

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: February 22, 2024
SUBJECT: Lindsey Nicole Henry Scholarship

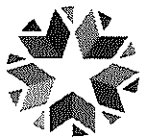
Light Christian Academy (LCA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Accreditation International Christian Accrediting Association (ICAA) and recognized by the Oklahoma Private School Accreditation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

LCA only serves students whose parents have been or currently are incarcerated. They provide special support to address trauma and unwanted behavior. They maintain small class sizes (under 10 students per class.) Teachers provide accommodations when needed – everything from additional time for assignments to assistance with hygiene. Additionally, a speech therapist comes twice a week, and a behavior therapist comes weekly when needed.

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

- Criteria 1: Fiscal Soundness – LCA Handbook
- Criteria 2: Non-Discrimination – LCA Handbook
- Criteria 3: Health and Safety – Food Permit, Safety reports
- Criteria 4: Academic Accountability – LCA Handbook
- Criteria 5: Teacher Requirements – LCA Handbook
- Criteria 6: State laws and disciplinary procedures – LCA Handbook, Discipline Guidelines
- Criteria 7: Accreditation – ICAA certificate

RW/se



Light Christian Academy

Kindergarten - 12th Grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

3301 N. Martin Luther King Ave.

Oklahoma City

OK

73111

ADDRESS

CITY

STATE

ZIP

(405) 763-8983

https://www.lightchristian.academy/

PHONE NUMBER

WEBSITE ADDRESS

Kristy Sword

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Kristy Sword

mskristy@lightchristian.academy

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.***

International Christian Accrediting Association (ICAA)
 2448 E 81st St, Tulsa, OK 74137
 (918) 493-8880
<http://icaa.us/>

<http://www.opsec.org/member-schools.html>

Also accredited through the National Association of Private Schools (NAPS)
 P. O. Box 891086, Oklahoma City, OK 73159
 (877) 749-1807
<http://napschools.org/>

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.***

Light Christian Academy only serves students whose parents have been or currently are incarcerated. Many of our students are severely behind grade level and need special support to address trauma and unwanted behavior. LCA students participate in therapeutic tracks including art, creative play, music, people, pets, and plants. We maintain small class sizes (under 10 students per class) so our students get close personal attention from their teachers. Additionally, we have many volunteers who come regularly to work one-on-one with students in areas like math and reading. Others work as classroom aids, providing additional support to students falling behind academically or needing behavior modification. Our teachers provide accommodations when needed - everything from additional time for assignments to assistance with hygiene. We have a speech therapist who comes in twice a week; behavior therapists also come weekly when needed. We participate in the Backpack Buddies program from the Regional Food Bank of Oklahoma. Additionally, we provide all our students free daily hot breakfasts and lunches and an afternoon snack. We freely provide all curriculum, computers, uniforms, backpacks, hoodies - even Christmas gifts are given.

I verify that Light Christian Academy _____ 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.

Kristy Sword

Digitally signed by Kristy Sword

Date: 2024.02.05 11:21:25 -06'00'

2/5/24

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.

INTRODUCTION

Mission

The mission of Light Christian Academy is:

- To break the cycle of generational incarceration by providing a quality Christian education to students who have a parent who has been or is now incarcerated.
- To train the next generation of Christian leaders and equip them for a life of service to their Savior, homes, and communities. We desire to help our students develop Christian character and good spiritual, physical, and mental habits by the grace of God through the power of the Holy Spirit.

History and Purpose

#1 Light Christian Academy, LLC, (hereafter referred to as LCA) is an outgrowth of Little Light Ministries. LCA was first envisioned by Robin Khoury, the Founder, in the 1990s. Over a period of years and in many different ways, God confirmed the call for Mrs. Khoury to start Light Christian Academy. Little Light Ministries was incorporated in 2009 and received 501c3 nonprofit status in 2011. LCA opened its doors in the fall of 2012. LCA has a board of directors in place that meets regularly to oversee and guide the decisions and operations of the school. Our teachers are required to hold a #5 baccalaureate or higher or have a minimum of 3 years teaching experience. Our teachers agree to uphold LCA's Statement of Faith and Statement of Beliefs. LCA is accredited through the International Christian Accrediting Association.

Character of LCA

Light Christian Academy is distinctly Christian in character. Students and teachers begin each day with prayer, hymns and patriotic songs, Bible study, salutes to the U.S. flag, the Christian flag, the Oklahoma flag, and to the Bible. Biblical principles are the foundation of every subject in our curriculum. Light Christian Academy unashamedly believes, teaches, and practices a literal interpretation of the Bible and a love of our country.

Philosophy of Education

“See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the elemental spiritual forces of this world rather than on Christ.” (Colossians 2:8 NIV)

Light Christian Academy bases its educational philosophy on a Christian worldview that comes from the truths and principles of the Christian faith found in the Bible. Biblical principles are the foundation of all curricula, policies, and activities of Light Christian Academy.

We believe that all truth comes from God, and the fear of the Lord is the foundation of all wisdom and knowledge. We desire that our students learn and display Christ-like character in their family life, in school, while making daily decisions, and while engaging in social relationships. Our desire is to instill in our students a lifelong love of learning.

Educational Objectives

- To provide an educational environment that will allow each student to realize his or her full academic potential
- To offer a curriculum that will uphold Christian truth and provide an excellent foundation for the years ahead
- To enable the students to grow in good study habits and critical thinking skills by teaching them how to study, learn, and search for Truth in academics and life
- To give every student the opportunity to serve Jesus as his or her personal Lord and Savior
- To help each student grow in his or her walk of faith by learning the principles of God's Word
- To promote a value system based on the foundation of Biblical truth
- To develop good character based on submission to God and others in authority
- To impart Biblical attitudes towards marriage and family and teach the student the skills necessary to establish God-honoring homes
- To encourage regular attendance and involvement in a local church
- To help each student understand and accept himself/herself and others as unique individuals created by God
- To treat others with courtesy & respect and reach out to the world to further the Kingdom of God
- To promote physical fitness, good health habits, and wise use of the body as the temple of God

Code of Christian Conduct

Criteria 2: Nondiscrimination Policy

We believe that God wonderfully and immutably creates each person as complementary genders together reflect the image and nature of God. (C a rejection of the image of God within that person. (See LCA Statement In view of this belief, we expect students at LCA:

- to dress in conformance with one's biological sex
- abstain from all public displays of affection while on campus
- abstain from all intimate sexual contact outside the marital union of one man and one woman (see LCA Statement of Faith, Marriage, Gender, and Sexuality)

LCA reserves the right to discipline or ask a student to withdraw for any reason. Failure to follow the LCA Code of Christian Conduct will subject the student to potential disciplinary action, up to and including disenrollment.

Finances

Light Christian Academy, LLC, is a school funded by donations, gifts, and grants. Caregivers may be asked to pay a replacement fee for uniforms, shoes, coats, sweaters, backpacks, water bottles, laptops, books, or other issued items that have to be replaced during the school year.

Nondiscrimination Policy

Light Christian Academy admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, or national/ethnic origin in administration of its educational policies, admissions policies, and scholarship programs. Caregivers are not required to be followers of Jesus as long as they agree to their student receiving teaching according to the Light Christian Academy Statements of Faith and Beliefs, and they agree to follow our Biblically-based procedures and guidelines. Please note that our school only accepts students who have a parent who has been or currently is incarcerated or is the sibling of such.

CAREGIVER EXPECTATIONS

Our desire is to work together with every student's family to provide the best outcome for our students. By enrolling your student at LCA, you agree to actively partner with us to accomplish this. **To help strengthen our partnership, we require caregivers to attend Family Fun Night (family orientation), two Teacher/Caregiver Conferences per year, and all programs and performances to which they are invited (generally around 3 per year: Christmas, Black History Month, & End of Year).**

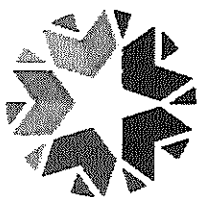
Caregivers are required to respond to any text, phone call, or email from Light Christian Academy. Not responding to these may result in the student being removed from school. If you receive a call or text that your student is sick, please pick them up within 45 minutes. We do not have a sick bay or school nurse to monitor sick students.

Students of all grades will likely have homework throughout the school week. Caregivers are expected to help their students check their backpacks daily and ensure any given homework is completed. Some students may have homework notebooks or reading logs that require a caregiver's signature.

ACADEMICS & PROGRAMS

Light Christian Academy students will participate in several therapeutic tracks that enhance their learning.

- **Pets** - Light Christian Academy may keep a therapy dog or other animal on campus. **Please inform the administration if your student is allergic to any animals.**
- **Plants** - Students will have the opportunity to care for our vegetable garden, class plants, and other plants on our campus.
- **Music** - Students will participate in music classes
- **Creative play** - Play is an important way that students learn. Some of the games that they play help build pathways in the brain, develop social skills, and improve coordination.
- **People** - Besides our regular staff, we are blessed to have adult volunteers who help us in a multitude of ways. Some will be Reading Buddies with your students. Others help conduct special classes or other activities. Some are Lunch Buddies and eat lunch with various classes. All volunteers have been background checked and are trained by the staff.



Cleveland County
Health Department

Food Employee Permit

(signature)

A handwritten signature in black ink, appearing to read "Baby Allen".

BABY ALLEN

A handwritten signature in black ink, appearing to read "Jackie Horak".

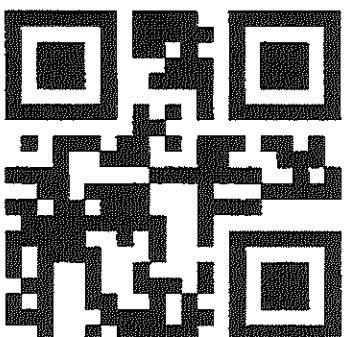
Health Officer

Cleveland County Health
Department

Valid from

02/01/2024 to 02/01/2027

1466B406A5J01A27



Criteria 3: Health & Safety

Pre-Engineered Restaurant Fire Suppression Systems Report

SERVICE COMPANY	
Automatic Fire Control 1708 S.E. 22nd Street Oklahoma City, OK 73129 405-677-7485 Fax: 405-677-7477 License #249	

CUSTOMER	
Name	Little Light Christian School - MLK
Address	3301 N. Martin Luther King Avenue
City	Oklahoma City State OK ZIP 73111
Telephone	405-990-9955 Store No
Owner or Manager	

DATE OF SERVICE		TIME		AM	PM
2-8-2023					
ANNUAL	SEMI-ANNUAL	RECHARGE	INSTALLATION	RENOVATION	
	X				
LOCATION OF SYSTEM CYLINDERS				UL 300	YES NO
				<input checked="" type="checkbox"/>	<input type="checkbox"/>
MANUFACTURER	MODEL NUMBER	WET	DRY CHEMICAL		
ANSUL	R102	X			
CYLINDER SIZE MASTER	CYLINDER SIZE SLAVE	CYLINDER SIZE SLAVE			
3					
FUSE LINKS 360° F	FUSE LINKS 450° F	FUSE LINKS 500° F	OTHER		
3					
FUEL SHUT-OFF	ELECTRIC	GAS	SIZE		
X	X	X			
SERIAL NUMBER	LAST HYDRO TEST DATE	LAST RECHARGE DATE			
115277	2017				
MANUFACTURER'S MANUAL REFERENCE PAGE NUMBER		DRAWING NUMBER		DATE	

COOKING APPLIANCE LOCATIONS: LEFT TO RIGHT

Over 4 Burner stove	Flat Grill
---------------------	------------

1. All appliances properly covered w/ correct nozzles	Y	20. Replaced fuse links	Y
2. Duct and plenum covered w/ correct nozzles	Y	21. Check travel of cable nuts/S-hooks	Y
3. Check positioning of all nozzles	Y	22. Piping & conduit securely bracketed	Y
4. System installed in accordance w/ MFG UL listing	Y	23. Proper separation between fryers & flame	N/A
5. Hood/duct penetrations sealed w/ weld or UL device	Y	24. Proper clearance-frames to filters	Y
6. Check if seals intact, evidence of tampering	NO	25. Exhaust fan in operating order	Y
7. If system has been discharged, report same	N/A	26. All filters in place	Y
8. Pressure gauge in proper range (if gauged)	N/A	27. Fuel shut-off in on position	Y
9. Check cartridge weight (if applicable)	Y	28. Manual & remote set/seals in place	Y
10. Hydrostatic test date	2017	29. Replace systems covers	Y
11. 5-year maintenance date	N/A	30. System operational & seals in place	Y
12. Inspect cylinder and mount	OK	31. Slave system operational	N/A
13. Operate system from terminal link	OK	32. Clean cylinder & mount	OK
14. Test for proper operation from remote	OK	33. Fan warning sign on hood	Y
15. Check operation of micro switch	OK	34. Personnel instructed in manual operation of system	Y
16. Check operation of gas valve	Y	35. Proper hand portable extinguishers	Y
17. Clean nozzles	Y	36. Portable extinguishers properly serviced	Y
18. Proper nozzles covers in place	Y	37. Service & Certification tag on system	Y
19. Check fuse links and clean	NO		

COMMENTS: _____

On this date, this pre-engineered fire suppression system was inspected and operationally tested in accordance with the fire suppression system requirements of NFPA 17 or 17A, 96 and the manufacturer's manual with the results indicated above.

X	<i>[Signature]</i>	PERMIT NO	DATE	TIME	AM	PM	<i>[Signature]</i>

The above service technician certifies that the system was personally inspected and found conditions to be as indicated on this report.

CUSTOMER COPY

Criteria 3: Health & Safety

Automatic Fire Control

1708 S.E. 22nd Street
Oklahoma City, OK 73129

Alarm License #584

405-677-7485
405-677-7477 Fax
automaticfire@coxinet.com
www.automaticfireok.com

FIRE ALARM SYSTEM TEST REPORT

Section 1: Service Company Information

Company: Automatic Fire Control Contact: *Cox Goodman*
Address: 1708 S.E. 22nd Street OK State License No: *470337*
City: Oklahoma City State: Oklahoma Zip: 73129
Phone Number: 405-677-7485 Fax Number: 405-677-7477

Section 2: Property Information

Company: Little Light Christian School - MLP Contact: Ejay
Address: 3301 N. Martin Luther King Avenue Title:
City: Oklahoma City State: OK Zip: 73111
Phone Number: 405-990-9955 Fax Number:
Monitoring Co.: *YES*
Inspection Frequency: Semi-Annual Annual Initial Acceptance Other

Section 3: Testing Notifications

TEST START DATE	Name of Dept/Agency	Contact	Time/Date
Monitoring Station:	<i>C.A.T.S.</i>	<i>(405) 237-1926</i>	<i>10:30 A / 3-29-23</i>
Building Occupants:			
Building Management:	<i>ESAY</i>	<i>IN PERSON</i>	
Other:			
TEST END DATE			
Monitoring Station:	<i>"</i>	<i>"</i>	<i>11:30 A / 3-29-23</i>
Building Occupants:			
Building Management:	<i>"</i>	<i>"</i>	
Other:			

Section 4: Notification of Impairments

LETTER SENT TO:	Name of Dept/Agency	Contact	Date
Building Management:			
Local Authority (AHJ):	<i>N/A</i>		

Section 5: System Information

Panel Make:	SILENT KNIGHT		Panel Model:	SK5208
CIRCUITS	Class A or B	Number of Circuits	TYPE OF TRANSMISSION	
NAC	A	5 <input checked="" type="checkbox"/>	<input type="checkbox"/> Digital	<input type="checkbox"/> Local
IDC	B	14 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Wireless <input checked="" type="checkbox"/>	<input type="checkbox"/> Other (Specify)
SLC			<input type="checkbox"/> Polarity Reversal	

Criteria 3: Health & Safety

Section 6: System Power Supplies

PRIMARY

Line Voltage: 120 Current Available: 20A Breaker Location (Panel & Circuit): #19

SECONDARY

Battery Voltage: 24 Amp/Hour Rating: 14 Battery Date: 11/20/17 2022
 Standby Battery Backup Time: 24 Hours 60 Hours Other: Specify _____

TERTIARY

Engine Driver Generator: Yes No Location: _____
 Location of Fuel Storage: _____

Section 7: Initiating Device Summary

DEVICE TYPE	QTY	DEVICE TYPE	QTY
Manual Stations	14 /	Kitchen Hood/Auxiliary	1 /
Ionization Smoke Detectors		Waterflow Indicators	2 /
Photoelectric Smoke Detectors	42 /	Sprinkler Valve Tamper	5 /
Heat Detectors	35 /	Other	
Duct Smoke Detectors			

Section 8: Notification Appliance Summary

DEVICE TYPE	QTY	DEVICE TYPE	QTY	DEVICE TYPE	QTY
Bells		Chimes		Speaker/Strobes	
Horns		Chime/Strobes		Strobes	2 /
Horn/Strobes	11 /	Speakers		Other	

Section 9: System Tests

SYSTEM COMPONENT	VISUAL	FUNCTIONAL	COMMENTS
Control Panel	/	/	
Interface Equipment	/	/	
Lamps/w/ LEDs	/	/	
Fuses	/	/	
Primary Power Supply	/	/	
Trouble Signals	/	/	
Disconnect Switches	/	/	
Ground-Fault Monitoring	/	/	
Battery Condition	/	/	
Battery Load Voltage	/	/	
Battery Charger	/	/	
Transient Suppression	/	/	
Remote Annunciators	/	/	
Audibles	N/A	N/A	
Visuals	/	/	
Speakers	N/A	N/A	
Voice Clarity	N/A	N/A	
Phones Sets	N/A	N/A	
Amplifiers	/	/	
Tone Generator	/	/	
Call-in Signal	/	/	
Other	/	/	

Criteria 3: Health & Safety

Section 10: Inspection Results

Green Tag (Operational) ___ Yellow Tag (Operational with Minor Impairments) ___ Red Tag (Inoperable)

Description of Impairments:

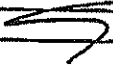
- NONE -

Recommended Corrective Action:

- N/A -

Section 11: General Comments

SYSTEM GOOD!



Section 12: Signature Block

BUILDING OWNER

I hereby certify that I have received, read, and understood the contents within this testing report.

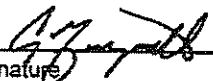
PER
EJAY
Signature

3.29.23
Date

11:30 A
Time

INSPECTOR

I hereby certify that this inspection has been performed in compliance with all city, state, and local codes.

Signature  470337

3.29.23
Date

11:30 A
Time

7. A child diagnosed with ringworm must be treated for 24 hours to be kept covered until completely healed.
8. If your child has Covid, they must remain home 5 days or until :
9. If someone in your child's household has Covid, the student must have no symptoms before returning to school.
10. A child who is diagnosed with strep throat must have been treated with prescribed medication for 24 hours before returning to school.
11. A child with head lice must undergo lice treatments and be cleared by LCA staff before returning to school. Please remember that treating the student for lice is not enough. Other family members, bedding, clothing, furniture, vehicles, and stuffed animals need to be treated also. Check with the Office if you need more information.

If you receive a call or text that your student is sick, please pick them up within 45 minutes. We do not have a sick bay or school nurse to monitor sick students.

Medical Emergencies

In case of an extreme emergency, when a child's health is at risk, an ambulance will be called and a member of our staff will accompany the child to the hospital. The caregiver will be contacted immediately. If contact cannot be made with the caregiver, staff will call the emergency contacts provided by the caregivers.

Medication

If a student requires medication while at school, the **caregiver needs to personally take it to the office; no student should ever have medication in his or her backpack, including cough drops and vitamins.** All medication to be administered at school should be in its original bottle, within the expiration date, and in a ziplock bag labeled with your student's name, dosage, and timing instructions. Please be sure to complete a *Medication Form*. Over-the-counter medications may be administered to your student for things like headaches and cramps only when LCA is given permission via text. The text should include dosage & timing instructions.

Counseling and Guidance Services

Counseling is offered on a voluntary basis. Please notify LCA if your student is working with an outside counselor.

COMMUNICATION

- To get a message to your student, please call or text (405) 763-8983 or call (405) 208-7858 and we will get the message to them.
- School communication will be by notes home, text messages, and/or phone calls. If you would like to visit with your student's teacher or a staff member, please call the office. **Teachers are not authorized to give out their personal numbers.**
- **Please reply**, when you receive a call or text, so that we know you received the information.
- **Caregivers are to notify the office if their contact information changes during the year.**

Bad weather communication:

- If bad weather causes us to close school early or for the day, you will be notified by text message or phone call.
- Caregivers are required to have someone able to pick up their student **within 45 minutes** in case of weather emergencies or illness. Light Christian Academy closings are also listed on the Oklahomaclosings.com website.

Progress Reports

- Teachers continually assess students' progress in academics, behavior, character development, and participation.
- A progress report will be sent home quarterly.
- We will have two required scheduled Teacher/Caregiver conferences per year.

LCA POLICY

All school supplies are provided by LCA. However, students are responsible for keeping track of and taking care of the supplies and books they have been issued. Families may be charged a fee for lost or damaged supplies and books.

INTRODUCTION

Criteria 5: Teacher Requirement

Mission

The mission of Light Christian Academy is:

- To break the cycle of generational incarceration by providing a parent who has been or is now incarcerated.
- To train the next generation of Christian leaders and equip them for a life of service to their Savior, homes, and communities. We desire to help our students develop Christian character and good spiritual, physical, and mental habits by the grace of God through the power of the Holy Spirit.

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- To impart Biblical attitudes towards marriage and family and teach the student the skills necessary to establish God-honoring homes
- To encourage regular attendance and involvement in a local church
- To help each student understand and accept himself/herself and others as unique individuals created by God
- To treat others with courtesy & respect and reach out to the world to further the Kingdom of God
- To promote physical fitness, good health habits, and wise use of the body as the temple of God

Code of Christian Conduct

Cell Phones:

- Students should keep cell phones at home. If they need to call any phone.
- If a student must bring a cell phone to school, it should remain of this becomes an issue, the student's phone may be taken and returned.

Appearance

- Students are expected to arrive at school clean and wearing a clean uniform.
- Please ensure your student wears deodorant if needed.
- We have a washer and dryer at the school. Please let us know if you need help with students' laundry.

Uniforms

Students are required to wear the school uniform which consists of:

- Light Christian Academy t-shirt. Students may wear a long-sleeved shirt beneath their t-shirt for warmth.
- Dark blue, high-rise jeans (**provided by caregiver**). No low-rise, baggy styles, holes, or rips. Please be sure the jeans fit appropriately to cover the rear when bending over or squatting.
- Girls may wear jean shorts, jean skorts, jean skirt, or jean capris with a school t-shirt. The length of these must reach to extended fingertips. If wearing a skirt, girls should wear shorts underneath (like bike shorts or athletic shorts). Jeggings are also appropriate if not extremely form-fitting.
- Boys may also wear dark jean shorts that are not baggy or low rise, without holes or rips.
- Belt if needed to keep pants, skirts, or shorts up (**provided by caregiver**).
- Athletic style shoes or sneakers. (**provided by caregiver**) No expensive designer brands, please (Jordan Air 1, KD or other expensive brands). Crocs and sandals should not be worn to school. Boots make it hard for the students to participate in PE and other activities, so these should only be worn on snow/wet days.
- Socks are to be worn with shoes. Girls may wear tights without holes under their skirts or skorts.
- When girls begin to develop, please make sure they are wearing a bra.
- Long-sleeved undershirts or turtlenecks may be worn under the school t-shirt.
- The uniform hoodie (provided by LCA) and/or a winter coat (**provided by caregiver**) are the only outerwear students should wear to school.
- If your student intentionally damages or loses their school-provided uniform items, caregivers will be asked to pay for a replacement item.
- **Students will not be allowed to board the van or come to school if they are not in uniform.**

Other:

- Hairstyles should be neat and not distracting to the student or classmates.
- Nails should be shorter, neat, and allow students to participate in all activities (typing, PE, etc).
- No hair or braids should be hanging in a student's eyes. Long hair must be kept out of the face and eyes.
- Hats or hoods should not be worn inside. Bonnets should not be worn to school. Large or distracting hair jewelry, headbands, wraps, or wigs are not allowed.
- Students should not wear jewelry other than non-distracting small earrings or small necklaces. Smartwatches should not be worn to school.
- No perfumes, cologne, or other products with strong scents are allowed.
- Light & tasteful makeup for females in the older grades only.
- Students may not bring blankets to school. They should dress in layers if they are often cold.

BEHAVIOR

Behavior Expectations

Students are expected to behave in ways that are conducive to a healthy learning atmosphere for all. LCA reserves the right to discipline or ask a student to withdraw for any reason. Failure to follow the LCA behavior expectations and rules will subject the student to potential disciplinary action, up to and including disenrollment. All behavior expectations and rules apply to actions on campus, off campus while on school-sponsored outings or using social media, or on the school van. LCA has these expectations for all students and staff:

1. We will value one another as unique and special individuals. (Romans 12:10)
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns. (Colossians 3:17)
3. We will use good manners, saying "please", "thank you", and "excuse me", and allow others to go first. (Philippians 2:3)

4. We will cheer each other on to success. (Psalm 119:105)
5. We will help one another whenever possible. (Philippians 2:4)
6. We will recognize every effort and applaud it. (Ephesians 5:20)
7. We will encourage each other to do our best. (Proverbs 12:25)
8. We will practice virtuous living. (Matthew 7:17)

Misuse of Technology

Students are instructed on the proper use of technology and the websites and/or programs they are allowed to access. Students accessing sites that are not authorized are at risk of losing the privilege to use technology devices, in addition to receiving other consequences. Students are responsible for the care of their devices.

School Rules

- Students may not bring personal items or toys from home. LCA nor its staff are not responsible for personal items that are lost or misplaced. Items will be taken and returned to the student to bring home at the end of the day.
- Invitations to any event, including church events and birthday parties, are not allowed to be passed out at school.
- Students are not allowed to bring any medication to school. This includes over-the-counter medication and cough drops. Parents should complete the Medication Form and give the medication directly to office staff.
- #6 ● Weapons such as knives, guns, or any other type of weapons are strictly forbidden, including any type of toy weapons.
- Students may not possess substances such as tobacco, illegal drugs, alcohol, prescription and/or nonprescription drugs, including cough drops and vitamins.
- Students should address adults by their proper titles, such as “Ms. Robin” or “Mr. Chris.”
- Students should not talk about boyfriends/girlfriends or who they or others “like.”
- Students may not interfere with the learning or well-being of others.
- Students must raise their hands to obtain permission to be out of their seats or talk in class.
- Students may not “friend” his or her teacher or any staff on social media.
- **Bullying behavior of any kind is not tolerated - this includes bullying behavior perpetrated off-campus or on social media.**

Cheating:

- Using digital information, written information, looking at another person's test/quiz or looking at the actual test/quiz prior to taking it will result in a 0% on the test/quiz.

Plagiarism and Artificial Intelligence Policy

There are two forms of plagiarism: Intentional and Technical Plagiarism

- Intentional plagiarism consists of blatantly submitting another person's or AI work and claiming it as your own.
- Technical plagiarism is not citing your information, quotes, or graphics properly.

Discipline for plagiarism:

- Intentional plagiarism:
 - First offense - reduction of grade by 40% and a chance to redo the work in your own words.
 - Second offense- 0% on paper and a meeting with the administration
 - Third offense- 0% on paper and suspension
- Technical plagiarism:
 - First offense- reduction of grade by 20% and a chance to redo citations correctly
 - Second offense- reduction of grade by 30% and a chance to redo citations correctly, meeting with administration
 - Third offense- reduction of grade by 40%, meeting with administration
 - Fourth offense- 0% on paper and suspension

Social Media Policy

LCA students are expected to maintain the Christian Code of Conduct w/ real life and on all forms of social media. No cyberbullying or otherwise

Criteria 6: Disciplinary Procedures

Discipline

Our goal with any type of consequence or discipline is to allow the student to take responsibility for their behavior, to solve and correct any problems they have created, and to learn from their actions. With that in mind, students may be required to:

- Take themselves to a “calming corner” until they are able to rejoin others
- Apologize verbally or in writing
- Do schoolwork while other students are having recess or doing fun activities
- Miss a special class like art or music
- Visit with the academic advisor or principal
- Do extra chores
- Lose special privileges such as field trips, free-choice time, outside camps, or other activities
- Caregivers will be called to pick up their student if the negative behavior continues. **Students must be picked up within 45 minutes.**

#6

LCA Discipline Guide **Criteria 6: Disciplinary Procedures**

Level 1:

Behaviors:

Talking in class - up to 2 nd offense	"Forgetting" minor class/school rules	Chewing gum, eating candy on campus or bus	Not turning in homework
Not paying attention in class	Not following instructions	Sleeping in class	Not coming prepared
Not sharing (younger grades)	Minor dress code violation		

Disciplinary Action Options:

Reminder	Verbal warnings	Move to another desk	Focus activities
Food/candy will be confiscated & disposed of	Write an apology note		

Level 2:

Behaviors:

Throwing things	Distracting others	Being rude	
No/improper class participation	No change in Level 1 behavior after being warned 2x	Inappropriate laughter	

Disciplinary Action Options:

One to one talk with Admin	Written warning sent home	Removal of privileges or field trips	Behavior charts
Signed homework journals	Calming Corner	Stand next to teacher or Admin, or walk beside	Run 1-3 laps around the square (in the grass)

Level 3:

Behaviors:

Outburst of anger	Disobedience	Flirting	Rough play
Unauthorized use of cell/electronics	Defiance	Disrespect	Leaving class without permission
Cheating	Talking about "liking" someone, boyfriends or girlfriends	Passing notes	Inappropriate use of social media

Disciplinary Action Options:

Removal of privileges	Inform Admin	Written warning sent home	Meetings with parents
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Level 4:

Behaviors:

Swearing/vulgar words	Verbal or physical bullying	Mocking teachers or students	Threatening
Biting	Hitting	Vandalism	Sexual behavior
Stealing	Attitude (shouting, "don't care," covering ears, etc)	Damaging property	Acting out physically
Skipping class	Lying (especially accusing another falsely)		

Disciplinary Action Options:

* Please remember to write an Incident Report for behavior Level 2 and up
can see what is happening in other classes and can discipline the student fo

Criteria 6: Disciplinary Procedures

gives a paper trail in order to see trends per student and to show to parents when necessary. *Teachers must not contact parents directly about student behaviors or about any other matter. Any messages from teachers to parents MUST go through Admin.*

Discipline is meant to train a child; all discipline should be given in a loving manner with the student's best interest at heart - not because you are mad.

At Light Christian Academy, we realize that we have teachers from many different disciplinary backgrounds. Some disciplinary practices which are acceptable elsewhere, **are not** acceptable in our school. These are hard to name specifically as the list could be endless, though we will endeavor to give examples below. In the case where you are unsure about a specific disciplinary action, please check with Admin. If you see a member of staff disciplining a student in a questionable way, or hear it spoken about by a parent or another member of staff, it is of utmost importance that you report to Admin immediately.

Reward/Consequences: Only in rare cases and with Admin approval should recess time be withheld from a student. Rewards in the form of edible treats (of any kind) or prizes (no matter how small) should NOT be given. However, we encourage the use of a class reward time (games, free play, etc); a student may be excluded from this reward time based on bad behavior or incomplete work. This discipline should only be used with prior knowledge of the student. Students may earn a homework pass or other approved incentives as a reward for good behavior. Teachers may also use ping pong or foosball games as rewards. To burn off extra energy, with teacher supervision, students will be allowed to run 1-3 laps around the square (in the grass) or on the basketball court if it's not otherwise in use.

When to Call Admin: Please call Admin if a child is crying. Admin should be called whenever a student becomes noncompliant, is not responsive to redirection, or does not calm down while in the calming corner.

Physical Discipline: We do not allow physical disciplinary practices of any kind. At no time should a student be grabbed by the ear, physically hit, pinched, slapped, grabbed, snapped, shoved, squeezed, etc. This includes the use of hands, rulers, or any other object to inflict pain.

Physical Detainment: A student should never be physically held or restrained by a teacher. This includes capturing their whole body, hands, feet, mouth, or any other part. (In a very rare circumstance, when a student is hurting himself or others, he may need to be physically detained. In these rare cases, call for Admin assistance who may then need to physically restrain the student.) A teacher should NEVER use tape, rope, or binds of any kind to detain a student. NEVER should a student's mouth, hands, or feet be taped. A child should never be left without a teacher for any reason. A student should never be left in a dark or scary place.

Calming Corner: A visit to the Calming Corner should be adjusted according to the age of the student, should be brief, and the student should be in your view at all times. If a student is distracting others while in the Calming Corner, Admin should be called. Within 15 minutes, if a student has not redirected or is unable to rejoin the class, Admin should be called.

Public Embarrassment: We do not believe in public shaming or embarrassment as a means of discipline. This would include loudly calling a student's name, making the student stand on a desk/chair, sitting the child in the corner, forcing the student to wear a "dummy" hat, asking other students to punish or offer suggestions for punishment, etc. Do not repeat the student's offense in front of the class or even the offending student when you have called Admin for assistance. Do not give a long lecture to students. This has a negative effect.

Emotional Discipline: A child should never be in fear that you will physically hurt them. You should never yell, curse, or use hurtful words or tone to discipline a student. A calm tone of voice should be used at all times. You should never express personal dislike for a student. Students should not be glared/stared at in a hostile manner. "Teacher looks" should be maintained for a short period of time.

The International Christian Accrediting

certifies that

Light Christian School

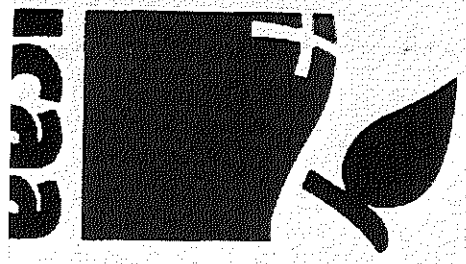
Oklahoma City, Oklahoma

has met the requirements for

Accreditation

Kindergarten through Grade 12

June 2023 - June 2028



Ernest C. Carl

CHAIRMAN

Deborah

SECRETARY