

JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education  
**FROM:** Joy Hofmeister  
**DATE:** August 26, 2021  
**SUBJECT:** Lindsey Nicole Henry Scholarship

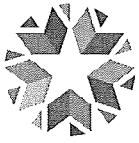
Antioch Christian Academy (ACA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the International Christian Accrediting Association (ICAA) and recognized by the Oklahoma Private School Accreditation Commission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

ACA offers Individualized Student Learning Plans, tutoring services and family support. The full list of services and accommodations for students with disabilities is on their Lindsey Nicole Henry Private School application Criteria 8.

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

- Criteria 1: Fiscal Soundness – Oklahoma Tax Commission Permit
- Criteria 2: Non-Discrimination – ACA Handbook page 4
- Criteria 3: Health and Safety – ACA letter
- Criteria 4: Academic Accountability – ACA Handbook page 17
- Criteria 5: Teacher Requirements – ACA Employment Application and ICAA Eligibility Checklist
- Criteria 6: State laws and disciplinary procedures –ACA Handbook pages 7-8
- Criteria 7: Accreditation – ICAA Certificate

JH/se



Antioch Christian Academy

K-12

NAME OF PRIVATE SCHOOL

GRADE LEVELS

3616 SW 119th St.

OKC

OK

73170

ADDRESS

CITY

STATE

ZIP

405-691-8012

https://www.antiochokc.org

PHONE NUMBER

WEBSITE ADDRESS

David Herren

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

David Herren

acaoffice@acacolts.com

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.***

Accredited By:  
 International Christian Accrediting Association, expires June 2025  
 Executive Director Donald Peal  
 2448 E 81st St, Tulsa, OK 74137 - (918) 493-8880

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.***

Individualized Student Learning Plans  
 Tutoring Services  
 One on One Teacher to Student Education and Reinforcement  
 Title Student Services Through Moore Public Schools  
 Accomodations For Student Work and Assignments  
 Accomodations For Physical Environment  
 Accomodations For Emotional Environment  
 Family Support To Encourage Extra Curricular Learning  
 Standarized National Normed Achievement Testing To Track Student Progress

I verify that Antioch 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.

**David Herren**

Digitally signed by David Herren  
 Date: 2021.07.07 12:07:13 -05'00'

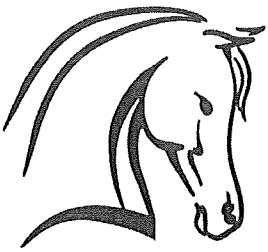
7/7/2021

SIGNATURE

DATE

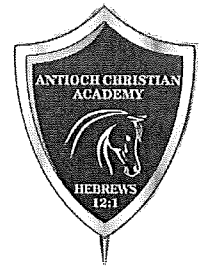
**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

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



# ANTIOCH CHRISTIAN ACADEMY

“FAITH-FILLED, GRACE-BASED, ACADEMIC EXCELLENCE”



To whom it may concern at the SDE and LNHS,

Thank you for your consideration of granting Antioch Christian Academy into your organization, we look forward to creating increased opportunities to our students who qualify for this scholarship.

Antioch Christian Academy, our board of directors, and our Head of School David Herren attest to the following:

-We attest that we have been in operation at least one year, and without interruption since 1996. I have attached our State and Federal Tax Exemption certificates that are dated 2019 and 2009 respectively.

-We attest that are in compliance with federal and state non-discrimination statutes as shown on page four of the Parent Student Handbook document.

-We attest that we are in compliance with state and local health and safety codes.

-We attest that we are academically accountable to our parents, as seen on page seventeen of the Parent Student Handbook document.

-We attest that we require bachelor's degrees for teachers or three years of experience as shown on our Employee Application and our ICAA Accreditation Checklist.

-We attest that we comply with all state regulations regarding private schools, including discipline policy, as shown on in our Parent Student Handbook and as shown through ongoing accreditation by ICAA recognized by the SDE.

-We attest that we are accredited by ICAA which is recognized by the SDE, as shown by the attached document, and the website: <https://www.opsac.org/member-schools.html>

We look forward to working with the State Department of Education for Lindsey Nicole Henry Scholarship.

Thank you.

Sincerely,

David Herren - Head of School

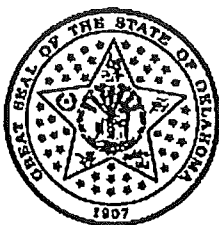
405-691-8012

3616 SW 119th St. Oklahoma City, OK 73170

<https://www.antiochokc.org>

NAPS, ICAA, and OPSAC Accredited School

[facebook.com/acacolts](https://facebook.com/acacolts)



# Criteria 1: Fiscal Soundness

## Oklahoma Tax Commission



www.tax.ok.gov

Date Issued: June 21, 2019

Letter ID: L2062581632

Taxpayer ID: \*\*.\*\*\*8441



ANTIOCH CHRISTIAN ACADEMY  
3616 SW 119TH ST  
OKLAHOMA CITY OK 73170-4527

TBS

### Oklahoma Exemption Permit Private School-Elementary & Secondary Education

County CLEVELAND

Non-Transferable

68 Oklahoma Statutes Section 1356(11)(2001): Which we quote in part: "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..."

Permit Number

EXM-10060427-04

Business Location	Industry Code	City Code	Permit Effective	Permit Expires
ANTIOCH CHRISTIAN ACADEMY 3616 SW 119TH ST OKLAHOMA CITY OK 73170-4527	611110	1421	June 18, 2019	NON-EXPIRING

Charles T. Prater, Chairman  
Clark Jolley, Vice-Chairman  
Steve Burrage, Secretary Member

EIN: 73-1488441

# Criteria 1: Fiscal Soundness

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

Date: FEB 06 1998

ANTIOCH CHRISTIAN ACADEMY  
C/O KRISTA JONES, CPA  
P.O. BOX 891326  
OKLAHOMA CITY, OK 73189

Employer Identification Number:  
73-1488441

DLN:  
17053273071007

Contact Person:  
MARY RILEY

Contact Telephone Number:  
(414) 798-8320

Accounting Period Ending:  
June 30

Form 990 Required:  
Yes

Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

## ANTIOCH CHRISTIAN ACADEMY

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

ANTIOCH CHRISTIAN ACADEMY

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Revenue Procedure 75-50, published in Cumulative Bulletin 1975-2 on page 587, sets forth guidelines and recordkeeping requirements for determining whether private schools have racially nondiscriminatory policies as to students. You must comply with this revenue procedure to maintain your tax-exempt status.

This ruling is based on the understanding that the majority of your Board of Directors will be non-salaried and will not be related to salaried personnel or to parties providing services. It is also based on the understanding that salaried individuals cannot vote on their own compensation and that compensation decisions will be made by the board.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.



# Criteria 1: Fiscal Soundness

-4-

ANTIOCH CHRISTIAN ACADEMY

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

  
Acting District Director

Letter 947 (DO/03)

## Criteria 2: Non-Discrimination

biological sex, is sinful and contrary to God's Word. God offers redemption and restoration to all who confess and repent, seeking His mercy and forgiveness through Jesus Christ.

Antioch Christian Academy requires all employees, volunteers, parents and students, to abide by this Statement of Marriage and Sexuality. Engaging in conduct contrary to this Statement or advocating for positions or conduct contrary to this Statement is considered a violation of school policy and is subject to disciplinary action up to and including expulsion or termination. Any disciplinary decisions will be made on a case by case basis and Antioch Christian Academy reserves the right to consider Biblically relevant factors in each decision such as a person's confession of sin, evidence of repentance, willingness to cease violating behavior and other relevant factors.

### ACA Conflict Resolution

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One to one discussion and prayer should be thoroughly explored to affect resolution of the situation. If no resolution can be reached, it may then be taken to the Headmaster. If resolution is still not possible, then a written appeal may be made to the ACA School Board. All correspondence to the Board should be directed to the board president. All decisions of the Board are final. .

All parent questions concerning a teacher, student and/or student-teacher relationships should follow these steps:

- The parent should schedule a meeting with the child's teacher.
- If the question or concern is not resolved, the parent will then set up a meeting with the Headmaster.

If there is further concern, the parent may request, in writing, to be placed on the next School Board meeting agenda or the principal may bring the concern to the attention of the School Board.

### Academic Probation and Expulsion

Our mission at Antioch Christian Academy is to provide an institution of academic excellence. Students in 1<sup>st</sup>-High School grade must maintain a 2.50 GPA or be placed on academic probation. Once your child has been placed on probation, he/she will have nine weeks to meet the minimum GPA requirement. At a four-week interval, the teacher will meet with the parent(s) to discuss the child's progress. At the end of the nine weeks, if the student has not met the minimum requirements for GPA, he/she is subject to immediate academic expulsion.

A student enrolling at ACA with an academic history of poor grades and/or discipline problems may be placed on temporary probation. A student may be placed on probation during the school year because of poor grades and/or discipline problems at Antioch Christian Academy. The duration and terms of probation are to be established by the Headmaster and approved by the board.

### Admissions

ACA admissions policy does not discriminate as to race, color, national or ethnic origin. ACA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of ACA. ACA reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. ACA does not offer enrollment to students who have been expelled from other schools. The following forms and fees are required to complete a student's cumulative folder and are due at the time of enrollment.

**No student will be allowed to attend classes until All Supplemental Forms and Documents have been submitted no later than Aug 1.**

New Students	Returning Students
Application	Re-Enrollment Packet
Testing	Current Immunization Records
Interview	Re-Enrollment Fee
Teacher Recommendation Form	ACH Form
Previous School Records	Child Custody Papers (If Applicable)
Enrollment Packet	Student pledge for iPad use

## Criteria 4: Academically Accountable

- To respect each other by not grabbing, pulling, picking up, or carrying each other
- To take care of our playground by not causing damage to anyone or anything
- That the mulch is dirty and is not for digging in or lying on
- That all balls are to be used inside the fenced playground area
- That all equipment should be used for its original purpose only, i.e. basketballs only used to play basketball; jump ropes only used for jumping rope, etc

### PTF - Parent Teacher Fellowship

It is ACA's goal to work together with parents to realize all that the Lord has purposed for our school and children. The Parent Teacher Fellowship is a positive step towards that goal and is a source of prayer and support for our school board, staff, and students. Working closely with ACA teachers, administration, and board, PTF members raise funds and sponsor events for various services and supplies, which enrich our school and our programs. All parents and staff members are encouraged to become involved in the various activities carried out through the PTF. Monthly evening meeting dates will be shared on the ACA website and the Thursday Bulletin. We invite all parents to come and help make a positive difference on our campus.

### Remedial Work and/or Special Tutoring

Remedial work or special tutoring may be recommended as a basis for admission to Antioch Christian Academy or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing. Antioch has a tutor that we use regularly and is available upon request. Parents will be asked to pay an hourly fee for this service.

### Report Cards

Parents web will be used for report cards on each student at the end of every nine-week period. Once you have received a copy of your student's report card via email, you must reply to the teacher advising you have reviewed and understand the report card. You have two days to reply to your student's teacher via email. Dates of report cards are listed on the school calendar. (Note: The final report card is issued after school ends and does not need to be returned. You will receive a link that must be opened and printed within 2 weeks. Parents who are unable to print the report card may pick it up at the school office.

#### **GRADING SCALE**

##### 3rd-High School

100	A+	89-87	B+	77-79	C+	68-69	D+	Below 63	F
93-99	A	83-86	B	73-76	C	66-67	D		
90-92	A-	80-82	B-	70-72	C-	65-64	D-		

##### Kindergarten-2<sup>nd</sup> Grade

Excellent (90-100)	A	Needs Improvement (70-80)	C
Satisfactory (80-90)	B	Unsatisfactory (Below 70)	D

#### **GRADE POINT AVERAGE FORMULA**

A=4 points    B=3 points    C=2 points    D=1 point    F=0 points

### Awards for Honor Roll and Principal's Honor Roll

- **Honor Roll** will be awarded to students maintaining a GPA of 3.50 - 3.75 for Quarter 1 through Quarter 4.
- **Principal's Honor Roll** will be awarded to students maintaining a GPA of 3.75 – 4.0 for Quarter 1 through Quarter 4.

### School Property Policy

Antioch Christian Academy is blessed to have such a fine Christian school. We require our students to show proper care and safety with respect to the facility, grounds, and equipment. Students will be responsible for any damage to school property or equipment.

# Criteria 5: Teacher Requirements

## ACA EMPLOYMENT APPLICATION

Thank you for your interest in the ministry of Antioch Christian Academy. Consideration of employment is based on Christian ethics, Biblical standards, professional qualifications, and a love for children. Please complete this form as thoroughly as possible and return it to the Academy when completed. All information will be held in confidence. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, national origin, or other protected classification.

### APPLICANT DATA: Please print.

DATE: / /

Full Name: \_\_\_\_\_ Male: \_\_\_ Female: \_\_\_  
                    LAST                                FIRST                                MIDDLE

Present Address: \_\_\_\_\_  
  NO.                                STREET                                CITY                                STATE                                ZIP

Previous Address:

\_\_\_\_\_  
                    DATES                                NO.                                STREET                                CITY                                STATE                                ZIP

Phone: ( ) Cell/Other Phone: E-mail Address:

Social Security #: Age: Date of Birth: / / Birthplace:

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Spouse Name Occupation

Children's Name and Ages:

### SPIRITUAL BACKGROUND

Are you a Christian? \_\_\_ When did you become a Christian? \_\_\_\_\_

*In your own handwriting, on a separate sheet of paper, please give your Christian testimony.*

Please check the statements listed below with which you agree. Exceptions or disagreements may be listed and explained on a separate sheet of paper.

- \_\_\_ I believe there is only one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- \_\_\_ I believe that the Bible is the inspired Word of God, and is infallible and our final authority in all matters of religion.
- \_\_\_ I believe that Jesus is the Christ, the Son of God, and the Savior of the world.
- \_\_\_ I believe in the miraculous birth, sinless life, substitutionary death, bodily resurrection, ascension, and literal return of Jesus Christ.
- \_\_\_ I believe that the Holy Spirit lives in the Christian, and helps him to live a godly life.
- \_\_\_ I believe that salvation is a result of a personal faith in Christ, and that obedience to Christ is essential.
- \_\_\_ I believe that baptism is an immersion in water, and has been commanded by Christ Jesus and the Apostles.
- \_\_\_ I believe in everlasting life in Heaven for the saved, and everlasting life in Hell for the lost.
- \_\_\_ I believe in the spiritual unity of believers in our Lord Jesus Christ.

Member of what church? \_\_\_\_\_ For how long? \_\_\_\_\_

Minister's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How often do you attend worship services: frequently: \_\_\_ occasionally: \_\_\_ seldom: \_\_\_ never: \_\_\_

Are you active in your church now? \_\_\_ In what capacity? \_\_\_\_\_

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

# Criteria 5: Teacher Requirements

## EDUCATIONAL BACKGROUND

EDUCATION	NAME & LOCATION OF SCHOOL	DIPLOMA/MAJOR/MINOR	DEGREE
HIGH SCHOOL		-----	-----
COLLEGE/UNIVERSITY			
COLLEGE/UNIVERSITY			
OTHER TRAINING/EDUCATION			

Please list all certificates and endorsements you hold, levels, state certified in, and validation dates. Please attach photocopies of all college transcripts. Official copies of transcripts and certifications are required for inclusion in your personnel file, if offered a position.

*In your own handwriting, on a separate sheet of paper, please provide a statement of your philosophy of Christian education. And answer this question: What do you believe you can offer Antioch Christian Academy?*

## EMPLOYMENT BACKGROUND

**LAST THREE EDUCATION POSITIONS,  
OR OTHER EMPLOYMENT POSITIONS.**

EMPLOYER	ADDRESS		PHONE NUMBER	
FROM:	TO:			
EMPLOYMENT DATES	STARTING POSITION	STARTING SALARY	LEAVING POSITION	LEAVING SALARY
NAME AND TITLE OF SUPERVISOR				
DESCRIPTION OF DUTIES		REASON FOR LEAVING		

EMPLOYER	ADDRESS		PHONE NUMBER	
FROM:	TO:			
EMPLOYMENT DATES	STARTING POSITION	STARTING SALARY	LEAVING POSITION	LEAVING SALARY
NAME AND TITLE OF SUPERVISOR				
DESCRIPTION OF DUTIES		REASON FOR LEAVING		

EMPLOYER	ADDRESS		PHONE NUMBER	
FROM:	TO:			
EMPLOYMENT DATES	STARTING POSITION	STARTING SALARY	LEAVING POSITION	LEAVING SALARY
NAME AND TITLE OF SUPERVISOR				
DESCRIPTION OF DUTIES		REASON FOR LEAVING		

## Criteria 5: Teacher Requirements

### PERSONAL BACKGROUND

**REFERENCES:** Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. (Do not list family members or relatives for reference.)

NAME	ADDRESS, CITY, STATE	PHONE #	OCCUPATION	YEARS KNOWN

**REFERENCES:** Give three references that are qualified to speak of your professional training and experience or other work experience. List your most recent principal or supervisor first. (Do not list family members or relatives for reference.)

NAME	ADDRESS, CITY, STATE	PHONE #	OCCUPATION	YEARS KNOWN

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? Yes:  No:

Have you ever been convicted of any crime (excluding minor traffic violations) including driving while under the influence of alcohol or controlled substances? Yes:  No:

If yes, state the offense, location, date and disposition. NOTE: A conviction will not necessarily disqualify you from employment. (See 2 Corinthians 5:17)

Have you ever been indicted for, pled guilty to, been convicted of and/or lost employment because of child sexual or physical abuse? Yes:  No:  If yes, state the offense, location, date and disposition.

**Antioch Christian Academy will conduct background checks on all applicants selected for interviews.**

**ITEMS TO ACCOMPANY YOUR COMPLETED APPLICATION:**

- A handwritten statement of your Christian testimony.
- A handwritten statement of your philosophy of Christian education.(Teacher applicants only.)
- An answer to the question: "What do you believe you can offer Antioch Christian Academy?"
- Photocopies of college transcripts and certifications. (Teacher applicants only)
- Recommended: a current resume

Antioch Christian Academy  
3616 S.W. 119<sup>th</sup> St.  
Oklahoma City, OK 73170  
405-691-8012  
Fax: 405-735-9525

**APPLICANT'S CERTIFICATION AND AGREEMENT**

**I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in my dismissal. I authorize Antioch Christian Academy to make an investigation of the facts set forth in this application and give my permission for a criminal background check to be run if I am selected for an employment interview.**

**I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letter, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Antioch Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or related to such disclosures. I waive the right to view any references given to Antioch Christian Academy.**

**Since I will be working with children, I understand that I may be required to submit to a fingerprint check or other background check by state or federal authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as is necessary for such an investigation. I authorize Antioch Christian Academy to conduct a criminal records check.**

**I understand that this is an application for employment and no contract is being offered at this time. I understand that employment at Antioch Christian Academy is "at will," which means that either I or the Academy can terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by statute. All employment is continued on that basis.**

**I certify that I have carefully read and do understand the above statements.**

**DATE: \_\_\_\_\_**

**APPLICANT'S SIGNATURE: \_\_\_\_\_**



INTERNATIONAL CHRISTIAN ACCREDITING ASSOCIATION

2448 E. 81st Street • Suite 600 • Tulsa, OK 74137 • (918) 493-8880 • Fax (918) 493-8041
www.icaa.us • Email: icaa@oru.edu

Eligibility Checklist

(Please complete form)

Select either Yes (Y) or No (N) for each item.

- 1. The school is a current member of ORUEF.
2. The school has legal authority to operate in its state.
3. The school is under control of a governing body, duly empowered with its governance and meeting all legal requirements.
4. There is a chief administrative officer designated for the school, properly charged with the direction and administration of the school.
5. The school has been in operation for at least one (1) year with enrolled students.
6. The school has and maintains a minimum enrollment as follows:
Preschool and/or daycare only ..... 20
Elementary grades only ..... 60
Middle School grades only ..... 60
High School grades only ..... 60
K5 through grade 8 or 9 ..... 90
K5 through grade 12 ..... 120
Preschool through grade 12..... 120
\*May be waived if the school can otherwise demonstrate financial sustainability and that it is meeting the needs of its students.
7. The school has written statements of faith and purpose.
8. The school can demonstrate its ability to provide appropriate resources to fulfill its purposes.
9. The school offers daily Bible instruction at all grade levels in the school.
10. The school participates in a standardized testing program for all grade levels in the school.





INTERNATIONAL CHRISTIAN ACCREDITING ASSOCIATION

2448 E. 81st Street • Suite 600 • Tulsa, OK 74137 • (918) 493-8880 • Fax (918) 493-8041  
www.icaa.us • Email: icaa@oru.edu

Eligibility Checklist

(Continued)

Select either Yes (Y) or No (N) for each item.

- Y [ ] N [ ] 11. The administrator charged with the daily supervision of the school:
A. Holds a graduate degree in School Administration or a related field; or
B. Holds a minimum of a bachelor's degree in Education Administration or a related field with at least three (3) years of teaching experience in a Christian school, and is making satisfactory progress toward the completion of a master's degree in Christian School Administration or a related field.
Y [ ] N [ ] 12. The professional expertise of each faculty member is demonstrated through the following criteria:
A. Holds appropriate qualifying teaching certificate, or a provisional certificate with evidence of progress toward full certification; and/or
B. Has received a baccalaureate degree from an accredited or recognized college, or is currently enrolled in an approved continuing education program leading toward a baccalaureate degree.
Y [ ] N [ ] 13. The school has, or has made contractual arrangements for, an appropriate and adequate collection of learning resources.
Y [ ] N [ ] 14. The chief administrator of the school has expressed, in writing, his/her school's intent and commitment to be accredited by ICAA.
Y [ ] N [ ] 15. The school, by completing the Pre-Candidacy Application Form, is willing to comply with all accreditation fees and expenses; provide necessary information to the Commission and official representatives as they fulfill the accreditation process; and shall allow its accreditation status level to be published or otherwise made known to other agencies, institutions, or individuals.

Note: If you marked No (N) for any item on the Checklist, please call the ICAA office at (918) 493-8880 to discuss the item more fully.

School Name

School Address

City

State

Zip

Chief Administrative Officer

Title

Signature of Chief Administrative Officer

Date

# Criteria 6: State Laws & Disciplinary Procedures

## Chapel

Chapel services will be conducted one day a week. Chapel will include prayer, singing, and scriptures. A lesson, Biblical film, or special guest speaker will follow this. (Note: All students must wear Chapel attire – See “Dress Code.”)

## Curriculum

Classes use A Beka and Bob Jones University curriculum. The ACA curriculum incorporates the principles of God’s Word throughout all academic subjects. Other approved curriculum may be implemented to give each child the best education possible. ACA will always strive to update the curriculum on a regular schedule to offer the best education for our students.

## Disciplinary Code

It is the goal of ACA to provide an atmosphere in which optimum spiritual and academic growth and personal achievement can take place. Creating a loving culture of order and discipline is a partnership between our students, their families, and the school.

Discipline involves guiding, molding, encouraging, teaching, reproofing, and correcting...all with the goal of bringing about desired behavior. The ACA staff are expected to treat students with respect and dignity. Teachers are also expected to give students opportunities to make decisions, take responsibility for their actions, and learn from their mistakes. Students are expected and encouraged to conduct themselves in a manner consistent with the policies of the school. Parents are expected to partner with the school in all matters of discipline.

It is ACA’s desire to build our discipline program grounded in the Word of God.

ACA follows a disciplinary process that assumes the teacher is in the classroom to teach, and students are in the classroom to learn. Teachers will establish classroom discipline plans with clear rules and expectations for their individual classrooms. Successful teachers will follow this progression of correction with students:

- Show students what they have done
- Give them ownership of the problem
- Give them options for solving the problem
- Leave their dignity intact
- Use logical and realistic consequences
- Teachers will handle minor behavioral issues in their classrooms and when appropriate, will notify parents using the ACA Discipline Referral Form, text, and/or email. However, major issues will require an automatic office visit, which includes, but is not limited to, the following:

Repeated unacceptable room behavior	Fighting
Repeated disobedience	Stealing
Destruction of property	Bullying
Profanity or profane gestures	Lying
Aggressive physical contact	Sexual/racial harassment
Bringing inappropriate materials, objects, or weapons on campus	

Students being sent to the office will conference with the Principal. Following this conference, the student will be given a Report of Misconduct/Administrative Referral that is to be taken home, signed by a parent and returned to school the following day. Parents are encouraged to call the school to discuss any concerns.

### **Probation**

- The administration will put a student on probation if other forms of discipline have proven ineffective, or at any time it becomes questionable as to whether a student should remain at ACA. A period of probation gives the administration time to consider carefully the needs of the student and the issues involved and give the student time to prove him or herself. Probation will be set for a definite period of time, and with definite pre-determined goals. At the conclusion of probation

# Criteria 6: State Laws & Disciplinary Procedures

the student will either have accomplished the goals set and be taken off probation, or will be recommended to the Board for expulsion.

## Suspension

In severe cases of misbehavior or refusal to do academic work, suspension may be necessary as a disciplinary measure. The purpose of suspension is to bring the child to think differently and to correct the behavior. The board encourages parents to work closely with the administration with these goals in mind. A policy of one to three days suspension will be followed. Excessive suspension may result in a recommendation for dismissal from the school.

## Expulsion

A student will be considered for expulsion from school if it becomes the decision of the Board that ACA can no longer affect positive conduct change or positive academic training. When a student is not making progress towards obedience or academic success, and consultation with parents and staff has not influenced an acceptable progression, the principal will recommend to the board that the child be expelled. The Board will review the situation and make the final decision.

## Antioch Christian Academy Dress Code: "Neat, Clean, and Modest"

### *Antioch Christian Academy Dress Code Girls*

Students are required to be in dress code if they are on school property. This includes, but is not limited to, parent teacher conferences, school programs, and school parties.

K-3 <sup>rd</sup> Grade: Monday thru Friday
4 <sup>th</sup> -10 <sup>th</sup> Grade: Monday thru Friday, Except Wednesday

#### Hair:

- No hairstyles that draw unnecessary attention
- No unnatural hair colors including white/silver

#### Shirts:

- SOLID color short or long sleeve polo or ACA t-shirts.

#### Pants:

- Black, standard blue, shades of brown, navy, grey or denim
- No tears or frays
- No skinny jeans or tight fitting pants
- No joggers
- No athletic pants or sweatpants
- No leggings / Jeggings

#### Shorts:

- Black, standard blue, shades of brown, navy, grey or denim
- Shorts **may not** be worn from **November 1-March 1** Due to cold weather.
- No tears or frays
- No athletic shorts
- Length must be to knee or no more than 2 inches from knee.

#### Skirts/Dresses:

- Black, standard blue, shades of brown, navy, grey or patterns
- Should be knee length with shorts underneath if no leggings are worn
- If worn with leggings, must be below the fingertips

#### Undergarments:

*The International Christian Accrediting Association*

certifies that

# Antioch Christian Academy

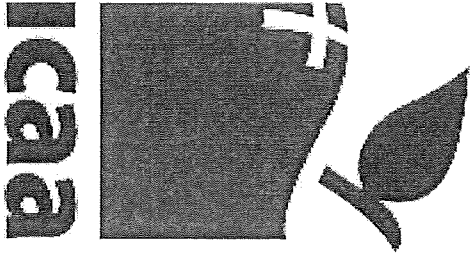
Oklahoma City, Oklahoma

has met the requirements for

## Accreditation

Kindergarten through Grade 12

Expires June 30, 2025



*Eugene J. Carlisle*

CHAIRMAN

*Alba Wiley*

SECRETARY

*Dr. Dennis Hol*

DIRECTOR