



RYAN WALTERS
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Ryan Walters
DATE: September 26, 2024
SUBJECT: Lindsey Nicole Henry Scholarship

Augustine Christian Academy (ACA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through International Christian Accrediting Association (ICAA) and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

ACA offers accommodation plans to students with lesser learning disabilities. This includes smaller class sizes, priority seating, individualized testing, as well as other accommodations based on the needs of the student.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – Oklahoma Tax Commission letter
- Criteria 2: Non-Discrimination – ACA Parent & Student Handbook
- Criteria 3: Health and Safety – ACA Parent & Student Handbook
- Criteria 4: Academic Accountability – ACA Parent & Student Handbook
- Criteria 5: Teacher Requirements – Statement from Headmaster
- Criteria 6: State laws and disciplinary procedures – ACA Parent & Student Handbook
- Criteria 7: Accreditation – ICAA Certificate

RW/se



NAME OF PRIVATE SCHOOL

GRADE LEVELS

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

WEBSITE ADDRESS

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. ***Proof of compliance required.***
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. ***Proof of compliance required.***
3. The private school must meet state and local health and safety laws and codes. ***Proof of compliance required.***
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. ***Proof of compliance required.***

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

I verify that _____ complies with all the criteria listed

NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.



SIGNATURE

DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

OKLAHOMA TAX COMMISSION

November 28, 2001

TAXPAYER ASSISTANCE DIVISION
Russ Nordstrom, Director
(405)522-0018

St Augustine Academy Inc
6310 E 30th St
Tulsa OK 74114

TPL

FEI 731538893

Dear Sir/Madam:

This is in response to your request for verification of the sales tax exemption for purchases made by St Augustine Academy Inc, Tulsa, Oklahoma. We recognize private schools to be exempt from payment of sales tax pursuant to Title 68 O.S. 2000 Supp., Section 1356(11) which we quote in part:

There are hereby specifically exempted from the tax levied by this article:

* * *

(11) Sales of tangible personal property or services to private institutions of higher education and private elementary and secondary institutions of education accredited by the State Department of Education or registered by the State Board of Education for purposes of participating in federal programs or accredited as defined by the Oklahoma State Regents for Higher Education which are exempt from taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code

Pursuant to 68 O.S. Section 1404, any purchase exempt from sales tax is also exempt from use tax.

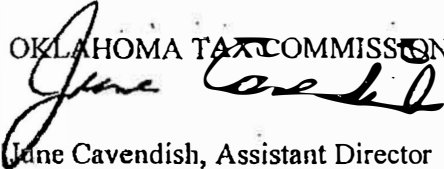
Because we do not issue "sales tax permits" to private schools for the purpose of purchasing for their own use or consumption, you may provide vendors with a copy of this letter for documentation concerning your sales tax exemption. Expenses, including travel, incurred on a reimbursable basis are not sales tax exempt.

The response contained in this letter applies only so long as you maintain the status set out in your application of October 4, 2001. Any change in your status may invalidate this letter. This letter may not be used to establish sales/use tax exemption status by any entity other than the addressee.

If we can be of further assistance, please feel free to contact a taxpayer assistance representative at (405) 521-3160.

Sincerely,

OKLAHOMA TAX COMMISSION


June Cavendish, Assistant Director
Taxpayer Assistance Division

2501 NORTH LINCOLN BOULEVARD • OKLAHOMA CITY • OKLAHOMA 73194

JC:lw

Parent & Student Handbook 2024-2025

Admissions Policy

Augustine Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Augustine Christian Academy practices a Biblical philosophy of admissions, not discriminating irrationally or unjustly on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

Pre-Kindergarten students must be 4 years old by August 31st. Kindergarten students must be 5 years old by August 31st. First Grade students must be 6 years old by August 31st.

Parents of students who have been asked to leave another school because of behavior issues may be required to present evidence that the root cause of the problem has been addressed resulting in better behavior. If the student is accepted, it would be with a probationary period during which the student may be asked to leave if poor behavior persists.

Mission Statement:

Augustine Christian Academy trains students through classical education to think critically, reason clearly, and share the truth persuasively from a Biblical worldview.

Statement of Faith

We believe it is impossible to teach effectively from a religiously neutral position. Therefore, we set our statement of faith as the foundation of this Christian ministry with the full commitment to teach every subject from this perspective without apology or compromise and with the understanding that by enrolling their children at ACA each parent is equally committed to uphold at home, in tandem with us, the same philosophy and Statement of Faith.

- **We profess** that all life and everything that exists is created and sustained by God (Isa 42:5) and can only be properly understood in terms of God's purpose throughout history, to bring glory to His name and to develop His kingdom.
- **We believe** that the Word of God, both the Old and New Testaments, is the only true and final authority for the believer. (2 Pet 1:20-21) The Scriptures, being self-validating, properly direct us in our relationship to God and our relationship to other men and the rest of creation.
- **We profess** that the Holy Scriptures, collected and canonized in the Bible have Christ as their ultimate Subject. They are the fundamental and sure witness of Him who is the Author and Finisher of our Faith. As such, the Bible, preserved and faithfully interpreted, unerringly directs the faithful into a right relationship with God, with each other, and with the whole of God's creation, illuminating the way of repentance, salvation, love, joy, eternal life, holiness, beatitude and communion in God.
- **We profess** that God is a Spirit, eternally existing in three Persons, and is the Creator and Sustainer of the universe. He is the Author of all truth. All theories of man, while recognized as legitimate for study, must be validated in terms of God as He has revealed Himself in the Person of Jesus Christ and in the Holy Scriptures. (Psalm 36:9)
- **We believe** that Jesus Christ is the Son of God, (Mark 1:1) the second person of the Trinity, (Mt 28:19) very God, and very man, equal in power and glory with God the Father.
- **We believe** Christ's resurrection established Him as victor over death, affirmed His kingship and guaranteed His ultimate victory over the kingdom of Satan. (Rom 1:4) As our King, He rules over us

Health and Safety

At the start of every school year the parent/guardian needs to fill out all medical forms to keep the school updated on the student. There are three main forms: Emergency Contact, Medical Authorization and Release, Medication Permission and Allergies. A parent/guardian may obtain copies of these forms from the office.

Medications

Teachers are not to dispense any medication. Students should not carry or dispense medications. An exception to this statement would be secondary students who are allowed to carry their own Epi-pen or inhaler with permission from parents and school administration. All medications, including but not limited to prescribed medications, sent to school must be sent to the office to be administered by the proper personnel. The student may retrieve any medication left in the office before leaving the campus.

Communicable Diseases

ACA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean any illness which arises as a result of specific infectious agents that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Parents should report all cases of communicable diseases to the school administration. Students with a communicable disease including, but not limited to, the following conditions are excluded from school and directed to see their family physician: *coronavirus, chickenpox, measles, flu, head lice, scabies, conjunctivitis, impetigo, ringworm, strep throat.*

Students should not attend school if they have had a fever, vomiting, or diarrhea within the past 24 hours. Students may return to school when they are free of condition(s) or are receiving treatment for it and are no longer contagious. ACA retains the right to send a student home in the case of fever, vomiting, or diarrhea. The office staff or administration may also send a student home if deemed necessary to maintain a healthful school environment.

Illnesses and Accidents

If a child becomes ill or seriously injured at school, parents are notified immediately and are expected to provide immediate transportation. At any time if the parent/guardian cannot be reached the school will act “in lieu of parent or guardian,” in a manner that is providing for the best interest of the child.

Children who become ill, injured or showing signs of distress at school are brought to the school office. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Efforts will be made to notify parents. A representative of the school will stay with the child until the parents/guardians assume responsibility. Your child will be made as comfortable as possible until you arrive. All incidents are documented and the parent/guardian may receive a copy of the Accident Report upon request. A copy will be placed in the student’s file as a part of their permanent file.

The following is treatable at the school: In the case of small, superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Bumps caused by blunt instruments, equipment, or by another student will receive an ice pack. If a student shows signs of allergies, cold, headaches, minor aches and pains they shall be treated according to the approved list of medications signed by the parent/guardians.

Mental Health Issues

If a student expresses by action, in writing, or verbally, that they are considering or intend to harm themselves or others, the following action protocols will be enacted. The child will be brought to the office for observation and parent/guardian will be contacted. Appropriate steps for psychological intervention will be advised. This may result in written evidence being required by a counselor or therapist stating the student is no longer a threat to himself/herself or others prior to a return to school. Depending on the gravity of the incident, determination for return is subject to further steps being taken to assure the health and safety of students and

staff.

Food Allergies

At the beginning of the school year, parents should make the classroom teacher and the school office aware of any severe food allergy. Parents/guardians must fill out the proper forms which may be obtained through the office. Please note that the office does keep Benadryl on hand, but epi-pens should be supplied by the student's family.

Essential Oils

The office personnel, teachers, or administrator will not administer homeopathic remedies such as essential oils with the purpose of helping with ailments. To help reduce the potency or smell of certain oils, we may ask that the student have the oils applied to his or her feet.

Parents of elementary students may come to school to administer such remedies to their children, unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

For Secondary students, the essential oils must be stored in the office and must have a signed parent's permission slip to use. The oil must be in a proper container with a clear label including the name of the student. The students may administer the oil on themselves, with permission, in the office unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

Campus Safety Policies

At Augustine Christian Academy, your children come first. Thank you for entrusting them to our care. Maintaining a safe and secure campus is a primary focus at ACA and being prepared is a process that is always evolving. We continually strive to seek new ways to enhance our school safety operations. There are currently numerous safety measures in place which are designed to safeguard students and staff:

Closed Campus: ACA maintains a closed-campus policy for the safety and welfare of all students. Students are not allowed to leave campus between 8:00 a.m. to 3:15 p.m. unless arrangements have been made with teacher(s) and staff. No non-student may visit the campus or attend school with a current school student unless it is a pre-arranged Shadow Day for a potential ACA student. Any student who is off campus during class time is truant and will be subject to disciplinary action.

Controlled Access: ACA is equipped with Magnet-Lock doors that are engaged all day. Codes are required to enter the building which only staff and students have. Doors are unlocked for a specific period of time before and after school and remain locked the rest of the day.

Visitor Registry: All visitors to the school must sign in at the Office and receive a Visitor's Pass. During school hours, teachers are unlikely to meet privately with parents except in emergencies. You may, however, leave a personal and confidential message via GradeNet, e-mail or by leaving a message with the school office or schedule an appointment to meet with that teacher. ACA welcomes and encourages parents, siblings and other interested persons to visit our school but will still ask that all visitors sign in at the Office and receive a Visitor's Pass. If you have deliveries for your child, bring them to the school office, and the office staff will see that they are delivered to the classroom.

24-hour Surveillance System: Digital cameras are located throughout campus to monitor activities inside common areas and the campus parameter. These cameras operate 24/7 and provide a live feed while recording and storing all exterior activity.

Security Team: The Administration regularly patrols the campus, secures the perimeter of the school, and monitors outside activity in surrounding areas. They watch for and report irregularities such as security

breaches, facility and safety hazards, and emergency situations. In addition, they contact emergency responders, such as police, fire, and/or ambulance personnel, as required.

Crisis Planning: School Administrators evaluate school safety and emergency procedures throughout the year. Our Security Team leads and conducts various emergency training sessions. Such training includes “evacuation,” for fire emergencies; and “lockdown” drills.

Crisis Communications Plan: ACA has a robust system in place whereby key administrators are informed of an emergency situation. We will be implementing a schoolwide text system as an internal and external alert system. It is important that we have your cell phone number on file for such emergencies.

ACA will continue to strive to have the people, processes, infrastructure, and emergency plans in place throughout our school to help safeguard your children.

Campus Safety Procedures

We have established and practiced procedures for the unexpected and all updated policies and student rosters will be located in each classroom. Details about each procedure are listed with maps to exits. Office Staff is responsible for checking bathrooms and hallways for students. Here are some details about what each procedure includes:

Tornado Procedure:

All shelter locations in the main building back up to the hill, making them the safest rooms in the building. These rooms do not contain windows to the outside. If the tornado alarm sounds, teacher’s will escort all students to their prearranged area in the building. Grammar students will go to the K4 classroom and Secondary students will go to the K5 classroom. If students are in the PAB, they will all go into PAB2 as it is the most reinforced room in the building. Students and teachers are to remain in those rooms until notified with further instructions.

Earthquake Procedure:

If inside, students should drop to the ground and seek cover under a table or desk, put their hands over their heads, and hold on. If a moderate to severe earthquake begins, students need to avoid bookshelves, windows, falling objects and always protect their head. Avoid stairwells and loose objects, if any. If outside, students should avoid any power lines and buildings and go to an open area. When the Earthquake stops, all students will be checked for injuries and the aftermath will be assessed to ensure that the building is safe for classes to resume.

Fire Procedure:

Teachers will escort all students to the prearranged exits and see them to safety. Exits are divided among the classrooms and students are taken away from the campus to areas such as the back lawn by Sherwin Williams, the parking lot of the Shriner Center and the church parking lot located next door. The staff and teachers have established a way to communicate to ensure all students have reached safety.

Lock Down Procedure:

In the event of an intruder, all classrooms will be locked, lights will be turned off and students would gather in the farthest corner from the door on the same wall as the door so they will not be seen. They are to remain silent and in the locked rooms until they are instructed otherwise.

Recess

Our Grammar students will have a daily recess period. When the weather is suitable and the temperature is 40 degrees or above, students will be expected to go outdoors. If the temperature or wind chill is below 40 degrees, students will have indoor recess. A student who is well enough to come to school is expected to participate in all activities, including recess, unless a doctor’s note has been sent to the school. Students must

be prepared with sufficient clothing (gloves, hats, coats, and boots, if the ground is wet) during cold weather for outdoor play.

Child Protection Policy

If there is any known or suspected abuse or neglect of a child attending Augustine Christian Academy, the teacher, Dean of Staff and Students, or Headmaster has the legal duty to report the knowledge or suspicion of abuse or neglect to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

Academic Policies

Grade Reporting

Formal and informal evaluation is an ongoing process. The means of evaluation will vary with the importance and nature of the subject. Teachers should evaluate the children's learning frequently enough so that a grade is a reflection of an accumulation of tests, quizzes, homework and class participation.

Augustine Christian Academy operates on the quarter system. A mid-quarter grade report will be sent home with the student during the fifth week of the quarter. Report cards will be sent home with the students on the Friday following the end of the quarter. Parents are encouraged to monitor the grade reports in order to catch problems before they become unmanageable. **Parents may view their student's grades and communicate with the teachers any time online through GradeNet.**

Parent - Teacher Conferences

Parent – Teacher conferences are recommended at the end of the first 9-week marking period for Grammar School. Conferences are optional for the remaining marking periods. Conferences for secondary students are scheduled as report cards indicate a need. In addition to these scheduled report card conferences, parents are free to request a conference as needed.

Grading Guidelines and Transcripts

All academic grading at Augustine Christian Academy will be evaluated against an objective standard rather than grading on "a curve". Grade point averages will be computed at the end of each quarter.

The following grading scale will be used for core subjects (Bible, Language Arts, Math, History, and Science) in first through fifth grade and in all secondary classes:

Percentages	Letter Grade	Grade Point	Meaning
97-100	A+	4.0	Excellent
94-96	A	4.0	
90-93	A-	4.0	
87-89	B+	3.0	Surpassing
84-86	B	3.0	
80-83	B-	3.0	
77-79	C+	2.0	Satisfactory
74-76	C	2.0	

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84-86	B	3.0	
80-83	B-	3.0	
77-79	C+	2.0	Satisfactory
74-76	C	2.0	

70-73	C-	2.0	
67-69	D+	1.0	Unsatisfactory
64-66	D	1.0	
60-63	D-	1.0	
0-59	F	0.0	Failing

Some extracurricular classes and House participation are evaluated on an E/S/U scale as follows:

90-100	E	N/A	Excellent
70-89	S	N/A	Satisfactory
0-69	U	N/A	Poor/Failing

The following grading scale may be used in certain Grammar school classes as directed by the Headmaster:

O	<p><i>Outstanding</i> – consistently exceeding expectation nearly all the time</p> <ul style="list-style-type: none"> • Requires no support when demonstrating understanding • Demonstrates a thorough understanding of content taught • Makes no major errors or omissions when demonstrating concepts or processes taught • Used when a student clearly exceeds the expectation nearly all of the time
G	<p><i>Good</i> – consistently meeting expectation most of the time</p> <ul style="list-style-type: none"> • Requires limited support when demonstrating understanding • Demonstrates a general understanding of content taught • Makes few major errors or omissions when demonstrating concepts or processes • Used when the student clearly met the object most of the time
S	<p><i>Satisfactory</i> – usually meeting expectation</p> <ul style="list-style-type: none"> • Requires moderate support in order to demonstrate understanding concepts and skills • Demonstrates a partial understanding of content taught • Makes some errors or omissions when demonstrating concepts or processes • used when the student’s work is usually acceptable, but does not always met the objective
N	<p><i>Needs Improvement</i> – seldom meeting expectation</p> <ul style="list-style-type: none"> • Requires considerable support to demonstrate learning of concepts and skills • Demonstrates limited understanding of concepts, skills, and processes taught • Makes frequent major errors when demonstrating concepts or processes • Used when the student clearly did not meet the objective for the assignment

Academic Integrity

ACA expects students to maintain a high level of integrity throughout their time here. Cheating of any kind, including plagiarism, is dealt with firmly. The first incident results in loss of credit for the assignment or test and a conference with parents. A second offense will involve suspension. Repeated offenses may result in dismissal from ACA.

Academic Probation Policy

It is the desire of Augustine Christian Academy that all students achieve a certain level of academic success, and this desire is reflected in our policies and scheduling. All students at ACA must maintain a minimum of a “C” average in all classes in order to remain enrolled. Any student who drops below a “C” average on a regular quarter report card is placed on academic probation, and given one quarter to remedy the situation. If the

problem is not remedied, the student will be considered eligible for academic release.

This policy is intended to provide additional motivation to the student whose academic performance does not equal their ability. The Administration reserves the right to make this decision on a case by case basis, taking into consideration other factors such as parental support and cooperation, student effort, overall grades, attitude, conduct, and cooperation.

The probation policy will be implemented in the following manner:

1. Students who are not doing the required work, or who have a consistent pattern of low grades will be under the supervision of the Dean of Staff and Students. The teacher, through GradeNet or email, or calls made to the parent, will already have notified parents of the problem.
2. If, on a quarterly report card, a student's GPA is below 2.0 or if any grades are below a "C", that student will be placed on academic probation during the following quarter. Parents will receive an official letter placing the student on Academic Probation and the student will meet with the Dean of Staff and Students and/or Headmaster. Parents may be asked for a meeting to discuss the students' performance. Attendance is also considered when placing a student on Academic Probation. **Academic probation allows the student to participate in extracurricular activities with parental permission and as long as grades show improvement. The Dean of Staff and Students or parent may remove the student from extra-curricular activities if it is deemed necessary to help the student improve academically.**

If, at the **end** of the next quarter, the student's GPA (for the quarter) has not risen to at least a 2.0, that student may be asked to find another academic program better suited to his needs. If the GPA has improved to at least 2.0, the student will be removed from probation and evaluated again at the next regular grading period.

Homework Policy

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. The assignment of homework helps students understand that learning is not just a classroom activity. Students are expected to successfully complete their assignments each day. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The completion of the homework assignment is taken into account in grading and is an important aspect of teaching the character development trait of responsibility.

Homework at Augustine Christian Academy is not an option; it is part of the general course requirements. ACA students should expect some form of homework each night. Laxity in completing assignments or severe cases of homework neglect may result in disciplinary action. It is the student's responsibility to ensure they have all homework assignments before leaving for the day. In order to help develop character, daily accountability is displayed with Orange Slips, which are given to students when they come to class unprepared or are missing homework/assignments. An email is sent to the parent with information regarding the infraction and details about how/if the assignment can be made up. A percentage of the final grade may be discounted due to tardiness and may result in a zero if the student fails to turn it in. The student may be required to call their parents to inform them of the infraction.

Parents are a valuable aid in establishing good study habits for their students by insisting on a regular study time, free from distractions. Although written assignments are important, students should also be aware that study and reading assignments are integral parts of a student's academic success.

Homework serves several purposes:

- **Practice.** Students may be given homework to provide them with extra practice on some skill that was introduced in class. Students should be somewhat familiar with the skills, and should be able to complete the assignments with little or no outside help. **If the student is consistently not able to do practice homework with little or no help, contact the teacher.**

- **Preparation or Elaboration.** Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).
- **For reinforcement.** We believe that most students require adequate review to master materials essential to their educational process.
- **For remedial activity.** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **Long-term projects.** Examples of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines and by working regularly on the project (instead of waiting until a day or two before the deadline).

When a student is absent, it is the parent's and student's responsibility to contact the classroom teacher in order to get homework assignments. Parents may contact the classroom teacher by sending a message through GradeNet or e-mail. **Please do not call the school and ask the office staff to gather the homework assignments.**

In order to help develop character, we ask that parents NOT bring the missing homework to the school, but rather, let the student experience the consequences of his actions. The administrators and teachers will work closely with parents and students to help prevent poor work patterns from developing.

Advancement and Retention

Students in Grammar School may be required to repeat the year if they earn three or more D's or F's for the year in major subjects – Bible, Spelling (Spalding), English, Reading, Math, Science, or History/Social Studies. A student who is struggling academically, but fails less than three courses will be encouraged to receive tutoring to strengthen skills prior to the next school year.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice, thus will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administration must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other bright and intelligent students. At Augustine Christian Academy it is the view that students should move through a planned curriculum in a step-by-step fashion to allow for a solid academic and continual social development. It is not the policy of Augustine Christian School to accelerate a student through the grades.

Honor Rolls

Full-time students earning placement on one of the honor rolls will be recognized at a chapel following each quarter.

***Summa Cum Laude* - 4.0 GPA**

***Magna Cum Laude* - 3.60 - 3.99 GPA**

***Cum Laude* - 3.30 - 3.59 GPA**

Graduation Requirements

ACA offers six different diploma options, all of which meet and exceed the requirements demanded by the State of Oklahoma.

Advanced Classical Diploma

The Advanced Classical Diploma is one of our more rigorous diploma options. Students who successfully

completed in History (4 units), Math (3 units), Lab Science (3 units), Literature (4 units - must include Classical Lit), Classical Languages (4 units), Bible (2 units) Rhetoric (2 units), Visual & Performing Arts (2 units), Logic I & II, Rhetoric I & II, Composition & Grammar, Senior Thesis, and Colloquia (6 colloquia points per year, ½ classical). A minimum of 24 units must be completed at ACA. Personal Financial Literacy, CPR training, and passing the US Citizenship Test are state requirements for graduation.

STEM Diploma

The STEM Diploma is for students who are interested in the sciences and also requires 29 total units of study. This diploma emphasizes Science, Technology, Engineering and Math studies. Students who successfully complete this diploma receive special honors at graduation, a chromebook for school work, and a \$1000 scholarship (with a cumulative GPA of 3.3 overall). Courses completed will include: History (4 units), Mathematics (4 units), Lab Sciences (4 units), Literature (3 units - must include Classical Lit), Classical Language (2 units Latin), Bible (2 units), Visual & Performing Arts (1 unit), Logic I & II, Technology/Computer (1 unit), Rhetoric I & II, Composition & Grammar, Senior Thesis, 1 elective, and 1 STEM elective or STEM Internship and Colloquia (6 colloquia points per year). A minimum of 24 units must be completed at ACA. Personal Financial Literacy, CPR training, and passing the US Citizenship Test are state requirements for graduation.

Performing Arts Classical Diploma

This diploma option requires 27 total units of study. This diploma emphasizes Visual and Performing Arts (4 units, with 3 being earned at ACA), and requires History (4 units), Mathematics (3 units), Lab Science (3 units), Literature (3 units - must include Classical Lit), Classical Language (2 units of Latin), Bible (2 units), Logic, Rhetoric, Composition & Grammar, Senior Thesis, 2 electives, and Colloquia (3 colloquia points per year with 1 approved performing arts colloquia unit). Students working toward this diploma must participate in 3 ACA senior high productions and 2 ACA production internships. A minimum of 20 units must be completed at ACA. Personal Financial Literacy, CPR training, and passing the US Citizenship Test are state requirements for graduation.

Standard Classical Diploma

The Standard Classical Diploma requires 26 total units of study. This diploma includes Classical Language (2 units of Latin), History (4 units), Math (3 units), Lab Science (3 units), Literature (3 units - must include Classical Literature), Bible (2 units), Visual & Performing Arts (2 units), Logic, Rhetoric, Composition & Grammar, Senior Thesis, 3 electives, and Colloquia (3 colloquia points per year). A minimum of 12 units must be completed at ACA. Personal Financial Literacy, CPR training, and passing the US Citizenship Test are state requirements for graduation.

Homeschool Diploma Option

Students in this category may participate in the ACA graduation ceremony and receive a Homeschool diploma from their parents. Parents are required to submit a copy of their student's transcript to ACA prior to Graduation. The student must be involved with the culture of ACA and have completed History (4 units), Mathematics (3 units), Lab Science (3 units), English/Literature (3 units), Foreign Languages (2 units - Latin preferred), Bible Survey (1 unit), Visual & Performing Arts (1 unit), Rhetoric I or Speech/Debate, English Composition & Grammar (REME), Senior Thesis (must be taken at ACA), Electives (4 units), and Colloquia (3 colloquia points per year attending ACA). A minimum of 3 units must be completed at ACA and at least 12 Homeschool units are required to qualify for this diploma. Personal Financial Literacy, CPR training, and passing the US Citizenship Test are state requirements for graduation.

Valedictorian and Salutatorian

AUGUSTINE CHRISTIAN ACADEMY

6310 East 30th Street • Tulsa, Oklahoma 74114 • 918.832.4600 • www.acatulsa.org



“He who is faithful in a very little thing is faithful also in much...” Luke 16:10

Thursday, September 5, 2024

Oklahoma State Board of Education,

This letter is to formally notify you that Augustine Christian Academy seeks teachers who have a passion for life-long learning, Christian discipleship, a biblical worldview, and a strong working knowledge of the subjects they teach. While knowledge of classical teaching methods is not necessary, a deep desire to grow and develop in the craft of classical education is.

Qualifications for teaching at ACA include:

1. Hold a bachelor’s degree from an accredited college or university.
2. Two or more years of classroom teaching experience in the subject area is preferred, but not required.
3. Knowledge of computer technology is required.
4. Willingness to pursue professional development opportunities.
5. Demonstrate the ability to inspire learning and cultivate relationships with students.
6. In accordance with ACA values, demonstrate accountability, respect, creativity, leadership, and integrity.

All of this information can be verified on our website at www.acatulsa.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Ahrens', with a long, sweeping underline that extends across the page.

John Ahrens
Headmaster
ahrensj@catulsa.org

Parents' Code

Augustine Christian Academy is fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves a partnership between parents and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate fully in the life of our school. The purpose of this agreement is to provide a reminder to all parents and visitors to our school about the expected conduct and policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

- To pray for Augustine Christian Academy.
- To cooperate with the educational functions of ACA, seeking to make Christian education effective in the life of each enrolled child that they may love and serve God all of their lives.
- To willingly undertake volunteer duties and work obligations for ACA as opportunities arise and as God provides time, ability, and strength.
- To watch for and read all communication from the school including weekly Charger Newsletter publications and attend meetings and parent functions of ACA as regularly as possible.
- To heartily recommend ACA to other Christian families as opportunities arise.
- To give to ACA financially beyond tuition and fees and commit to participate in the annual school fundraisers as the Lord enables.
- To fulfill all financial obligations to ACA on or before the due date.
- To resolve conflicts or dissatisfaction on a person-to-person basis and respecting the chain of authority, thus honoring ACA and our Lord Jesus Christ.
- To seek the advancement of ACA spiritually, emotionally, intellectually, and physically.

Anti-Bullying Policy

Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as: intimidation, name-calling or threatening; social alienation such as shunning or spreading rumors; physical aggression such as spitting or pushing; or cyber-bullying through e-mails, or various social networking sites. Any student who believes that he/she has been the victim of bullying should report the incident(s) to the Dean of Students or Headmaster. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or expulsion. Nothing stated above limits the school's authority to act directly on any matter, including disciplinary action and referral to law enforcement if deemed necessary.

Discipline Policy

Christian love should be at the heart of all discipline. One side of love is correcting and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. *"My son, do not despise the chastening of the LORD, nor detest His correction; for whom the LORD loves He corrects, just as a father the son in whom he delights."* (Proverbs 3:11-12, NKJV) While Christian love is at the heart of all discipline, we recognize that the heart is the source of all behavior. Therefore, our desire is to deal with discipline by addressing the act of the heart that has taken place. The goal of Godly discipline is to address and correct misbehavior by impacting the heart attitude of the child. Both Godly and ungodly behavior begins in the heart. In order to address the behavioral needs of the students, both formative instruction and corrective intervention must take place. Both instruction and intervention must take place in the home as well as in the school environment.

FORMATIVE INSTRUCTION. *"You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates."* (Deuteronomy 6:7-9)

Formative instruction is addressed in the following ways:

- Daily devotions
- Church and Sunday School attendance
- Bible Memory work
- Prayerful discussions, etc
- Modeling biblical behavior
- Encouragement

CORRECTIVE INSTRUCTION. *“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)*

Corrective instruction is addressed in the following ways:

- Time out
- Loss of privileges or items
- Detention
- Restitution
- Suspension
- Expulsion

The teachers and administration will determine the kind and amount of discipline. The discipline will be administered in light of the individual student’s offense and attitude. All discipline will be based on Biblical principles, e.g. repentance, forgiveness, restitution, and restoration of fellowship. The vast majority of discipline problems will be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

Houses also play a part in discipline. Dress code is strictly enforced and checked by sponsors and student leaders during house time and throughout the day. Red slips (tardiness to class), Purple slips (dress code violations) and Blue slips (disrespectful actions and words towards Leadership and Staff) are monitored within the House. Each infraction receives a slip and creates negative points for the student’s House. If a student creates a habit of receiving slips, the student will fall into House probation where the student uses House time to complete any outstanding work and must remain there a specific amount of time without receiving any slips. If the student continues to receive slips, the student will be placed in Limbo and will not be eligible to participate in House events until the student stops receiving slips. While in Limbo, the student will not be able to receive points for the house.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. Rules are necessary not only to instruct and guide students in the proper way, but also to protect those who are cooperative and obedient. All teachers will strive to maintain an orderly classroom.

The following eight behaviors will **automatically** necessitate discipline from the Dean of Staff and Students or Headmaster rather than the teacher.

1. **Disrespect** shown to any staff member or parent. The adult involved will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying or cheating.
3. **Rebellion** or outright disobedience in response to instructions. This includes habitual laziness.
4. **Fighting**, i.e. striking another student in anger with the intention of harm.
5. **Obscene language** and inappropriate references/ slang references.
6. **Destruction of property**, including technology, textbooks, desks, chairs or other items belonging to the school or another student.
7. **Public display of affection.**
8. **Theft**

The Dean of Staff and Students or Headmaster will determine the nature of the discipline which may result in restitution, suspension, or other measures that are appropriate. They will notify the parents when discipline is to be administered.

Some students display negative behavior or academic weaknesses because of a deeper problem beyond the ability of ACA staff to help. If this seems likely, the Dean of Staff and Students and/or Headmaster will meet with the parents and may counsel them to seek further help outside of the school.

Expulsions

Augustine Christian Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case by case basis. However, Scripture plainly teaches the principle of separation for deliberate acts of sin and rebellion. (Numbers 15:30-31; Deut. 21:18-21; I Cor. 5:9-13; II Thess. 3: 13-15). Separation sometimes becomes necessary for the good of the rebellious, so that God may continue to deal with him, while protecting the innocent. While forgiveness and restitution are fundamental to our total discipline policy, should a student and his parents not be able to eliminate behavioral problems, the student may be expelled.

If a student commits an act with such serious consequences that the administration deems it necessary, other discipline may be bypassed and **suspension** or **expulsion** imposed immediately. Students may be subject to school discipline for serious misconduct that occurs after school hours or away from campus.

Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violation of civil law, or any act in clear contradiction of Scriptural commands.

Re-Admittance Policy

While recognizing the importance of maintaining a high standard for any student who wishes to attend Augustine Christian Academy, and while acknowledging that actions have consequences, it is our desire to also demonstrate the Biblical attributes of forgiveness and restoration. The following list of items outline the qualifications we see as necessary to allow a student applicant who has been either expelled or severely disciplined by a school in the past to be considered for enrollment at Augustine Christian Academy. The final decision on the acceptance of an applicant is dependent upon the full approval of the administration on a case-by-case basis.

1. The student applicant must present documentation of one year free from any major incident, especially one related to the original problem. The documentation must be in the following manner:
 - A. In the case of substance abuse: A minimum of six random drug tests with official copies of the lab reports showing negative results. In addition the following requirements must be met.
 - B. In the case of other behavioral problems: A record of specific steps taken to avoid repetition of the behavior and bring about a change in attitude and behavior and follow-up reports throughout the year. (e.g. submission to authority and accountability, willingness to leave bad company, willingness to reveal sources of illegal substances, etc.)
2. Letters of recommendation from at least three adult individuals in authority over the student who is aware of the nature of the problem, and has been involved in the solution. (Pastor, teacher, counselor, supervisor at work, etc.).
3. The recommendation of a Board of Elders, Deacons, or church board indicating the student applicant is in good standing with his church authorities.
4. Statements from both parents (if applicable), and the student detailing why they want to be a part of Augustine Christian Academy.
5. If accepted, the student will be on a probation period of one quarter, during which time testing and/or monitoring will continue. Any repeat of the original offense or any other major behavioral problem or a lack of academic progress will result in dismissal.

INTERNATIONAL CHRISTIAN ACCREDITING ASSOCIATION

CERTIFIES THAT

Augustine Christian Academy

TULSA, OKLAHOMA

has met the requirements for

ACCREDITATION

Kindergarten through Grade 12

NOVEMBER 2023 - JUNE 2029



[Signature]
Chairman

[Signature]
Secretary

[Signature]
Executive Director