

IMPERIAL ACADEMY HANDBOOK

2021–2022

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Websites

MOODLE HOMEPAGE *my.imperial-academy.org*
STUDENT INFORMATION *sis.imperial-academy.org*

CONTENTS

	About Imperial Academy	4
	Statement of Purpose	4
SCHOOL PREP AND FIRST DAY	Orientation and Open House	5
	Books	5
	Concerns/Questions	6
	Dress Code	6
	Health Forms and Regulations	6
	Registration	6
	Student Contact Information	7
	Online Accounts	7
	Student Information System	7
	Tuition/Finances	8
DAY-TO-DAY OPERATIONS	Monday Letter	8
	Transportation	8
	Scheduling	9
	Attendance	10
	Food/Lunch Hour	12
	Imperial Clubs	12
	Intramural Program	12
	Computer Usage	12
	Library	13
	Field Trips	13
	Visiting	14
	Student Sickness/Quarantine	14
	Cancellations	15
	Emergencies	15
DISCIPLINARY ACTIONS	General Discipline	15
	Bullying	16
	Late/Incorrect Work	16
	Cheating/Plagiarism	16
	Academic Probation	17
	Academic Disqualification	18
	Expulsion	18
ACADEMICS	Secondary School Grading Scale	19
	Reporting	19
	Parent/Teacher Conferences	20
	Transfer Credits	20
	Graduation Requirements	20
	College Preparation	21
	Graduation	21
	Grad Gala	22
	Senior Trip	22

About Imperial Academy

Imperial Academy, established in August of 2008, is a privately supported, non-accredited, co-educational institution offering primary and secondary education. Imperial Academy is sponsored by the Philadelphia Church of God, headquartered in Edmond, Oklahoma. Like its sister institution, Herbert W. Armstrong College, Imperial Academy bases its education on the revealed knowledge contained in God's inspired Word.

The Word of God is the foundation of all knowledge. Often, by college age, students have already been programmed by their educators to dismiss the existence of a Creator in every field of study. Imperial Academy teaches young people how to base their learning and thinking on the Holy Bible. This foundational, revealed knowledge opens up deeper understanding in science, art, music, health and other subjects. It prepares them for sound higher learning in young adulthood.

Imperial's educational aims can be summed up in Proverbs 22:6: "Train up a child in the way he should go: and when he is old, he will not depart from it." This way of life extends beyond the classroom. Imperial Academy provides unique opportunities for development in social, cognitive, physical and spiritual areas. From the playground to the sports field to the stage, Imperial Academy steers the development of well-rounded young people. The administrators and faculty members of Imperial Academy are committed to their solemn responsibility before God to assist parents in building the life and character of each of their students and strengthening the foundation for each student's future.

Statement of Purpose

Imperial Academy's purpose is threefold:

First: To teach its students about God's way of life and prepare them for greater service to God, Church and community. Imperial Academy instructs students in core subjects, developing their abilities to interact wisely with others and fostering an environment that teaches problem-solving and critical-thinking skills that rely on God's revealed knowledge as the foundation for understanding.

Second: To provide a rich and challenging learning environment in the core subjects of language, mathematics, history, science, fine arts and the Bible.

Third: To provide a balanced education, with emphasis on character development, promotion of good health practices including physical exercise, and an appreciation of right culture and music.

Imperial Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs. Admission is granted regardless of race, age, sex, color, or nationality of students. Acceptance into Imperial Academy is determined by the Imperial Academy administration. Students who are selected are those who show evidence of a positive, submissive attitude, satisfactory health, and a willingness to learn. However, the Academy reserves the right to deny admission for other reasons. Students and parents of students that share the objectives of the Academy and are members in the Philadelphia Church of God will be given preference.

SCHOOL PREP AND FIRST DAY

Orientation and Open House

All students and parents are encouraged to attend the orientation at the beginning of the school year. Dress code for students and parents is AC casual (men: slacks or chino (khaki) pants, collared shirt; women: skirts, slacks, chino pants or dresses, blouses and sweaters; shoes should be nice casual shoes or nice sandals, not tennis shoes or very casual sandals). The orientation and open house event gives students and parents an opportunity to learn necessary information for the coming school year. After orientation, students and parents are invited to visit their classrooms, pick up books, and begin organizing their lockers for the school year. They can visit with teachers and familiarize themselves with their schedules.

Books

Most textbooks are provided to students free of charge on a loan basis. Textbooks should be returned to the office on the last day of school. If books are turned in damaged, a replacement fee may be charged to the student. To help lengthen the life of our textbooks, book covers are required for all Imperial Academy textbooks. Some courses require a one-time lab fee to cover literature books (that students will keep) and equipment for experiments and labs. Please let the administration know if you need assistance with these fees. If you have a problem regarding your books, please contact the registrar's office and the assistant principal at 405-285-1000.

Concerns/Questions

If you have questions or concerns, please first discuss the matter with the concerned teacher. If your situation is still unresolved, please contact the assistant principal, then, if necessary, the principal. We try hard to listen to and address parents' concerns and suggestions, and we welcome your feedback.

Dress Code

The dress code for all IA students is a white top with navy blue bottoms: a white button-up or polo shirt with a collar and navy blue slacks for the boys (navy shorts are permitted for boys in grades K-6), and a white collared shirt with a navy blue skirt for girls. Skirts must cover the knee when sitting (this is not necessary for girls before grade 3). Skirts and shirts must not be tight-fitting. Skirt slits are not to be higher than the bottom of the knee. Earrings are limited to two sets, worn in the earlobes. Any jacket or sweater worn in class must be either navy blue or white, with no noticeable branding on its exterior. Shoes must be predominantly black (some white is permitted) and must not be flip-flops or backless. Boys should wear black belts.

P.E. uniforms are required for grades 7-12 and should be purchased through the campus bookstore.

Students are permitted to wear large jackets and boots outside of the IA dress code before school, at recess and when walking to classes outside of the main IA building. Outerwear that does not comply with the IA dress code should be removed when entering class.

Health Forms and Regulations

Oklahoma law requires all students attending public, private or parochial schools operating in the state to be immunized or to comply with the state's exemption from immunization policy. To comply with this policy, all children who are not immunized must fill out and submit an exemption letter.

In addition, Imperial Academy requires parents to fill out information about their child's health history for our records. Health information forms will be provided in the office and at Orientation/Open House. These health records must be filed before a child can attend class.

Registration

Students should meet all deadlines set by the registrar's office for classes. Except for rare exceptions, the class schedule for most K-8 grade students is set. Please let the office know if you feel your child needs to be excepted

from a class. Some students, for example, may need to sit out of P.E. for health reasons or opt out of music when they enter middle school.

Imperial audits the high school students to make sure they are on track for graduation. However, it is the parents' and students' responsibilities to ensure they enroll for the right credits to graduate. For more information, see the **Academics** section of this manual. Middle- and high-school students have two weeks from the start of school to make changes and add or drop classes. Students can drop classes up to four weeks into the semester.

Student Contact Information

It is very important that Imperial Academy have current, accurate contact information for parents and students. This includes phone numbers, e-mail addresses, and mailing addresses. Please contact the office when you need to update any of this information. You cannot currently change a student's online IA account password without us changing it in our database. Please e-mail those changes to administration.

Online Accounts

All 7th–12th-grade IA students have *@imperial-academy.org* e-mail addresses. There is no reason for Imperial Academy students to access other e-mail platforms for school-related reasons. We provide parents with this login information, and it is up to the parent whether to share it with the IA student.

The 7th–12th-grade teachers use the online course at IA to keep track of grades and their work/announcements. The website is *my.imperial-academy.org* and is commonly called "Moodle" after the program name. Local students also have access to this page and the Moodle homepage (*my.imperial-academy.org*) where school announcements are posted. The student's same username and password should be used to log in to Moodle for any online work a student must do. Parents should also ensure they have access to this page and access it regularly to view assignments and grades.

Imperial Academy uses the same login system as the headquarters network. To reset a password, a student must be on campus. Password resets and other similar issues may be e-mailed to *jscoats@pcog.org.*

Student Information System

Imperial's Student Information System (SIS: *sis.imperial-academy.org*) provides the basic details of students' academic histories and tuition. For grades 7-12 this includes midterm and final grades, GPA and credits taken.

Tuition/Finances

Tuition is $100 per semester for kindergarten; $150 for grades 1-6. Additional supply fees of approximately $40 also apply to the elementary grades. Most school supplies for elementary students will be provided through this fee.

For grades 7-12, tuition is charged per class and will vary based on each student's schedule. Each class is $18.75 per semester. Some classes require an additional lab fee. For information regarding lab fees for specific classes, see the online list of courses at *my.imperial-academy.org.*

Parents and students can check their total tuition balance by visiting *sis.imperial-academy.org* and entering their login credentials that they use for Moodle. The tuition statement will be located under the My Finances tab. Student midterm and final grades are also visible at *sis.imperial-academy.org.* Please make checks payable to Imperial Academy and send them to: Imperial Academy, 1751 Diplomat Dr., Edmond, OK 73034.

DAY-TO-DAY OPERATIONS

Monday Letter

A weekly letter is sent out via e-mail every Monday of the school year. This bulletin communicates the events and important announcements of Imperial Academy. It is also posted on the homepage of Moodle. Please make it a point to read it every Monday. It may contain important information for that week or the next day that you will need to act on, so it is imperative that you be up to date with this information.

Transportation

When dropping off children in the morning and picking them up after school, parents should enter using the campus's north entrance (from Simmons) and leave using the west entrance past Armstrong Auditorium. The speed limit on campus is 20 mph. Students who live on campus may walk or ride a bike to and from school. *Parents should make sure their children know the rules of pedestrians and bikes on campus roads.* If a student is not allowed to walk home, please let the administration know.

Students driving to school should park at the south end of the John Amos Field House parking lot.

If a student should ride home with anyone other than a parent or direct family member, the parent must alert the office.

Scheduling

The state of Oklahoma requires 180 days or 1,080 hours of instruction in a school year. Imperial Academy is in session only 144 days, so it can align with the Herbert W. Armstrong College schedule. Thus, it must have 1,080 hours of instruction during a school year.

The school day begins at 8 a.m. Classes last 50 to 55 minutes and are followed by a 5- or 10-minute passing period.

Students in grades 7 through 12 will attend the forums on Tuesdays and Thursdays at 8 a.m. Students should be seated five minutes prior to the start of forum. On days when there is no forum scheduled, students will generally have a study hall.

Students should not arrive before 7:45 a.m. Imperial cannot be responsible for students after school. Students not picked up by 3:45 (MWF) or 3:05 (Tu/Th) must wait in the office for their parents to pick them up. Please notify the office if you are late for dropoff or pickup. Elementary student schedules are set by their respective teachers.

Middle and High School Schedule

	Mon./Wed./Fri.	**Tues./Thur.**
Period 1	8:00-8:50	8:00-8:30
Period 2	8:55-9:50	8:40-9:30
Period 3	10:00-10:55	9:40-10:30
Period 4	11:00-11:55	10:35-11:25
Lunch	12:00-12:35	11:30-12:05
Period 5	12:40-1:35	12:10-1:00
Period 6	1:40-2:30	1:05-1:55
Period 7	2:40-3:30	2:00-2:50
Lab Courses	Wed: 3:35-5:00	3:00-5:00 (Irish Dance)

The Wednesday afternoon lab courses enable IA to meet minimum hourly requirements for a school year. Each student is required to take at least one

lab course at some point in high school. These courses include electronics, wood shop and home economics, courses aimed at providing education in non-academic subject matter that broadens students' education.

Attendance

Students need to be present at school to the fullest extent possible. This is how they best reap the many educational and social benefits of the Imperial Academy program. Families are expected to make their child's education a top priority and to see to it that their child is at school and in class on time.

There will undoubtedly be times when life circumstances conflict with or make impossible your child's attendance. Imperial Academy is here to support your family during these times. This policy lays out provisions and limits for school days or parts of school days missed.

Local students are considered present when they are in class on time and in uniform. Online students are considered present when they are logged into class on time in uniform with a working camera and mic.

Any student who leaves school before the first three periods are complete will be considered absent for the day. A student who leaves after that will be considered present for a half day. All students must be checked out through the office.

If a student arrives late to the first period of class or leaves early during the last class he will be marked tardy but marked present for a full day.

All tardies and absences must be reported to the Imperial Academy office from a parent's e-mail address or a phone call from the parent. Please e-mail Maggie Hilliker (*mlhilliker@imperial-academy.org*) regarding all absences and tardies. The administration will determine whether the absence or tardy is excused or unexcused.

Definition of Excused and Unexcused Absences and Tardies

A tardy or absence is **excused** when a parent contacts the office no later than the day of the tardy or absence. Each student can take as many as five excused tardies and five excused absences per semester without penalty; sicknesses do not count toward this total. The reason for the absence also determines whether it will be excused. Examples include: sickness, medical appointments, mechanical/tech breakdowns, or family travel. Exceptions will require administrator approval. Please be mindful of planned absences and let the administration and teachers know about your plans as far in advance as possible. Many of the core classes are offered online, and if it is possible, we recommend the student attend class online.

A tardy or absence is **unexcused** once excused absences exceed five for the semester, or if a parent does not contact the office prior to or on the day of the tardy or absence. An absence is also unexcused if the reason for the absence is insufficient. Examples include: sleeping in, appointments that can be scheduled outside of school time. An unexcused absence results in a zero for all classwork that day; the classwork cannot be made up.

Unexcused Tardies (per semester)

Occurrence	Consequence
3	Detention
4	Half-day detention (in school)
5	Full-day suspension (zeroes in all classes for the day)

Unexcused Absences (per semester)

Occurrence	Consequence
1-3	Parents notified
4	Suspension
5	Expulsion from IA

Locals Attending Online

It is the expectation that local students attend the brick-and-mortar school. However, under certain limited circumstance it is permissible for local students in grades 7-12 to attend online. Some of those circumstances include illness, inclement weather, and approved travel with online attendance.

Students will be able to take their live online classes via the link on their classroom page on Moodle. This page uses a separate username and password than *my.imperial-academy.org***.** If a student forgets his or her password, he or she should contact administration.

Local students online must obey the same rules as all online students:

- Have your webcam on
- Be able to participate with your microphone
- Print assignments from Moodle
- Turn assignments in on time using a scanner

A parent must notify the office when their local student will attend online. The IA principal will be notified after the fifth occurrence in a semester, and the administration will discuss the situation with the family.

Consistent Absences
If a student is absent from a class for over 10 school days without communication from the parents and/or child, then the child will automatically fail the course.

Any student withdrawing from IA must have a parent notify the office.

Food/Lunch Hour

Imperial Academy does not provide any food services. Each student should bring a lunch that does not need to be heated or refrigerated; these facilities are not available for student use. Students are also responsible for bringing utensils and plates. Parents are responsible for making healthy choices for their children's diets. Students eat their lunches either outside or in the common area. On many days,

Imperial Clubs

As an integral part of the Imperial educational experience, IA offers a variety of social clubs designed to teach the skills necessary to become a well-rounded young person who communicates and works well with others. Some of these target skills include: leadership, teamwork, responsibility, accountability, preparedness, etc. The clubs are scheduled into the school day and are open to our local and online students. They will be offered on a rotational basis and designed around areas of collective interest such as reading, foreign language, science, math, astronomy, art, student council, yearbook, and so on. These will be teacher-directed but student-driven opportunities that will teach Imperial students to take initiative and embrace their future role as leaders.

Intramural Program

Imperial high-school students have the option of participating in the intramural athletics offered through Herbert W. Armstrong College. This program is only open to IA students who have completed the 8th grade, and even then it is at the athletic department director's discretion.

Computer Usage

Imperial Academy provides access to computers for students to work on throughout the day. We think it is important that our students be knowlegeable about computers to open opportunities for them in the future. Above all, we stress proper use of technology.

Students will be allowed to log on to computers on the PCG network using their own network login that is provided when they enroll. If a parent does not wish for a student to have a login, please notify the administration immediately. Many teachers require this for classses, so we must find a separate solution.

Though the Imperial computer network automatically blocks an extremely high percentage of inappropriate Internet content, students are not allowed to be on the computers unless a supervisor is in the room. Video sites, e-mail and chat sites are prohibited unless permission is expressly given (at that time) by an instructor. Rules regarding school computers are still in place after school hours. Students must ask permission to use computers during study halls or after school hours.

IA students are not allowed to use personal laptops, digital music/video players or cell phones on the campus (outside of home use for those who live on campus). Violators of this policy will be asked to leave campus and the incident will be reported to the principal for further disciplinary action.

Library

The library is located in the elementary school. Most of the reading selection is geared toward elementary children, though reference books are also available. Many of the books in our library have come from the generous donations of members. Some were picked up from store closings or school sales. We have done our best to make sure the collection is of a godly standard. Still, some books may have objectionable material. Please let the librarian or a staff member know if you think a book has inappropriate content.

Field Trips

Field trips can be an excellent learning experiences for students. They must be properly planned and students must behave for them to be successful. The coordinating teacher will send home instructions regarding the event and how it will be carried out in advance. On most of our field trips, parents are welcome to come if they are able. We strive to make these learning opportunities affordable, but if your family has any problem affording payment, please let the office know. We would rather have the students attend the field trips than miss for financial reasons. Dress for the middle and high school students is usually AC casual unless otherwise specified. Elementary students will usually wear their uniforms. Lunch plans will be specified by the teacher organizing the field trip.

Visiting

Parents should alert the school administration if they want to visit the school and attend classes with their child. All visitors should report to the office upon entering the school.

Imperial Academy welcomes parents to visit with their students during the lunch hour. A parent can also take their child off-campus during the lunch hour if they notify a member of administration and sign their child out and back in before their next class.Parents should pull into one of the drives if they wish to speak to their children from their vehicle. Students should not run into the road to talk to their parents, as this is dangerous.

Student Sickness/Quarantine

With so many young people mixing and often in close quarters, it is easy for illness to spread. We strive to uphold the biblical principle of quarantine so we do not spread disease throughout the school.

Here are a few symptoms to watch for to tell if your child is contagious. If your child exhibits these symptoms, keep them home until the symptoms subside, then for an additional 24 hours.

- fever
- vomiting
- discolored mucus
- coughing and sneezing
- rash

Other indicators may also be contagious; this is not a comprehensive list. Teachers will send students to the office or will call the parent if a student becomes ill during the day.

If a student has seasonal allergies that cause coughing or sneezing, please notify the student's teachers so that they are aware of the situation. Imperial reserves the right to remove any coughing or sneezing student from class if he or she seems to have symptoms of being contagious.

In cases for those students taking medication, Imperial Academy administration, faculty and others will not be responsible for and will not administer any type of medication including over-the-counter remedies such as aspirin or Tylenol. If medication needs to be administered during the school day, it is recommended that parents come to the school and administer it.

Cancellations
In case school in Edmond is canceled for any reason, the office will notify the students via e-mail and via our phone tree on the homepage of the online school (Moodle).

Emergencies
Imperial Academy will notify parents immediately of any medical emergency and alert our on-staff contact. Please make sure Imperial has an emergency contact listed in case we are unable to reach a parent.

DISCIPLINARY ACTIONS

General Discipline
Students are expected to behave in a manner consistent with the standards of the Philadelphia Church of God. The Church expects adherence to all appropriate behavior outlined in the Bible—most notably the Ten Commandments. Students are expected to treat administration and staff with respect and courtesy.

Discipline will begin with the teacher's particular classroom procedures. If further measures are needed, the teacher or member of the faculty will contact the parents and turn the matter over to the IA administration.

Parents will be notified when the matter is reported to administration. Further violations may result in meetings with the administration and teacher and possible disciplinary action.

Students and parents are encouraged to bring any concerns they have to the faculty in order to resolve incidents before they cause problems.

Bullying

Teachers and faculty at Imperial will not tolerate bullying. We recognize there is a difference between friends joking and one student intentionally belittling another. Teachers and faculty actively work to maintain Imperial's positive, biblical environment.

Late/Incorrect Work

A late-work policy is decided on a teacher-by-teacher basis. Most teachers provide their policies in their class syllabi. Some may not accept late work at all; some may accept the work with a penalty.

Some Imperial teachers do offer extra credit, but many do not. Students and parents cannot expect to receive extra-credit opportunities or to have late work accepted.

Cheating/Plagiarism

Cheating will not be tolerated at Imperial Academy. Any instance of cheating, plagiarism or other academic dishonesty will be reported immediately to the principal. Consequences can include failure of the assignment or class, and if severe enough, expulsion from the school.

Plagiarism is a common form of cheating. Some students unknowingly plagiarize. While Imperial Academy understands accidental misuse, it is nonetheless a serious problem. Here is the definition of plagiarism as taken from the Indiana University *Code of Student Rights, Responsibilities, and Conduct (2005):*

> *Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.*
>
> *A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement.*
>
> *A student must give credit to the originality of others and acknowledge an indebtedness whenever:*
>
> 1. *Directly quoting another person's actual words, whether oral or written;*
> 2. *Using another person's ideas, opinions, or theories;*
> 3. *Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;*
> 4. *Borrowing facts, statistics, or illustrative material; or*

5. *Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.*

Academic Probation

Imperial students must aim for excellence in their academics and embrace the academic rigors of the Imperial Academy program. Students at Imperial must become academically ambitious and learn to put a healthy emphasis on academic achievement. IA administrators and teachers endeavor to support its students to this end, especially those struggling with their academics. As a part of these efforts, the IA faculty has an Academic Probation Policy.

Academic Probation is a reporting period during which a student must improve his academic standing by making evident progress to raise his grades.

Academic Probation will result if a student meets any of the following criteria:

1. more than one D or lower in their classes, or
2. a grade of C or lower in Bible

The IA administration holds the right to place a student on Academic Probation at any time if the individual's scholastic record justifies the action.

A parent-teacher conference is required when a student is put on academic probation (see related policy on page ___) or in some instances involving disciplinary action. In these cases the administration will contact the family to schedule the conference. (Parents too can schedule a conference with a teacher and/or the administration at any time to discuss concerns. For general performance updates, parents are encouraged to communicate directly with the teacher.) An academic performance improvement plan will be initiated. This plan will be specifically tailored for the student with input from the administration, teachers and parents and will map out a plan for improvement on a class-by-class basis. The plan will provide a pathway to good standing and will list the support and resources IA will make available to the student and family as well as expectations the student must meet.

If an Imperial Academy student is placed on Academic Probation, several restrictive consequences may be employed to refocus the student on the importance of academic excellence. Consequences may include but are not limited to a temporary suspension from elective classes, student-work opportunities and extra-curricular activities (sports, dance, music, clubs, etc). Any restrictive consequences will be listed in the student's improvement plan.

To determine evident progress, four areas are assessed by Imperial administration and teachers:

1. Grade in the class: This is the percentage score the student is awarded by the teacher on tests, quizzes, homework, projects, participation, etc. This is the primary measure the administration will assess.
2. Completion and timely submission of work: This is an assessment of whether work is turned in complete and on time.It is worth noting that student failure to submit complete work when it is due is the leading cause of low grades.
3. Participation in class: This is the student's on-topic contributions while in class as demonstrated by participating in discussion as well as asking and answering questions appropriately.
4. Student effort: This is the observable action of the student to improve his grade. One measure of this is whether the student seeks teacher help inside or outside of class time (e.g. tutoring).

Students who do not demonstrate evident progress, during the Academic Probation process could face Academic Disqualification (see related policy).

Academic Disqualification

When a lack of evident progress to raise a student's grades occurs, Academic Disqualification will result. Student enrollment in Imperial Academy will end for a prescribed or indefinite period of time. Readmission may be possible at the discretion of the Imperial Academy academic dean and Imperial Academy principal.

Academic Disqualification can occur outside of the Academic Probation process if egregious problems arise. See the policy on **Cheating/Plagiarism**.

Expulsion

Since it takes time to grow and develop in godly character, Imperial Academy administrators will do all they can to keep students where they can stay and pursue their education. However, to protect the interest of the Imperial Academy environment, certain behaviors will not be tolerated and may be cause for expulsion. Examples of such conduct include, but are not limited to:

- Cheating, plagiarism or any other form of student dishonesty
- Drunkenness and/or use of illegal drugs and/or tobacco products
- Lewd or indecent conduct or speech
- Malicious destruction of any property

- Possession of alcohol and/or illegal drugs on school premises
- Physically abusing another individual in school or in the community
- Proselytizing
- Persistent violations of Imperial Academy rules
- Sexual misconduct
- Stealing or lying
- Failure to comply with teachers' or administrators' directives

ACADEMICS

Secondary School Grading Scale

A = 92.5-100%	C = 72.5-77.4%
A- = 90.0-92.4%	C- = 70.0-72.4%
B+ = 87.5-89.9%	D+ = 67.5-69.9%
B = 82.5-87.4%	D = 62.5-67.4%
B- = 80.0-82.4%	D- = 60.0-62.4%
C+ = 77.5-79.9%	F = 59.9% and below

Reporting

Imperial Academy will report academic progress approximately every six weeks in the form of two progress reports and a semester grade (see the table below). The progress report is essentially a snapshot of the child's grade as it stands when issued in the semester. Progress reports do not have a bearing on student GPA. The semester grade determines student GPA.

	Progress Report 1	Progress Report 2	Semester Grade
Fall 2021	October 15	November 19	After Dec. 22
Spring 2022	February 18	April 1	After May 12

Parents of elementary students in grades Kinder-6 will receive reports directly from the classroom teacher. Parents of secondary students in grades 7-12 will find their child's report on *https://sis.imperial-academy.org/.*

Parent/Teacher Conferences

Parent/teacher conferences will be held after the two grading periods in each semester. After the first, conferences for grades K-6 are held on a half-day after grades are released; after the second, conferences will only be held for students whom the teachers and/or parents feel are necessary. Teachers and parents of grade 7-12 students should schedule their own conferences outside of class time. Parents are required to meet with any teacher of a course in which their student has received a D or lower.

Any other conferences with teachers should be made directly with the teacher.

Transfer Credits

Students entering Imperial Academy will receive credit for the classes they took and passed previous to their enrollment as long as they meet the graduation requirements. Parents may need to sign a records release form.

Students who were homeschooled in the past will need to provide the following information: curriculum used, courses taken, and grades from the last grade level. All incoming students need to take a placement test. Transfer credits fill requirements for graduation, but do not factor into GPA.

Graduation Requirements

Imperial Academy requires students to earn 25 credits in order to graduate for the class of 2022. The required courses to graduate are listed below (very similar to Oklahoma state guidelines). If you have any questions about graduation requirements, please contact the registrar's office. As a courtesy to parents and students, IA conducts a graduation audit on each student as he or she enters his or her junior year. However, parents and students are directly responsible for ensuring they meet graduation requirements.

Graduation Requirements for 2022:

- 4 English credits
- 4 History credits
- 3 Math credits (Algebra 1 or above taken in high school)
- 3 Science credits
- 3 Bible credits
- 2 Physical Education credits
- 2 Practical or Fine Arts credits (Art, Instrumental, Orchestra, Voice or Speech)

- 2 Foreign Language or Computer Technology credits
- 1 Lab course
- 0.5 Health credit
- 1.5 Additional credits from any of the categories above or other elective.

College Preparation

While colleges consider a student's transcript for admission, they also consider standardized test scores. There are two primary standardized tests: the SAT and the ACT. We recommend students take the ACT. These tests are usually administered on Saturday. You can contact the office for a letter supporting your need for an alternative time. Please see the ACT or SAT websites for more information regarding this. We recommend that students take the test during or immediately after their junior year. This time frame also leaves the option of taking the test again. Imperial Academy is authorized to offer AP tests. Some students take the AP Composition test their senior year. AP exams will be administered at the school's discretion.

Imperial Academy works very closely with Herbert W. Armstrong College regarding requirements and preparation, but graduating from Imperial is not a guarantee for admission to AC.

Graduation

Graduation will be held this year on Tuesday, May 17, 2022, at 7:00 p.m. in the John Amos Field House. Rehearsal will be held at 10:30 a.m. that morning. Casual clothing is appropriate for the rehearsal.

High school graduates should arrive at Armstrong Auditorium in their graduation attire at 6:15 p.m. for pictures.

Dress Code for Graduates

Girls: Formal length navy dress
Boys: Gray suit, white shirt, navy tie

We encourage seniors and their families to attend graduation if at all possible.

IA students' work may be on display in the JAFH gym.

A letter with further graduation details will be sent to seniors a month before the graduation ceremony.

Grad Gala

This year the formal Graduation Gala will be held on Monday, May 16, 2022. All graduating seniors and current high-school students are invited. Graduates and those who help with setup (generally members of the junior class) will be able to attend free. There will be a cover charge for other guests. Generally, only a limited number of direct relatives of seniors will be allowed to attend outside of IA students and faculty.

Students will be expected to abide by the Philadelphia standard for dress code and conduct.

Senior Trip

We plan to organize a trip to Washington, D.C., for our seniors following graduation this year. There will a substantial cost for each student going, so please plan in advance if your senior is interested in attending. More details will be available after the Feast of Tabernacles.

IA 2021-2022 Calendar

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jul. 6-26, SEP Edmond
Aug. 15, Orientation @ 6:30
Aug. 16, Teacher Orientation
Aug. 17, Classes Begin
Sep. 6, Labor Day
Sep. 7, Trumpets
Sep. 11-Oct. 3, Fall Recess
Sep. 16, Atonement
Sep. 21, First Day of the FOT
Sep. 28, Last Great Day
Oct. 4, Classes Resume
Oct. 15, Progress Report
Oct. 29, End of 1st Quarter
Nov. 19, Progress Report
Nov. 24-28, Thanksgiving Break
Dec. 21-22, Finals
Dec. 22, End of 1st Sem/2nd Qtr.

72 Days

15

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

20

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jan. 11, Classes Begin
Feb. 18, Progress Report
Feb. 21, Presidents' Day
Mar. 3-7, AC Campout
Mar. 8, Classes Resume
Mar. 16, End of 3rd Quarter
Apr. 1, Progress Report
Apr.13-Apr. 24, Spring Recess
Apr. 15, Passover*
Apr. 16, First Day of ULB
Apr. 22, Last Day of ULB
Apr. 25, Classes Resume
May 11-12, Finals
May 12, Last Day of Classes
May 13, Teacher Day
May 17, Graduation
May 30, Memorial Day
Jun. 5, Pentecost

76 Days

*Beginning the evening before