

# Elevate Oklahoma

## Student & Family Handbook



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# Introduction

## Welcome:

When our youngest was a high school senior, she was attending a similarly modeled program. I was teaching at it when I was prompted to open my own business. I knew I didn't want to start a Christian hybrid school to be its competitor so it felt like I put the message from the Lord "on the shelf." Little did I know it would be for only a short time. Six days later, the founder of that school would specifically contact me to inform me of the decision to close its doors and in the same breath announced that I should start my own version. I thank the Lord for directing my steps. God has a way of being convincing! Time and time again He confirmed to me that this was His plan.

Fast forward to shorten this story, a day came that felt disastrous to me. A day of upheaval and tears. I felt such loss I had no more tears. I was crying out to the Lord. Telling Him my desire to follow His lead and how I thought I was on track to do as He had directed. I wanted to obey His call. I went to bed exhausted and emptied. I knew nothing more to say or think. The very next morning, our oldest daughter, greeted me with questions. The amazing part was my responses were instantaneous. She asked, "What would you do to make the hybrid school different?" My answer was,

*"His ways are higher than our ways, and His thoughts are higher than our thoughts (Isaiah 55:9)."*

I elaborated as to how that would be applied to our academic setting. She quickly followed up by asking what the name of this school would be and without hesitation or contemplation, I surprised myself as I spoke, "That verse, Isaiah 55:9, is the answer. Elevate...Elevate Oklahoma! And every school needs a mascot so we'll be Eagles because they soar higher."

Fast forward again and you can find me not sleeping enough as each school year approaches because I am enthusiastic and have so many ideas to fulfill! Elevate is truly much more beyond me. My family is all in, as well as the Board members whom He has divinely planted to work alongside us. Elevate Oklahoma operates as a team working towards the same goal. We function in love. The faculty has answered His call to be serving here and do it happily.

We believe parents play an important role by partnering with us at Elevate. Thank you for serving in your position. Elevate Oklahoma (EO) raises the standard of excellence in educating students with an accelerated curriculum from a Christian worldview while also partnering with parents to infuse them with love for their Father God. We nurture skills and encourage God-given talents by coming alongside parents with love and grace as the students grow. Our students develop proficiencies and build the habit of being deep thinkers who face challenges armed with scripture.

Along with those skills, we emphasize the importance of interpersonal relationships whereby students of all ages can look adults in the eye and have substantial and meaningful conversations. Gaining this skill by interacting with teachers, helps students to transition

smoothly to the next level by being comfortable to ask questions, enter debates and excel in college.

Selecting the right environment for your child(ren) is an extremely important decision. We are honored to partner with you for such a purpose. We believe that this is a long term investment which will benefit your child(ren) throughout his or her life, and consequently, yours as well. We value this opportunity to be part of your community. Our desire is for all to experience the kingdom of God, which is righteousness, peace and joy, while being gathered together at Elevate Oklahoma. We are here to support you and your family. Thank you for partnering with us!

### **This Hybrid School Model:**

Our hybrid school is a true blend between homeschool and private Christian school. The hybrid school model is designed to provide the best of what's great about in-class instruction:

- Talented and passionate classroom teachers
- Lifelong development of friendships
- Growth of social skills
- Opportunities for corporate worship
- A break for the homeschool parent
- Carefully curated curriculum
- A community of like-minded believers joining together to educate future Christian leaders.

Our model also provides the best of the homeschool experience: direct involvement in your student's education, daily opportunities to

*"train up your child in the way they should go..."*, (Prov. 22:6)

a biblical worldview, flexibility and freedom to provide a varied educational experience, high level academic standards, and students owning their own educational experience by cultivating responsibility and time management skills that easily translate to the rigors of college or entry into the workforce.

The hybrid model relies on a close partnership between parents and classroom educators. The classroom teacher plans the lessons and presents much of the new material on each class day. It is optimal that at least one parent or caregiver is available on each school day (including non-class days) to participate in teaching their child(ren). They will use the lesson plans provided by the teacher to reinforce learning at home through assistance with assignments, grading and correcting, and providing encouragement daily.

Our Elevate Oklahoma, Christian hybrid school program, is less daunting than starting homeschool from scratch, as certified teachers and administrators have spent time reviewing and selecting curriculum and resources to provide a robust educational experience and biblical foundation for each grade level. At ¼ the cost of traditional private Christian education, our Christian hybrid model is genuinely accessible for most families.

## **Accreditation & Tax Credit:**

When the tax credit went into effect in 2024, the EO Board carefully weighed and prayed for guidance to ensure that we were making the right choice for us as an organization. We are honored to serve our families and want to do right by them. EO has intentionally chosen to be a homeschool organization and will remain so. We are purposely not accredited because it does not align with who we are.

We believe homeschooling is a choice that we exercise out of our freedom. We have chosen homeschooling because we want to raise the standard academically, socially and spiritually. We want our students to be extraordinary in everything they do and soar above chaos and the status quo. We recognize that inflation is very real and finances are tight for most everyone which is why we are doing our best to keep tuition low, while still honoring our instructors. We have value that cannot be bought or found elsewhere and are unashamedly unique. We urge Elevate Oklahoma families to pray and make the choice that is the best for their family. Naturally, we hope that their decision is favorable towards us. Consequently, as a homeschool organization there cannot be any receipts given with our name.

## **Purpose:**

The purpose of Elevate Oklahoma is to provide a quality educational environment in which students can develop in mind, body, and spirit to the glory of God.

## **Academic Excellence & Biblical Worldview:**

Elevate Oklahoma strives for academic excellence. Consequently, we desire to teach the student:

1. Time management and responsibility through completing assignments
2. Analytical, higher level reasoning skills
3. Communication skills (verbal, non-verbal and written)
4. Inter-relational skills for occupational excellence
5. Our great heritage and civic duty in this nation
6. Godly character traits and attitudes (i.e. honor and respect)

Elevate Oklahoma provides a staff of dedicated teachers who are truly interested in the success of their students. They are happy to meet them at their current level, take them higher, and aim for greater heights until they can soar. We pour into the lives of our students so they know they are accepted and valuable.

We want our students to receive the best education possible. We teach with the goal of our instruction being love. (See 1 Timothy 1:5.) At Elevate Oklahoma, we believe that this comes from upholding a standard of excellence in everything to provide the most well-rounded and complete experience. In seeking academic excellence, we are not wanting to create an encyclopedic knowledge of materials. Rather we are instilling full comprehension and application of the materials. We teach the students to think critically and to process information.

We teach with passionate interest and tell true stories. Our aim is to continually get the students to their next level so they leave equipped with knowledge and the ability to make wise decisions to benefit themselves and the world.

We believe it is important to build a godly foundation from a young age. Throughout scripture we see it repeated numerous times that it is important to heed instruction, listen to authorities and choose wisdom. Joshua 1:8 says,

*“Study this book of the law continually. Meditate on it day and night so you may be sure to obey all that is written in it. Only then will you succeed.”*

When we add biblical worldview into the mix it helps to create an opportunity for students to see things through heaven’s eyes, filled with hope and opportunities. We intentionally educate and discuss each subject to show the biblical perspective. We agree with Noah Webster’s statement, “Education is useless without the Bible.”

The biblical worldview helps us to find our footing and learn how to be a conqueror, walking in the world while not being part of it. It helps us to build stewardship of our education and our minds. This also helps us to have critical thinking so that we can comprehend what is going on around us, learn to see things as God sees them and then decide how to live our lives in accordance with His will.

We get to learn the reality of how we are to live so that we understand, interpret and apply according to scripture. Understanding the world around us encourages students to comprehend and be prepared for their role in the world. With our Christian education, students are equipped to transform the world.

### **Statement of Philosophy:**

All subjects are taught through the perspective of God’s Word so that students will grow in favor with God and man. A student’s family life is important in nurturing character and the mind. We promote the involvement of parents working together with Elevate Oklahoma (EO), respecting the contribution and authority of each other. Since God is “no respecter of person.” EO does not discriminate on the basis of color, national origin, race, or sex.

### **Statement of Vision:**

Raising the standard of excellence for education that spurs the whole person towards growth with a Kingdom mindset.

### **Statement of Mission:**

Cultivating an environment that partners with families through a Christian hybrid educational format which equips students academically and spiritually.

### **Statement of Values:**

Hear, Do, Be (James 1:22)

To hear God’s voice, to do what He says, to be His disciples.

To hear instructions, to do the work, to be the best version of me.

## **Statement of Faith:**

Elevate Oklahoma, as well as its Board and Staff, are committed to being Christ-centered and following His love-oriented approach to life.

As an interdenominational organization, we avoid the denominational distinctives because our focus is on guiding children to live like they are loved by a heavenly Father and feel confident in their identity with Him.

We believe that the Bible is inspired, inerrant and is our reliable source in faith and life. It is God-breathed and given by his divine inspiration.

We believe in one God, the Father almighty, maker of heaven and earth, and of all things visible and invisible. We believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. Very God of very God, begotten, not made, of one essence with the Father; through Him all things were made. Who, for us men and for our salvation came down from heaven, and was incarnate of the Holy Spirit and the virgin Mary, and became man; he was crucified for us under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord and giver of life, who proceeds from the Father (and the Son), who with the Father and the Son is worshiped and glorified, who has spoken through the prophetic. We believe in one, holy and apostolic Church. We acknowledge one Baptism for the forgiveness of sins and we look forward to the resurrection of the dead and the life of the world to come.

We believe that when God created the earth, He made male and female with the intention that marriage should be between a man and a woman to enjoy a monogamous unity with the center of the relationship being Christ (Genesis 2:18-24; Mark 10:6; 1 Corinthians 6:17-20; Hebrews 13:1-5).

It is vital that children focus on the foundation of scripture throughout their education. The Bible is God's living word, and He reveals Himself throughout every aspect of our lives. We teach all academic subjects through a biblical worldview with the purpose to come alongside parents in developing student confidence in all aspects of life: spiritual, mental, social, and individual. God designed us all and gave each a unique purpose. We cultivate an environment and the opportunities for students to shine as individuals so they can utilize their God given gifts and skills for His glory.



# **Admission & Enrollment Information**

## **Tuition:**

Tuition payments for all students will be due on the first day of each month (preferably beginning July 1). A non-refundable registration fee is required upon enrollment and registration in classes. Tuition will be assessed for the classes being taken by the student(s) and may be paid in full for the entire school year at any time before classes begin, by semester, by quarter or on a monthly basis. If payment is not made by the 10th of the month, a \$25.00 late charge will be imposed and added to the account. Tuition is due regardless of absence due to holidays, illness, vacation, hazardous road conditions, etc. If you wish to communicate a special financial situation and request an extension on tuition due, please contact the Executive Director, Tami Sanders, before the 10th of the month deadline. Elevate Oklahoma is a responsible fiscal agent and must always meet its financial obligations to staff and creditors. We never want to risk the opportunity for continued educational ministry because of poor business practices. Thank you for your assistance in keeping Elevate Oklahoma functioning well.

## **Payments:**

Payments are accepted in the following methods of cash, check or Zelle. Checks should be made out to Elevate Oklahoma. Payments can be submitted in the following manner in person, by mail to Elevate Oklahoma, 11201 S. Vine St., Jenks, OK 74037. Zelle payments may be submitted through your bank, with [pay@elevateok.org](mailto:pay@elevateok.org) for the contact. Payment can also be made through Venmo (@ElevateOK). All Venmo transactions incur a 2% service charge.

## **Discounts:**

Please inquire about our discount opportunities: including sibling discount, early bird payment and staff discount. Discounts may be stacked up to 20% per student.

## **Admissions:**

EO admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. We will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extracurricular activities.

Upon completion of enrollment application and receipt of confirmation of enrollment email, parent/guardian must pay registration fee of \$175 before student attends classes as an Elevate Eagle. Readiness is a criterion for admission to any grade. Upon discretion of the parent(s), Executive Director or teacher, entrance testing will be conducted for \$35.

Parents of children with significant learning disabilities, autism spectrum disorders, and/or physical challenges should consider whether EO is the best placement for their child since we do not service Individual Education Plans (IEP). Therefore, we do not currently supply the resources to manage and implement such plans. We certainly do make every effort, but the

means are limited. Students who do not demonstrate an investment in their learning, are unable to maintain adequate academic achievement, and/or do not demonstrate acceptable behavior may jeopardize their eligibility for re-enrollment.

All students are accepted to EO on a probationary basis for one academic grading quarter. Students who have been enrolled with EO and are struggling to maintain their grades and/or attendance will be in our Academic Standards Improvement Plan.

Joining our Christian hybrid model and starting a new school year is a learning curve for every family. We recommend that our families give themselves and their teachers grace, especially during the first quarter. We estimate that it takes six weeks to begin to develop your rhythm. Consequently, we do not permit families to withdraw/unenroll their student(s) from subject(s) within the first quarter. We want our students to receive the full EO experience and have the opportunity to receive a well-rounded education with us. We intend to operate with much grace during the first quarter and appreciate your cooperation/willingness to partner with us on this.

Recognizing that God's Word is the foundation for all of life, EO emphasizes the importance of relationship with our Lord. In addition, EO teaches the importance of getting along with non-Christians and Christians who hold differing views. Daily times of worship are offered. The Bible relates to all subject areas; therefore, teachers and students reference it throughout the academic day.

### **Branching Bootcamp/Meet the Teacher:**

We recognize that Elevate Oklahoma is unique and we want you to be set up for success. Branching is the term for young eagles who are preparing to fly for the first time. Our goal is to prepare students and their families for success during their time with EO and the future. One of the best ways we can set you up for success is by providing tools, resources and community. Our

community support is accomplished through students attending class; families attending Meet the Teacher, conferences, etc.; and parents getting involved in TALONs. Some of the tools and resources we provide are our handbook and packets. These can be accessed through using this link: [https://www.elevateok.org/840-2/?et\\_fb=1&PageSpeed=off](https://www.elevateok.org/840-2/?et_fb=1&PageSpeed=off) and getting your packet when attending Meet the Teacher Night in August before the start of the school year.

The Monday evening before the school year begins is when we hold our Back-to-School meeting for families. It is for the purpose of introducing teachers and students, becoming familiar with syllabi, dropping off school supplies, and establishing the channels of communication between EO faculty and families which is essential for a successful school year! It provides a forum for explaining the partnership between EO and its families: sharing opportunities, expectations, and procedures.



# Education Standards & Policies

## Curriculum & Instruction:

Curriculum and instruction shall be maintained at a level that provides a quality, in-depth education equivalent to, or better than state requirements, and it will be done through the lens of a biblical worldview. We have carefully curated our curriculum to best set your student up for growth. Our selection is made upon intentional deliberation to ensure the best possible progression throughout the years so that 1) students meet OK standards for graduation and 2) concepts built over time to provide cohesive understanding throughout the years. As our Christian education model combines both in class and at home learning, it is essential that the students have all of their curriculum readily available. Curriculum can be found 1) as an attachment with your finalized enrollment email and 2) the Branching Bootcamp website. The textbooks are required, not recommended. Please read any notes on your curriculum sheet for subject/grade specific recommendations/suggestions. Students should bring their curriculum with them for the first day of school. Homework is designed to reinforce what has been instructed and to cultivate mastery of the lesson. Homework should be lessened on school days and weekends. There are four 8-9 week grading periods/quarters in each school year. Report cards are distributed to the students on the Friday following the end of each grading period. See the school calendar for the exact dates.

## Grading & Report Cards:

When grading schoolwork, please allow students one opportunity to correct erroneous answers and note, the initial score (IS) and the number missed, and then, the final score (FS) and number missed, along with parent initials at the top of the page.

### Grading scale for PreK-K through Grade 2:

E	= Excellent	A	= Awesome
S+	= Satisfactory +	B	= Good
S	= Satisfactory	C	= Fine
S-	= Satisfactory -	D	= Needs Work
U	= Unsatisfactory	F	= SOS

### for Grades 1-12:

A	= 90-100%
B	= 80-89%
C	= 70-79%
D	= 60-69%
F	= 00-59%

## Late Work:

Completion of assignments by their due dates is an important aspect of Elevate Oklahoma. We encourage you to help your child develop good study habits in order to finish work on time. Unless your student misses class due to illness, death of a family member, or a prearranged absence, s/he is expected to turn in assignments when due. Our teachers will work with their students to help them learn the importance of turning in work on time. Everyone faces deadlines in life.

Elementary and middle school teachers will give an I for late/incomplete work. High school students will be given a zero for late/incomplete work. We believe this is in the best interest of our high school students, especially since most will choose to receive further education. As you can see, we place great value on a child completing his/her work in a responsible manner. Habitual lateness is a character issue.

This policy serves to protect the academic integrity of our program and, more importantly, to teach our students to be responsible for their work and to help prepare them for their future. Your parental support is essential in helping children learn the importance of diligence and responsibility relating to their work. School Attendance: We understand that absences happen. On the day of absence, parents may call/text EO (918-319-9474) &/or their teacher(s) via QuickSchools to report their student absence. The State Code classifies absence from school as "excused" and "unexcused".

The following conditions constitute reasons for excused absence from school:

1. Personal illness and medical appointments,
2. Illness in the immediate family,
3. Death in the immediate family,
4. Quarantine,
5. Religious holiday,
6. To assist parents in an emergency, and
7. Court summons

Our goal is to ensure the continuing educational process even when students are absent. If possible, assignment(s) will be given to students prior to the departure for completion while they are absent. Students are responsible for all work missed during their absence.

### **Tardiness:**

In accordance with our school philosophy and listed objectives, students must exhibit proper discipline concerning punctuality. Parents will be expected to help the school develop this sense of responsibility. This can be done by ensuring that your child consistently arrives with enough time to unload and make needed preparations to be on time for SOAR (Start Our Am Right) which starts promptly at 8 AM. Additionally, punctuality helps the class/school as a whole in that it cuts down on disruptions and distractions. Most students like to come early and socialize. The doors are open at 7:30 AM. We suggest arriving no later than 7:50 AM.

### **Arrival & Dismissal:**

School days are Monday and Wednesday from 8 AM - 3 PM, and Friday from 8 AM - 12 PM PreK and Kindergarten students attend two days a week, typically on Mondays and Wednesdays. These students also attend on select Fridays throughout the year (for example, the first day of school or weeks with a Monday holiday). There is the option of an additional charge

(\$500) for PreK and Kindergarten students to attend three days a week which includes all Fridays of the school year.

Parents are responsible for arranging transportation. Our school day begins at 8:00 AM and ends at 3:00 PM (M/W) or 12:00 PM (F) for all students. The doors open at 7:30 AM to allow time for your child(ren) to go to their classroom prior to SOAR. We highly recommend arriving at least 10 minutes beforehand. At no time are students permitted to wander the building unsupervised. If your child's homebound transportation plans are changed, please notify the teacher/school prior to 3 PM. For the sake of convenience, parents may opt to drive up to the front entrance doors to drop off and pick up their child(ren).

Parent/Guardians are welcome to come inside the building during drop-off and pick-up to help their student with their books/projects, attend SOAR, attend coffee chat or talk with staff. It is unacceptable to remain in the classroom and for students to opt out of attending SOAR. Parent/Guardians must seek permission from the Executive Director to be in the class with their student(s). Parental presence blurs the lines of authority and we run background checks on adults who are around our students. We believe that the classroom functions smoothest when the students and instructor(s) are able to focus fully on completing their scheduled tasks.

### **SOAR (Start Our AM Right):**

SOAR is a brief morning chapel session. The best way to start our day is by meeting together as a community to worship God. We meet together for approximately 15 minutes of each class day for a time of praise and devotions. Elevate Oklahoma wants this to be a time that engages the whole family, and we encourage parents and students to seize the opportunity to help lead a SOAR session. At the end, parents are welcome to enjoy a cup of coffee in the cafe and chat with each other while students move on to classes. There may be occasions that we adjust the schedule and meet for an assembly or a special lengthier chapel. These will be announced ahead of time for maximizing participation.

### **Recess/Breaks:**

Elementary grades have supervised recess at lunch time as well as approximately 20 minutes of supervised recess each class day to encourage students to have a break, use their imagination, and enjoy free time with friends. Older students have the opportunities for breaks during their lunch time and on other occasions deemed appropriate by educators and the Executive Director.

### **Food & Drink:**

Water bottles are encouraged to be sent along with each student daily. Sack lunches are encouraged for lunch since we do not have a refrigerator available. Should you choose to send something needing heated up in a microwave, we will have access to one that may be used.

### **Field Trips and Social Events:**

Parents of Elevate Oklahoma Eagles (aka students) coordinate field trips and socials to help further community building. When events involve academics, parents will discuss plans with the impacted teacher(s). There should be a minimum of two adult sponsors for any given event. Parents and teachers are encouraged to engage in these events.

### **JA BizTown & Wall Builders:**

There are a few “Field Trips” that EO has established as tradition and lead the facilitation of. These “events” will occur on an every other year basis. JA BizTown is for students in grades 5-6 and encourages financial literacy and work ethic. The High School class goes on a field trip to visit the Wall Builders “museum” and depending on enrollment, may participate in the Patriot Academy.

### **IOWA Testing:**

Students in grades 3-12 will be given the Iowa State Tests every other year. The results of such an evaluation are read by the Executive Director for the purpose of assessing the strength of our program and are given to the parents of each student. They are not used against those who are not good test takers.

### **School Day Cancellations:**

On days when inclement weather or some other circumstance threatens the well-being of students or the safe operation of education, in-person classes will be canceled. We will announce closings before 6 AM on the impacted school day or better yet, if possible before 10 PM on the night prior to the weather event and on a day-by-day basis. As soon as the decision is made, we will notify families using email and messaging on QuickSchools, as well as sharing our announcement for listings with the local television stations and on social media. Additionally, the Elevate Oklahoma staff will be emailing families to ensure assignments are known. Our schedule keeps moving forward so lessons must be completed. We will not add extra days to the end of our school year.

### **Computers & Devices:**

Computers are used in everyday life. We guide students toward a solid foundation in keyboarding and various computer applications, building practical application experience, hitting new milestones, and setting personal bests. For school assignments, students may use computers as a resource for learning content when instructed by the teachers. Students must exhibit the highest level of integrity and responsibility with regards to internet safety and wisdom. Cell phones, tablets, computers, and other personal devices may be brought to school at the student’s own risk. Elevate Oklahoma is not responsible for devices that are lost, stolen, or damaged. While at school, devices must be turned off and kept in the basket provided by Elevate Oklahoma at the front desk for the duration of the school day. If a student does not follow this

rule, the item will be taken away. Once confiscated, a parent may be contacted to come promptly retrieve the device. If there is a legitimate reason for a student to use a personal device during the school day, the staff can give permission.

### **Store:**

We offer store to help encourage students to grow in stewardship and to reward good behavior. We do rely on donations for the majority of items in store. As you are donating, please keep in mind that we have students from PreK through Grade 12 “purchasing”. Additionally, we want to do our best to respect the differing “religious” and parenting choices. As such, we ask to avoid items relating to magic, Harry Potter, pokemon and items of such controversial nature.

We also ask for parent volunteers to help with running the store. This is a once a month commitment where you help them with counting and collecting tickets for purchasing. Store is typically the last Wednesday of the month. You will note that there are some exceptions to this on the school calendar.

### **Stewardship:**

Students are to bring items listed on the supply list, curriculum list, snacks (optional), lunch, and water bottle. Toys are not to be brought to school unless for an approved show and tell or to donate to the store.

Families and students are encouraged to label their stuff (via stickers, sharpie, etc) with their names to help prevent lost and found.

Elevate Oklahoma is not responsible for lost/stolen/damaged goods. Items left at EO will be kept in the office outside of school hours and will be able to be claimed during SOAR, lunch and other opportunities. This being said please know that our goal is for everyone to leave with what they came with and in the same or better condition.

The same principle applies for Elevate Oklahoma’s property. Students will have the opportunity to help be good stewards by taking turns cleaning up after lunch, as well as generally cleaning up after themselves in any room. Additionally, to be good stewards of the building and supplies (belonging to Elevate Oklahoma or that which is RiverGate Church), we encourage students to be careful and considerate (ie. no running in hallways, no pranks, etc.).

### **Withdrawal:**

If a parent desires to withdraw their student before the end of the school year, the parent/guardian must communicate that desire to the Executive Director/Board in writing. After the student’s last day of attendance, the final bill will be calculated regarding any charges or outstanding tuition due. Any reimbursement requests will be subject to Board consideration.

All accounts must be paid in full through the end of the current semester before grades and transcripts are released. All withdrawals should be presented in writing with an effective date listed. Registration fees, assessment fees and classroom fees are non-refundable. Your account must be paid out up to the end of the quarter of withdrawal.

## **QuickSchools:**

QuickSchools is the online school management program for Elevate Oklahoma. Teachers use it to record attendance, share assignments and report grades. It assists in maintaining the partnership between parent(s) and the EO faculty for the purposes of investing in the student's education. EO releases student information and records only to those specified on the account with the school. Please contact the Director if you have anyone else who needs such access.

## **Change of Contact or Address Information:**

It is extremely important that we have the most current, viable contact and address information on file in the school office for the purposes of emergency and regular communication. In the event that a student and his/her family changes contact (phone and/or email) or address information, the school office must be notified as soon as possible.

## **Health Guidelines:**

If a student develops a fever of 100 degrees or higher, he/she may not attend class until their temperature remains under 100 degrees without the aid of medication for 24 hours. If a student vomits, regardless of the presence of a fever, he/she is not permitted to attend class until 24 hours after the last vomiting event. If a student has a fever or has vomited while at school, they must be picked up from school within an hour to avoid the spread of disease. Children with any of the above symptoms will be removed from contact with other children and taken to a designated area of isolation. A staff member will supervise the child until the parent or guardian arrives. Staff members with any sign of communicable disease will follow the same procedure of isolating themselves from students and will remain away from school until such time that the disease is not contagious. When a child has a diagnosed communicable disease (for example, chicken pox or lice), other parents will be notified by the school while protecting the identity of the child with the condition. The child will be readmitted to school when all symptoms of this illness are absent or with a written statement from the child's doctor that the condition is no longer contagious.

## **Medications:**

All medications, prescription or over-the-counter, must be kept in the school office during the school day. This includes cough drops, antacids, ointments, and other non-prescription medications. The school will administer necessary medications, prescription or over-the-counter, to students under the following conditions:

- Prescription medications must be brought to school in the original containers as it comes from the pharmacy with the student's name on the prescription label.
- Over-the-counter medications must be brought to the school in the original packaging labeled with the student's name.
- Parents must provide any paraphernalia, bandages, etc. needed to administer medication.



## **Parent Conferences, Visits, & Communication:**

Elevate Oklahoma welcomes and is based on a foundation of partnership with parents. We value open communication and want the stability it provides. If parents need a conference with a teacher, they may contact the teacher and arrange one. There will be a scheduled time for conferences in October and again in the spring. Please avoid unnecessary classroom or school time interruptions. At EO, we expect all individuals to follow the principles for biblical communications (Matthew 18) when resolving issues or registering a complaint. Begin with the school individual directly involved in the situation (ie. the teacher or parent/student), then engage the Director, and beyond that involve the EO Board. Only issues involving all school policies may be appealed to the EO Board.

## **Reconciling and Solving Problems:**

Should problem(s) arise, we should follow Matt. 18:15 in order to resolve the issue(s).

*“...If your brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother.”*

This scripture provides principles that should be practiced when attempting to reconcile:

1. Keep the Matter Confidential. Address the matter with the individual directly using love and honesty. This helps to avoid gossip and eliminate misunderstandings. Ideally this should be a 1:1 in-person conversation. Be open to and seek forgiveness with resolution.
2. If there is still an issue, bring one more person in to help mediate the conversation.
3. Should the issue still be present after bringing in one more person, bring in the Executive Director or a Board member.

# **Student Expectations**

## **We Wills**

- We will be responsible.
- We will be patient.
- We will be obedient.
- We will be respectful.
- We will be considerate.
- We will be attentive.
- We will exercise self-control.
- We will honor.

## **Student Conduct & Discipline At EO:**

1. Every teacher has the right to teach, and every student has the right to learn.
2. Parents have a responsibility to encourage their children to behave in a manner that will not take away from a safe, orderly, and academically productive learning environment.
3. One student's choice to misbehave will not be allowed to interfere with the learning opportunities of other students.

4. Misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
5. Every discipline situation is an opportunity to reinforce expected behavior.
6. Parents and students are responsible for knowing teacher expectations and procedures. Teachers will communicate with parents about concerns related to their child's behavior choices. Teachers and staff will give opportunities for grace to each student as they demonstrate appropriate behaviors.

Discipline will be administered to correct inappropriate behavior, not to punish. All students will be given the opportunity to admit their misbehavior, show remorse, and become a positive influence at Elevate Oklahoma. In the event of negligent or willful property damage, the student and/or his/her parents will be responsible for the cost of repairing or replacing the damaged property. It is the desire of Elevate Oklahoma to establish a climate which fosters understanding of individual uniqueness, recognizes positive behavior, and promotes a spirit of teamwork/cooperation. For minor infractions, consequences will be issued by the teacher. For major offenses, student discipline may include detention, behavioral probation, suspension, or expulsion, depending on the offense. Behavioral Probation can be instituted at any level if teachers/administration feel it is warranted. Behavioral Probation requires that the student make immediate and consistent correction to the inappropriate behavior of concern. If the student fails to exhibit noticeable change at the end of the established Behavioral Probation, the parents will be asked to withdraw the student from Elevate Oklahoma immediately.

### **Student Dress Code:**

- Clothes should be modest while representing a Christian lifestyle and be uplifting.
- Shorts should be fingertip length or longer.
- Shirts should not be spaghetti straps or strapless.
- Heels should be 1" or less for greatest comfort and ease in movement.
- If a student is wearing leggings, the shirt or dress must cover the bottom fully.
- On designated occasions there will be fun, casual, or theme-based dress-up days. Clothes should still be appropriately modest, but can be more casual (ie. acceptable athletic wear).
- Please give modesty consideration to form fitting clothes and clothes with excessive tears and holes. These all can be acceptable, if modest. Just remain reasonable.
- We ask that printing on apparel not conflict with truth from God's word.
- Hats should not be worn during class. Hoodies may be worn, but the hood should not cover the head during class time.

### **Dating:**

Elevate Oklahoma is supportive of building friendships over romantic relationships at this stage of life. Having relationships in a school setting is distracting and causes divisions, as it shifts focus away from education and can create cliques. We want to encourage our students to

pursue healthy friendships and pure conduct as brothers and sisters in Christ. While at EO, we discourage public displays of affection, pairing off and gossiping. To help foster our healthy school culture, we encourage students to talk with their parent(s)/guardian(s) about their experiences and feelings. We recognize that a natural part of growing up involves a curiosity about relationships. As EO staff, we will maintain our standards, encourage our students to turn to scripture and to talk with their family about it. We believe that the purpose and goal for our students centers around their education, healthy friendships and their walk with the Lord.

In the Bible, we see that purity is an important Godly character trait. We want to respect and foster this in our students. This is part of our goal in both our dating and dress code policies. We value modesty and see that the Bible provides an example encouraging us to not be caught up in our appearances. Biblical beauty is focused on inner beauty that comes from our character as opposed to our clothing, makeup or jewelry. The Bible also sets up a standard of clothing ourselves out of respect for what is private. This encourages purity for both ourselves and others. When it comes to relationships and purity, we recognize that dating can cause special connections that should not be taken lightly. To safeguard the purity of our students, we encourage healthy friendships over a dating relationship. Relationships when we are too immature can become a slippery slope including distractions in your walk with the Lord, friendships, and education. This is why we take the approach of discouraging dating while a student at Elevate Oklahoma (1 Cor 6:19-20).

### **Anti-Bullying & Anti-Harassment:**

At Elevate Oklahoma we believe and operate in alignment with 1 Timothy 1:5.

*“The goal of our instruction is love from a pure heart, a good conscience and sincere faith.”*

We meet the needs of each student with hope and love. We operate in an environment of grace and encouragement. Central to who we are, we provide a Christian atmosphere for students to grow and relate to others in a healthy manner. We pray His love will be evident in all we do. Elevate Oklahoma offers each student an exceptional educational experience. In keeping with this mindset and approach, Elevate Oklahoma does not condone bullying or harassment of any kind. Depending on the specific occurrence, this may range from level 1 to level 4 on our behavioral chart and will be met with the correlating corrective actions.

# Roles

## **Volunteers:**

There are opportunities for volunteering at Elevate Oklahoma during the day and at home. For the protection of all students, we reserve the right to approve or disapprove of any person wishing to volunteer at or for the school. Every adult 18 years or older who desires to volunteer at EO in any capacity must submit to a background check prior to beginning volunteer service of any kind. Please contact the office if you are willing to serve with us. Below are our most common volunteer needs, but if there is something not listed that you want to contribute, please just let us know.

Volunteer opportunities include, but are not limited to:

- Dads on Duty (DOD) - male presence, security, extra set of eyes, support during chaos.
- Substitute and/or serve regularly as a Teacher's Assistant (Specifics will vary for different cases. Discuss with Admin for details.)
- Field Trips - plan/host field trips.
- School Store - help stock, organize, and run the school store on specified days once a month.
- Coordinate Parties - provide food/drink, create sign-ups, set up decorations, plan the event/game(s), and clean up.
- Fundraiser Coordinator - plan/host fundraisers.
- Donate to Elevate. We are a 501c3.
- TALONS/Parent Support - Build friendships and encourage each other (i.e. Jesus, what to expect in homeschooling, Elevate with multiple kids, build friendships, etc.). Includes Coffee Chat: after drop off/SOAR, for most months of the school year.
- SOAR - lead devotion and/or worship, run computer and slides.
- Event Helpers - make bulk copies for events (ie. Open House, Back to School), Family Packets or temporary book needs: help set up and tear down/clean
- Lunch and Recess Helpers once each semester for Teachers Meeting (Must have at least half a dozen volunteers to make this possible.)

## **Board:**

Elevate Oklahoma is a not-for-profit organization pursuant to the Internal Revenue Code 501(c)(3). The Board consists of three or more members who may serve staggered terms of office. All Board Members must be children of God and in good standing of a local Christian congregation. The EO Board consists of former and current parents, community leaders, and educational professionals. A teacher may serve on the organization's Board. Board members are selected based on their character and demonstrated commitment to the mission and vision of EO. The founding Director serves to perform duties and responsibilities accordingly. All regular

Board meetings are open to parents, employees, students, and patrons of EO, and the agenda includes an opportunity for those in attendance to participate. Private matters will be addressed in Closed or Executive Session with the attendance of Board members and any invited guests.

**TALONS:**

This is a community-building group organized by the parents and open to all Elevate Oklahoma active and prospective families. The Board and instructors are welcome to attend. This is to help create support and encouragement as well as foster relationships, not to complain or tear down. Here is our FaceBook page for TALONS.



## Parenting Pro-Tips:

We recognize that we have families from a lot of different backgrounds and churches. Additionally, we know that there are a lot of different parenting styles and that every child is different and as such there is a level of customization that is necessary. Please know that as an Elevate Family, we as a Board pray for you as parents and students. We want to see your family thrive and to do our part to help set you up for success. Here are some parenting pro-tips that we have collected in learning our own lessons the hard way and gleaning from our Eagle community. We recommend focusing on character development as they grow to encourage it over just being legalistic and relying on extremely detailed rules.

- When giving choices, have the options be things that you are good with both options (ie. do you want to walk yourself or would you like me to hold your hand).
  - Also, let them know that there are instances when obedience is necessary for the first time for safety.
  - Introduce appealing when a student has a concern about something. How to appeal: yes maam/sir, may I please appeal \_\_\_. They should be able to propose an acceptable alternative or respectfully ask for clarification.
- Discourage use of caffeine.
  - Caffeine can be addictive and damaging as your body builds a tolerance to it.
  - Too much caffeine in one setting can lead to anxiety, jitters, heart damage, lack of focus, nausea, etc.
  - Here is an article to help you form your opinions and discuss this as a family:  
<https://www.ama-assn.org/public-health/prevention-wellness/what-doctors-wish-patients-knew-about-impact-caffeine>
- Encourage students to sleep at night & have structured routines.
  - It allows them to be more alert, present and have energy for the day.
  - It keeps them calmer and better focus as their body has had time to reset and regulate.
  - Here is an article to help you form your opinions and discuss as a family:  
<https://www.nationwidechildrens.org/specialties/sleep-disorder-center/sleep-in-adolescents>
- Encourage boundaries with devices and apps.
  - Discuss with your family what everyone does and does not think is healthy device habits.
  - How long is it okay to be on a device? When should be family/school/sleep time? What should we do with our phones at that time? How can we exercise self-control? Have devices get “checked-in” in the kitchen (or other common area of the house) at night. Set timers and/or time limits.
  - Put parent restrictions on devices, especially related to games and social media.

- Be cautious and do your own research on apps. Discuss what we download or why we want to use an app. Be considerate of chatrooms, age screening, etc.

Here are some resources that we recommend that help you to find your grove:

- Growing Kids God's Way
- What Every Child Should Know Along the Way - Teaching Practical Life Skills in Every Stage of Life
- A Child's Book of Character Building 1 & 2
- Parenting with Scripture
- On Becoming Baby/Preschool/PreTeen/Teen Wise
- Discipline with Love
- Parenting Isn't For Cowards
- Buying & Selling the Souls of Our Children - A Closer Look at Pokemon
- Passion and Purity
- Every Young Man's/Woman's Battle

Please note that with all parenting stuff, there is grace. There is no such thing as a perfect parent. We can say that we appreciated some of the truths in these books but please absolutely make your parenting style your own. Regardless of the style you adopt, one of the best sources for success will be parenting in unity. Mom and dad should both be on the same page and support each other.