. If a sibling is allowed to attend, the parent cannot be counted as an official chaperone.*

Behavior Expectations for Field Trips and Off Campus Events

We believe that all participants on a school-sponsored trip or attending an off campus event will act as Christian ambassadors for our school.

All discipline policies will be observed during field trips and off campus events (i.e., servant events, sporting events). Students are expected to follow bus & van safety rules and be respectful to others while being transported to and from the field trip destination.

While representing our school community, all participants will behave courteously and responsibly, demonstrating respect for themselves and others and for property.

Behavioral Expectations:

1. Respect for all rules and regulations.
2. Cooperation with those in authority.
3. Respectful attention to instructions, to other types of information, to guided tours, and to visual presentations.
4. Care for the safety of self and for others.
5. Dress neatly and appropriately, following the school dress code, with good hygiene.
6. Refrain from all forms of PDA (public displays of affection)

Any student who fails to meet these expectations, or who demonstrates any dangerous, illegal, unethical, immoral, or antisocial behavior; will be sent home immediately at their parents' expense.

Food Services

Breakfast is served daily until 7:50 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 7:50 a.m. will not be able to sign up for or be 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/her. Any student needing assistance with a locker should ask his/her teacher.

Periodic locker checks will be made throughout the year. The lock and the locker are the property of ILCA, and the student using the locker should have no expectation of privacy. The locker may be inspected or searched at any time without prior notification to the student.

The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, weapons, illegal drugs, alcohol, or any other material forbidden by school rules.

Students are never to leave valuables in desks, unlocked lockers, or in rooms. Lost or stolen articles are not the responsibility of the school.

Lost locks have to be replaced and paid for by the student. Lockers may allow the use of a personal locking device. If such a device is used, the combination must be on file in the office.

Leaving a locker unlocked, meanwhile, is not an acceptable excuse in the event unlawful or otherwise impermissible items and/or substances are found in a student's locker. Unless video surveillance or some other means chosen by the Headmaster confirms that some other person placed the forbidden items in the student's locker without his/her knowledge, the student whose locker possesses the banned materials will be disciplined, including the possibility of expulsion.

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, recycled, or trashed at the end of each semester..

Lunch Periods

ILCA has a closed campus during the lunch period. Students are not allowed to leave campus to eat lunch, or utilize drop off services such as DoorDash or GrubHub, unless under the supervision of staff or checked out by a parent or other person named by the parent.

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 students. However, parents may check-out their students to go to lunch at any time. Should circumstances require provision of a fast-food lunch, we will call the student to the office and provide an area for the child to eat and then rejoin his/her class.

Students whose parents check them out for lunch need to be aware that they have twenty-five (25) minutes for lunch.

Students signing in after their allotted lunch time will receive an unexcused tardy to class.

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, the Principal, and the Headmaster.

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

1. Matters concerning individual students and their teachers should first be addressed with the teacher.
2. Unsettled matters from (1) should be addressed with the Principal and then the Headmaster.
3. 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 Principal or the Headmaster or their designee. 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. Parents of high school students, with the privilege to drive are required to notify the office prior to their student leaving for an appointment. The student needs to provide documentation (a signed and relevant doctor's note, etc.) to the office upon return to school.

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, vape, drink alcohol, consume drugs or other harmful and/or illegal substances, litter, write on the walls, or damage the facilities in any way. Vandalism of restrooms will result in consequences (including the possibility of expulsion), financial liability, and parental contact.

Inclement Weather

Immanuel Lutheran Christian Academy will be dismissed for inclement weather when Broken Arrow Public Schools dismisses 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. ILCA's website will also note school closures due to inclement weather.

Since many parents/guardians work, it is typically impractical to dismiss school early.

If school has to be dismissed early, however, 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, parents/guardians, guests, 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 that are made without good cause shall not be condoned and may include consequences and possible expulsion at the discretion of the administrator. 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 of Trustees, 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.

Calls

Students will not be allowed to make or receive phone calls, except in case of emergency or illness. The administrator or designee will define an *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 to call or text during school hours. Cell phones must be kept in a locked locker during the school day. Students may not text or call from a personal cell phone, digital watch, or school or personal computer/Chromebook 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; or to make classroom observations during instructional time.

Classroom observations during instructional time, will require a written request to be delivered to the Headmaster at least forty-eight (48) hours prior to visiting the classroom. Approval of the request is at the discretion of the Principal or 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 smartphones, digital watches, 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, faculty member, 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 in advance.

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

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:

1. 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's office. The parent or guardian must deliver the medication to the office and complete the above-mentioned form.
2. 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/her medication, the school will contact that student's teacher to remind him/her.
3. 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 workplace.
4. Parents may be asked to keep a few doses of medicine at school.
5. 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.
6. All medication not picked up by the last day of school will be discarded.
7. 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.
8. Acetaminophen and Ibuprofen: Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) are available upon request by students if parent permission is given.
9. 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, however, 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, or a certificate of exemption, 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/she 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 form must be obtained from the office, completed and kept in the student’s cumulative file. Parents submitting a certificate of exemption acknowledge that their student may be excluded from attending/participating for the duration of any outbreak for their own health and for the health of the other children as detailed in the “Instructions For Completing the Certificate of Exemption” document.

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 medical concerns like temperatures of 100.4 F or above, head lice, a 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 for twenty-four (24) hours, or have a doctor note before returning to school.

Thus, 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/guardians 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 can be spread 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 that have been taken.

Pink Eye

Parents of students exhibiting symptoms of pink eye will be asked to take their child to a doctor for diagnosis and to keep them home for at least twenty-four (24) hours. Upon return, the parent must produce a doctors’ note.

Health Education

The school will provide health education on growth, development, hygiene, and Christian

sexuality education to all students in the 6th grade.

AIDS (Acquired Immunodeficiency Syndrome) Education §70-11-103.3 is required by Oklahoma State Law. AIDS prevention education will be addressed in either the PE or Science Curriculum in 5th/7th/Health (HS required credit). All curriculum and materials used to teach AIDS education will be vetted and amended according to the doctrine/morals/principles of ILCA.

Parents with questions about the content/format of health education topics, may reach out to the administration..

Behavior at School Events

1. Guests will be expected to adhere to the ILCA standards in appearance and behavior, including their word choice.
2. No loitering will be allowed around the outside or inside of the building in which the activity is held.
3. Any student at the activity not conducting himself/herself in a proper manner, as interpreted by the chaperones, will be asked to leave.
4. Students are not to use tobacco, vapes, alcohol, or drugs of any form at school activities at any time, whether on- or off- campus.
5. Students are not to abuse the school's buildings or its furnishings in which the activity is held or otherwise. Any student expense incurred as a result of defacing of property will be assessed to the student responsible for the damage.
6. A student may not leave and return to an activity. If a student leaves, further attendance at this event is terminated.
7. All ILCA students, whether participating in or attending any activity, should demonstrate sportsmanlike and respectful behavior at all times. Vulgar, profane, or otherwise inappropriate actions or remarks will not be tolerated. Examples of unsportsmanlike conduct might include taunting; harassing; or verbally abusing or maligning the opposing school (e.g., team, band, cheerleaders, pom squad, etc.), game officials, or fans.
8. Behavior during events like chapel concerts, fine arts performances, and plays should be beyond reproach. A respectful audience refrains from any behavior that would take away from the service or performance.
 - a. Cell phones should be silenced during the services/ performances.
 - b. Feet should be on the floor and never on the seats.
 - c. Food and drink are not allowed.
 - d. The audience should not leave and re-enter during the services/ performance.
 - e. With the exception of sporting events, conversations should be held during breaks and not during the performance.

Failure to follow these guidelines may result in the student being removed from the activity without refund.

Administrative discretion will be utilized in the determination of appropriate appearance or behavior, and the administrator's decision will be final.

Library

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

1. To provide materials for students, staff, and parents that will support the schools mission of nurturing their Christian faith.
2. To provide materials and services that will develop literacy, cultural, and aesthetic appreciation of excellence in literature and an enjoyment of reading.
3. To integrate library resources and services into the curriculum through cooperative planning with teachers.
4. 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:

1. Educational significance
2. The contribution of the subject matter to the curriculum and to the interests of the students.
3. Favorable recommendations based on preview and examination of material by professional personnel.
4. Validity, currency, and appropriateness of material
5. High artistic quality and/or literary style
6. Value commensurate with cost and/or need
7. Timeliness or permanence
8. Integrity
9. The contribution the material makes of representative viewpoints on controversial issues.
10. Literary quality to stimulate student interest and to develop an appreciation of good styles of writing and present a wide range of situations and authors.
11. Support of the Christian faith

Literature Selection Policy - Classroom

The selection of English Language Arts curriculum regarding novels to be studied and/or read in class at the elementary grade level which includes grades K-4 must meet the following criteria:

1. The selected material will meet the English Language Arts Oklahoma Academic Standards for the specific grade level.
2. The selected material will meet the ILCA Library material selection objectives and policy guidelines.
3. The selected material will be taught from a Lutheran Christian Worldview*
*Christ-centered teaching, rooted in God's Word and Lutheran doctrine (We teach Christ crucified). Jesus Christ forms the heart, the core, the foundation for the Lutheran Christian worldview and for the teaching that grows from it. (Cochran, 21, [Issues in Christian Education](#))

Complaints/Procedures for Reconsideration

The administration 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 composed 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.

Approved by ILCA Board of Trustees-July 2024

Librarian
Principal
Headmaster
ILCA Board of Trustees Member

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

1. A request form for reevaluation of materials will be given to the complainant to complete.
2. When Reevaluation of Material form is returned, the administration will consult with the Material Review Committee.
3. The complainant will be informed of the decision recommended by the committee and voted on by the Board of Trustees.

Book Checkout Policy

1. Books are checked out for a period of two (2) weeks. Books will need to be returned or renewed after the two-week period.
2. Overdue materials are subject to a report card hold.
3. If a book is lost or returned damaged beyond repair, full replacement cost is charged.
4. Students transferring must have returned or paid for all library materials before a transcript will be released.

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 (90%) 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/she may lose participation rights in some or all activities.

Students must be in attendance one-half [four (4) classes] of the school day to participate in after-school activities.

In case of conflicting activities scheduled by groups at ILCA, 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. No party invitations are to be handed out at school.

Parents may deliver appropriate food items by coordinating with the office or the teachers.

Holiday parties are coordinated by the teachers.

Movies (K-8th Grade)

ILCA utilizes a blanket movie consent form to be completed during the registration/enrollment process. The form details the following:

1. From time to time a full-length, feature movie may be shown to students.
2. Teachers will include the title of such movies in weekly parent communications.
3. Parents may revoke the blanket permission form at any time during the year and/or revoke permission for a given movie.
4. Students not given permission to view the movie will be supervised in another classroom.
5. All movies, video, DVDs shown at ILCA will be chosen with regard to age of viewers, ratings not to exceed the rating of "PG-13".
6. Exceptions may be made by approval of the Principal/Headmaster concerning the content and/or necessity of the film for educational purposes.

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.

Internet Policy—See ILCA High School Technology Acceptable/Ethical Use Policies

Immanuel Lutheran Christian Academy Web Policy

The school will establish a website and will develop web pages that present information about the school. The Headmaster will be responsible for oversight of the person 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 website. 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's first 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's first 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.

Social Media Guidelines for Students, Staff and Parents

At Immanuel Lutheran Christian Academy, teachers, students, staff, parents, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these

tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Instagram, SnapChat, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, parents, administration, and staff) are representing ILCA in social media spaces, regardless of whether these are considered professional or personal spaces.

1. Use good judgment
 - a. We expect good judgment in all situations. Behave in a way that would reflect Christ and will make you and others proud and reflect well on the school.
 - b. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
 - c. Follow the proper channels of communication outlined in the student handbook to express concerns before openly sharing them in a public forum.
2. Be respectful
 - a. Always treat others with Christian respect, positively, and in a considerate manner.
3. Be responsible and ethical
 - a. Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
 - b. Adults should be open about their affiliation with the school and the role/position they hold.
 - c. Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them. Put the best construction on everything.
4. Be a good listener
 - a. Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback
 - b. Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
5. Be accurate and appropriate
 - a. Check all work for correct use of grammar and spelling before posting.
 - b. A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
6. *And if you don't get it right ...*
 - a. Be sure to correct any mistakes you make immediately, and make it clear what you've done to fix the mistake.
 - b. Apologize for the mistake if the situation warrants it.
 - c. If it's a major mistake (e.g., exposing private information or reporting confidential information), please let the Principal or Headmaster know immediately so the school can take the proper steps to help minimize the impact it may have.
7. Be confidential

- a. Do not publish, post, or release information that is considered confidential or private. Pictures taken during a classroom event (i.e party) must be approved before they are posted on social media. Some students do not have parental permission to publish their pictures on social media. Check with the teacher and office before posting.
 - b. Remember, online “conversations” are never private.
 - c. Use caution if asked to share your birth date, address, and cell phone number on any website.
8. Respect private and personal information
- a. To ensure your safety, be careful about the type and amount of personal information you provide.
 - b. Avoid talking about personal schedules or situations.
 - c. Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
 - d. While taking care when posting to safeguard people’s privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
 - e. Generally use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Principal or Headmaster for permission.
 - f. Always respect the privacy of school community members.

This Handbook was Approved and Adopted by the Immanuel Lutheran Christian Academy’s
Board of Trustees

This Handbook

It should be noted that this handbook, while it consists of the major issues and operations of Immanuel Lutheran Christian Academy, does not encompass all issues and circumstances that may come up during the course of a school year. While a policy or rule portrays the “black & white” nature of an issue, there may be circumstances that create a “gray” issue (i.e., one that does not fully meet the policy) or an issue that simply is not listed in this handbook.

The conduct expectations outlined in this handbook are intended to prepare servant-leaders to shape the world through Christ’s example, whether on or off campus, while the student is enrolled at ILCA.

When these circumstances arise, the Principal, Headmaster, Board of Trustees,, or Administrative Designee will determine the best policy to address the specific issue.

Middle School/High School Policy

In addition to the policies and procedures previously outlined, the following policies and procedures are specific to our 6th-12th Grade scholars.

GRADUATION

2025 CORE Curriculum Graduation Requirements

A total of 56 units (25) credits must be earned during the four (4) years of high school in order to graduate.

1. English (4 units) I to-- IV
 - a. Dual Credit - Experiences in Writing, English Comp I/II, and Introduction to Literature, Experiences in Communication, & Public Speaking
2. Math (3 units grade 9-12) Algebra 1, Geometry, Algebra II, College Algebra, Pre-Calculus (and starting the 2024-5 year, Calculus)
3. World Language (1 unit) - Computer Science I and II or Spanish I and II
4. History (3 units) - U.S. Government (1 semester course), OK History (1 semester course), US History, & World History
5. Science (3 units) - Biology I, Anatomy & Physiology, Chemistry, Environmental Science,
 - a. Dual Credit (through Concordia)- Biology/O II or Anatomy & Physiology II
6. Fine Arts (1 Unit) Choir or Concurrent Enrollment
7. Other requirements (1 Unit) - Health (9th grade, 1 semester course), Economics, Personal Finance (Dave Ramsey), CPR/AED, ICAP, Religion I - IV, ACT
8. Electives (8 units) - Study Skills 1 and 2, Choir, Leadership in Worship, Strength & Conditioning, Art, Theatre Arts, Multimedia Journalism, Professional Writing, Family & Consumer Science, Yearbook, STEM, Swimming, Work Study/Internship programs (Some elective participation may require teacher approval and/or pre-requisites.)
9. Other: TCC HS+1, Dual Credit, Tulsa Tech, OSMS

Commencement

1. All graduating seniors are *required* to participate in the commencement exercises. If a graduating senior is unable to attend the graduation ceremony, a written request from the parents/guardians must be received in the Headmaster's Office no later than May 1st. If a student lacks only one (1) credit or less, the diploma will be granted later upon presentation of evidence of having completed the requirements. Anyone who lacks more than one (1) credit will not be permitted to participate in graduation exercises.
2. Additional courses may be required if a student plans to attend a state college or university outside the state of Oklahoma.
3. Credits are earned on a semester basis. A student receives credit for making a passing grade in a given subject. One (1) credit is earned per course for each semester.
4. Any student with fewer than 40 credits after his/her junior year will not be classified as a senior. In order to be classified as a senior, a student must have successfully completed 40 credits.
5. All students shall fulfill the requirements for a [Personal Financial Literacy Passport](#) during grades 7 through 12. 70 O.S. § 11-103.6h (OSCN 2023), Passport to Financial Literacy Act

Concurrent Enrollment in College

High School juniors and seniors may enroll in college credit courses while attending high school. What are the benefits?

1. Student-learners gain college credit (whether it is a one-to-one elimination of a 1st year college-freshman-level, English course, or they are given credit via an elective credit by the college/university of their choice).
2. Student-learners will improve their writing, reading, critical thinking, and research skills by enrolling in and passing these courses.
3. Student-learners gain experience of what a college-level course/classroom will “feel” like.
4. Concurrent enrollment courses satisfy graduation requirements at ILCA if approved in advance by relevant teachers and administration.

Students who choose to concurrently enroll must be able to earn the required credits for graduation by the end of the two classes per semester of ILCA course work.

Students who drop any concurrently enrolled courses must *immediately* notify administration to be assigned to corresponding high school course credits to maintain full-time academic status.

To receive credit, a student must submit an official final transcript to ILCA administration for the term he/she is enrolled. The grade(s) earned for the concurrently enrolled course(s) will be the grade assigned for ILCA. Credits for previous currently enrolled courses must be officially submitted to ILCA's office before a student can take additional concurrent enrollment courses.

Students who meet these requirements for admission to a college or university, may participate in concurrent enrollment.

Therefore, **students and their families are responsible for the non-ILCA, dual-credit-related registration, tuition, fees, books, and transportation expenses; moreover**, students are expected to request dual-credit transcripts, from colleges like TCC, to be sent to ILCA.

****Note: Full tuition to ILCA must be paid, even if concurrent enrollment is approved.**

High School Credits Earned Prior to High School Entry/Summer School The grade earned by a middle school student taking a high school level course during his/her middle school career or during summer school will be the grade assigned to the course recorded on the high school transcript.

Per state law, High School math courses, taken as a middle school student, are given elective, rather than subject area credit.

Tulsa Technology Center (Vo-tech)

One- and two-year programs in various vocational and technical subjects are offered through the Tulsa Technology Center. Juniors and seniors may attend either the morning (8:00-11:00 a.m.) or the afternoon (12:00-3:00 p.m.) session. Students must arrive on time for afternoon classes if they attend morning Vo-tech classes—and may not leave ILCA classes early for afternoon Tulsa Tech sessions.

Students earn 3.0 credits a semester at Tulsa Technology Center. Students must provide their own transportation.

The Tulsa Technology Center student is responsible for obtaining information from ILCA that is missed while attending TTC and is required to attend class functions on his home campus.

Note: Full tuition to ILCA must be paid, even if concurrent enrollment is approved.

Semester Tests, Schedule, and Late Work at the End of the Year

Semester tests in HS core classes (i.e., English, Math, Religion, Science, & Social Studies) are usually given during the last week of each semester; 8th-graders take semester tests in English & Math. The semester test may be a *comprehensive* test, depending on the teacher and the subject. The test schedule will be announced ahead of time.

If absent on a test day, the student must make up the test(s) on the day he/she returns to school.

For an **excused** absence at the *end* of the school year, the student will have five (5) school/business days to make up semester test(s) and turn in any school make-up work not completed due to absences. This extension of time must be approved in advance by the teacher **and** by an ILCA administrator.

Parents who choose to take vacation during the school year will be responsible for ensuring their student(s) homework is completed within the guidelines for late work. Teachers may, **but are not required to**, give out homework prior to the absence. Semester finals and/or tests must be completed before the family leaves on vacation.

Exemptions

Students may request/earn an exemption for individual and/or all HS Finals (including 8th Grade Algebra 1) when they have met the following requirements:

1. Class grade of A with 2 or fewer absences (regardless of excused or unexcused).
2. Class grade of B with 1 or fewer absences (regardless of excused or unexcused).
3. Class grade of C with 0 absences (regardless of excused or unexcused).

Absences for school activities will not be counted when calculating exemption status.

Grading Policy

High School (9th - 12th) (8th Grade Algebra 1)

10% midterm/final
90% Classwork

Late Work (MS/HS)

The general guidelines for late homework are as follows:

High School (9th - 12th)

One day: 10%
Two days: 20%
Three days: 30%
Four days – Not accepted,
considered an F

Middle School (6th - 8th)

40% projects, tests, essays
60% other (memory work, homework
etc.)

Middle School (6th - 8th)

One day: 10%
Two days: 20%
Three days: 30%
Four days: 40%
Five days: 50%
Six days - Not accepted,
considered an F

Oklahoma's Promise (OK Higher Learning Access Program [OHLAP])

Requirements and Qualifications

Oklahoma's Promise has been available since 1992, and it was re-authorized with some modifications by HB 2728. This program provides resident tuition for college courses needed to complete a degree or program within five (5) years from the beginning of the award. The OHLAP program is administered by the Oklahoma State Regents for Higher Education at (405) 524-9100.

Eligibility requirements are listed below (additional information can be found at www.okhighered.org/okpromise).

1. Must be an Oklahoma resident.
2. Must make a commitment to the OHLAP program as an 8th, 9th, or 10th grader (homeschool students must be age 13, 14, 15, or 16).
3. Must complete courses required for admission to any Oklahoma college or university. This course of study must include 2 units of Foreign Language or Technology, and one unit of Fine Arts.
4. Must graduate from high school with a 2.5 grade point average.
5. A student whose parents' federal adjusted gross income does not exceed (additional special income provisions are available):
 - a. \$60,000 with 1 or 2 dependent children
 - b. \$70,000 with 3 or 4 dependent children
 - c. \$80,000 with 5 or more dependent children
6. Must be admitted and enrolled in an institution of higher education or postsecondary career-tech program in Oklahoma.

High School Schedule Changes (9th-12th grades)

Once courses are selected, adjustments may be made the first two weeks of the semester only on a limited basis. **All schedule changes must be made through the counseling office.** A schedule change form must be approved *and* a parent's signature is required before a schedule change is made.

Schedules may be adjusted if any of the following qualifications are met and space is available:

1. Incomplete schedules or errors
2. Prerequisites to take the course are not met, improper sequencing of classes occurs, or the student does not have teacher approval to enroll in a course
3. Acceptance to special programs (co-op, online courses, TCC, Vo-tech, etc.)
4. Taking a more challenging or required course -no reversal at a later date

Detention Options

The detention options available for assignment are as follows:

Option 1: After-School, 1-Hour-Long Detention

Reforming the Holy Spirit's "Temple":

ILCA's Gym, Health, and Strength & Conditioning Teacher--will lead the

Approved by ILCA Board of Trustees-July 2024

student-learners-in-detention in a physical-centered, work-out ministry that emphasizes the need to repent of our sins—including our tendency towards laziness.

1. This detention will begin at 3:20pm and will continue until 4:20 pm.
2. This detention will provide an individualized physical workout based on the student's age, experience, and fitness level.
3. The Teacher will begin the detention by first leading students in a devotional for a few minutes. This devotional time period may also include spiritual-centered videos and subsequent discussions as well.
4. The Teacher will then guide students through a physical workout (e.g., Calisthenics) with one-to-two short breaks, prior to the conclusion of the detention.
 - a. For example, The teacher may have the students who are in detention workout for twenty (20) minutes, break for five (5) minutes, workout for an additional fifteen (15) minutes, break for a second period of five (5) minutes, and complete the hour-long detention with a final fifteen (15) minutes of activities.

Scriptural Basis: "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies." ~ 1 Corinthians 6:19-20

Option 2: After-School, 1-Hour-Long Detention

Emulating the Master-Teacher by Serving

1. This detention will begin at 3:20pm and continue until 4:20 pm.
2. The Detention Director will lead students in a devotional for a few minutes, perhaps at the start of the detention.
3. Led by an ILCA Administrator, ILCA Staff/Faculty Member, ILC Staff Member, and/or an ILCA Parent approved by a member of the Executive Council (i.e., ILCA's Headmaster, Principal, & Board of Trustees), this will involve student-learners-in-detention serving the ILCA community through physical service.
4. Whether it is picking up trash on ILCA's grounds, collecting recyclables, power-washing the outside walls of ILCA's buildings, dusting classrooms, cleaning electronics, or some other school-sanctioned service project, this option involves student-learners-in-detention serving the community as penance for a behavioral infraction.
5. During this detention, students will work for thirty (30) minutes, break for five (5) minutes, and then work for the final twenty-five (25) minutes of the detention time period.

Scriptural Basis: "And whoever would be first among you all must be your servant, just as the Son of Man [Jesus] did not come to be served, but to serve, and to give His life as a ransom for many." ~ Matthew 20:27-28

Option 3: After-School, 1.5-Hour-Long Detention

Reforming the Mind By Reading, Reciting, & Writing About the Word:

1. This detention will begin at 3:20pm and continue until 4:50 pm, with a 5-minute break from 4:05-to-4:10pm during which time students in detention may use the restrooms or fill their water bottles.
2. The Detention Director will be one of ILCA's Administrators, ILCA's Religion/Bible Teachers, an ILC Staff Member, or another LCMS "Called" Worker; the detention will begin with a devotional time.
3. Student learners in this detention will read assigned Biblical passages.

4. Student learners in this detention may then be tasked with writing multiple paragraph-length responses to these assigned Biblical passages.
5. Student-learners in this detention may also be asked to work on memorizing certain assigned Biblical passages during the detention.
6. In the event student-learners complete the detention assignment, these student-learners will then work on their current Religion/Bible homework, English-related work that requires Scriptural references, and/or reading the Bible silently on their own.

Scriptural Basis: "I gain understanding from Your precepts; therefore, I refuse every false way. Your Word is a lamp to my feet and a light to my path." ~ Psalm 119:104-105

Parents/Guardians may request a meeting with the Principal and the Headmaster at the beginning of the year (or, for during-the-academic-year transfer students, within three (3) weeks from the time their child/youth begins at ILCA) to discuss any issues that would prevent their student from completing one of these detention options.

Parking Regulations (High School Students)

High school students shall have permission to drive to school, subject to the availability of parking spaces in school parking lots. Student parking on campus is a privilege and will be revoked if abused.

The following shall be the minimum requirements for consideration of application for all student parking privileges. This documentation must be renewed every year and revised if necessary. 1. Possession of a valid Oklahoma driver's license.

2. Evidence of valid auto insurance.

3. Proof of current insurance registration – Current car tag.

4. Parent/Guardian agreement to parking and automobile search regulations as evidenced by signatures on the registration form.

Students who drive or park vehicles on school property have a responsibility to ensure prior to driving the vehicle on school property that whatever vehicle the student drives or parks does not contain contraband not permitted at school, including controlled substances, illegal drugs, alcohol, or weapons. A student who drives or parks a vehicle on school property will be responsible for what is in the vehicle regardless of who owns the title to the vehicle, who has been driving the vehicle, or who has been riding in the vehicle.

Students who drive recklessly in school lots or who do not follow the posted speed limit signs will lose parking privileges. Students who leave campus without permission may lose parking privileges, duration to be determined by administration.

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,

Approved by ILCA Board of Trustees-July 2024

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 pair of full-game suspensions 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, weddings, or funerals when pre-arrangements 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 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, they are more likely to work hard as an athlete.

To uphold high academic standards, student athletes' eligibility will be evaluated weekly (semester grade checks begin on the FOURTH Monday of the first and second semester). If a student earns a grade of an F or D in any subject, they will be considered academically ineligible for one week and will not be eligible to participate in any games and scrimmages. The athlete will be allowed to practice. Eligibility will be re-evaluated on the following Monday. **If a student is ineligible 3 times during any season, they will be removed from the team.**

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, Principal, and/or headmaster.

SUSPENSIONS CAN BE ASSIGNED FOR THE FOLLOWING REASONS:

1. Earning detention, in-house intervention, 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.

Insurance for Athletes

Immanuel Lutheran Christian Academy's Board of Trustees does not assume responsibility for any athletic injuries to students. Accident insurance is carried by the school for out-of-pocket expenses after primary insurance has paid.