



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

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Ryan Walters

DATE: October 24, 2024

SUBJECT: Lindsey Nicole Henry Scholarship

Putnam City Christian School (PCCS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Association of Christian Teachers and Schools (ACTS) 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.

PCCS offers personalized support for students with disabilities through customized learning plans, certified special education staff, and accommodations like extended test time and modified assignments. They provide on-site speech therapy and collaborate with parents to create and review Individualized Education Programs (IEPs). Their small class sizes ensure students receive individualized instruction and attention.

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

- Criteria 1: Fiscal Soundness – Letters from PCCS, First Fidelity Bank and Oklahoma Tax Commission
- Criteria 2: Non-Discrimination – PCCS Handbook
- Criteria 3: Health and Safety – Miscellaneous Items
- Criteria 4: Academic Accountability – PCCS Handbook
- Criteria 5: Teacher Requirements – PCCS Handbook
- Criteria 6: State laws and disciplinary procedures – PCCS Handbook
- Criteria 7: Accreditation – ACTS Certificate and OPSAC Certificate

RW/se



Putnam City Christian School

K-2nd

NAME OF PRIVATE SCHOOL

GRADE LEVELS

4215 North Grove

Warr Acres

OK

73122

ADDRESS

CITY

STATE

ZIP

405-789-1247

putnamcitychristianschool.com

PHONE NUMBER

WEBSITE ADDRESS

Barbara Giager

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Barbara Giager

info@putnamcitychristianschool.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 through the Association of Christian Teachers and Schools (ACTS).
 OPSAC Commission Membership

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.***

Our school provides individualized support for students with disabilities through tailored learning plans, certified special education staff, and accommodations such as extended test time, modified assignments, and assistive technology. We offer speech therapy services on-site. Teachers collaborate with parents to develop and review Individualized Education Programs (IEPs) to ensure each student receives the necessary support to succeed. Additionally, we maintain small class sizes to allow for personalized instruction and attention.

I verify that Putnam City Christian School _____ 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.

Barbara Grieger _____ 10/9/24
SIGNATURE DATE

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

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



To: Lindsey Nicole Henry Scholarship team,

School History and Operations

Putnam City Christian School operates under the auspices of the Putnam City Christian Church as a vital ministry, much like the church's daycare program. This relationship allows the school to integrate Christian principles into its educational framework, creating a holistic environment where spiritual growth and academic development go hand in hand. The church's support enriches the school community, fostering a sense of belonging and shared purpose among families and educators alike. By operating as a ministry, Putnam City Christian School not only focuses on academic excellence but also emphasizes the importance of faith, service, and character-building in the lives of its students.

Established in 2010, Putnam City Christian School has a rich history centered around its commitment to providing quality education in a Christian environment. The school began its operations with a preschool program that laid a strong foundation for young learners. In 2024, the school expanded its offerings to include kindergarten through second grade, furthering its mission to foster spiritual, academic, and social growth among students. The preschool program quickly gained recognition for its engaging curriculum and experienced educators, while the expansion into elementary grades reflects the school's dedication to nurturing students at every stage of their development.

Barbara Giager

Putnam City Christian School

Warr Acres, OK 73122

Phone: 405-789-2142



OKLAHOMA TAX COMMISSION

STATE OF OKLAHOMA

2501 LINCOLN BLVD.

OKLAHOMA CITY, OKLAHOMA 73194

Business Tax DIVISION

July 21, 1987

Putnam City Christian Church
4215 N. Grove
Oklahoma City, OK 73112

Account number
73 - 105 - 7440 - 00

Attn: Dennis Hampton, Treasurer

Dear Sir/Madam:

We recognize Putnam City Christian Church to be sales tax exempt by statute pursuant to Title 68, O.S. 1986 Supp., 1356(F) which states:

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

(F) Sale of tangible personal property or services to or by churches except sales made in the course of business for profit or savings, competing with other persons engaged in the same or similar business;"

Any sales or purchases of tangible personal property and services to or by churches to be used directly in the furtherance of religious activities are exempt from sales and/or use tax.

The response contained in this letter applies only to the fact situation provided in your letter of July 13, 1987. Any change in the facts surrounding the transaction described, invalidates this letter. This letter may not be used by any entity other than the addressee.

If you have any questions concerning this matter, please contact me at (405) 521-4327.

Sincerely,

OKLAHOMA TAX COMMISSION

Harold W. Dozier
HAROLD W. DOZIER
Sales Tax Administrator
Business Tax Division

HWD:wr



October 10, 2024

Re: Putnam City Christian Church and Child Development Center

To Whom It May Concern

Putnam City Christian Church has been a banking client since 12/01/1963 with all dealing managed as agreed. The Child Development Center has been a banking client since 08/24/2010 with all dealings managed as agreed. I would recommend them both.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Fanning', is written over a horizontal line.

Thomas R Fanning
Executive Vice President

Equal Employment Opportunity and Anti-Discrimination Policy

I. OVERVIEW & SCOPE

Putnam City Christian School of 4215 n grove ave, warr acres OKLAHOMA, Oklahoma 73122, has established an Anti-Discrimination and Equal Employment Opportunity Policy ("Policy"). This Policy applies to all aspects of the relationship between Putnam City Christian School and its employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or with Putnam City Christian School. Disciplinary action will be taken against any employee or agent in breach of this Policy.

II. POLICIES

1. DISCRIMINATION. Putnam City Christian School is an equal opportunity employer committed to complying with all applicable anti-discrimination laws. Discrimination occurs whenever similarly situated individuals of a different group are accorded different and unequal treatment in the context of a similar situation. Putnam City Christian School shall not tolerate, under any circumstances, without exception, the exclusion of individuals from an opportunity or participation in any activity because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, United States military veteran status, and any other status protected by the law. This list is not exhaustive. Our policy of non-discrimination in employment applies, without limitation, to recruitment, hiring, compensation, promotions, transfers, discipline, demotions, terminations, layoffs, access to benefits and training and all other aspects of employment, as well as to selection of volunteers and vendors and provision of services. In addition, our policy of non-discrimination is intended to extend to visitors to our facilities and all of our stakeholders.

2. HARASSMENT. Putnam City Christian School is committed to creating and providing a positive work environment that is free from harassment. Therefore, the Company will not tolerate workplace harassment of any employee, either by fellow employees or non-employees, of race, color, gender, religion, national origin, familial status, age, disability, United States military veteran status, including the exercise of a protected activity (like filing a complaint), or any other reason deemed impermissible under the law.

Harassment can include, but is not limited to, offensive verbal conduct such as foul or obscene language, epithets, suggestive statements or innuendo, derogatory comments, or "jokes." Harassment may further include touching, gestures, or other offensive physical conduct, or creating, displaying, or reading offensive graphic or written materials in the workplace that relate to the sex, race, religion, color, national origin, age, or disability of an employee. Any of these behaviors is considered harassment if it would make a reasonable person experiencing the conduct uncomfortable in the workplace, or if it could hinder the person's job performance.

All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this Policy. Violation of the Policy will result in disciplinary action, up to and including discharge. No person will be adversely affected in employment with Putnam City Christian School as a result of bringing complaints of harassment.

3. STATEMENT ON AFFIRMATIVE ACTION. An affirmative action program has been developed where Putnam City Christian School seeks to increase the representation and participation of minorities.

4. REPORTING DISCRIMINATION & HARASSMENT. If an employee feels that he or she has been harassed as described in this Policy, they should immediately report the matter to management or through any verbal or written means. If that contact is not available, or if the employee is not comfortable informing this contact, the employee should immediately inform any other manager or supervisor. Once the matter has been reported it will be promptly investigated. The investigation will be conducted in a confidential manner to the extent consistent with the need to investigate and evaluate the complaint. The procedure for reporting incidents of discriminatory or harassing behavior is not intended to prevent the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

5. NO RETALIATION. No retaliatory action will be taken against any person who in good faith reports conduct that she or he believes may violate this Policy. No retaliatory action will be taken against any individual for assisting or participating in an investigation, proceeding or hearing related to a harassment complaint.

6. DISCIPLINARY MEASURES FOR HARASSMENT. Where an employee is determined to have violated this Policy, the Company will take disciplinary action, up to and including termination. Where a non-employee is determined to have violated this Policy, the Company will take action reasonably calculated to end the harassment.

7. TRAINING. All employees, supervisors, and management personnel will be required to attend mandatory anti-discrimination, anti-harassment, and/or anti-sexual harassment training of a kind as designated by Putnam City Christian School.

8. REMEDIES. Remedies for any instances of verified employment discrimination, whether caused intentionally or by actions that have a discriminatory effect, may include back pay, hiring, promotion, reinstatement, front pay, reasonable accommodation, or other actions deemed appropriate by Putnam City Christian School. Remedies can also include payment of attorney's fees, expert witness fees, court costs and other applicable legal fees.

9. POLICY IMPLEMENTATION. Implementation of this Policy will be effective as of January 01, 2023.

By: _____

Date: _____

Barbara Giager, Director



Fire Inspection Report Child Care Programs



Program Information

<u>Putnam City Christian Child Development Center</u>	<u>120</u>	<u>6/24/2024</u>
Program name	Capacity	Date
<u>Barbara Giager</u>	<u>405-789-1247</u>	<u>K830024867</u>
Owner/Director	Phone number	K8
<u>4215 N. Grove</u>	<u>Warr Acres</u>	<u>Oklahoma</u>
Street or physical address	City	State
		<u>73122</u>
		ZIP code
<u>4215 N. Grove</u>	<u>Warr Acres</u>	<u>Oklahoma</u>
Mailing address or P.O. Box	City	State
		<u>73122</u>
		ZIP code

Exits:

- A. Two means of egress from each room: Yes No
- B. Two exits from each floor: Yes No
- C. Exits clear: Yes No
- D. Adequate emergency lighting: Yes No N/A

Doors:

- A. Swing in direction of travel (more than 50 children): Yes No N/A
- B. Interior and exterior exit doors used for evacuation open from inside without key and unlock, unlatch and open with single motion: Yes No N/A
- C. Egress doors 36 inches wide: Yes No N/A
- D. Closet doors open from inside: Yes No
- E. Locking bathroom doors open with readily accessible device: Yes No

Construction Requirements:

- A. Meets local building codes: Yes No
- B. Number of stories: 2 (but only 1st story used)
- C. Stairways enclosed: Yes No
- D. Interior walls, floors, and ceiling, fire rated at least Class C: Yes No
- E. Roof construction: Yes No N/A
- F. Hazardous area(s) separated: Yes No N/A

Fire Protection:

- A. Adequate number of operable smoke detectors: Yes No
- B. Manually operated fire alarm (more than 50 children): Yes No N/A
- C. Class ABC fire extinguisher: Yes No
- D. Number, size and type of extinguishers: 2 x 5lb ABC/dry chem
- E. Extinguishers serviced and tagged: Yes No

Service Equipment:

A. Are gas appliances used:

Yes No

If yes:

1. Rigid pipe to service line:

Yes No

2. Pilot lights:

Yes No

3. Automatic control valve:

Yes No

4. 1/4 turn shut-off valve:

Yes No

5. Properly vented to outside:

Yes No

6. Properly enclosed:

Yes No

7. Approved type heating unit:

Yes No

8. Heaters protected with guard:

Yes No

9. Vents and burner adjustments checked annually:

Yes No

Date checked: n/a

B. Heater closets free of stored items:

Yes No

C. Cooling, ventilating, heating and cooking equipment installed properly:

Yes No

D. Range hood and extinguishing system over commercial cooking equipment:

Yes No N/A

Electrical

A. Free of electrical hazards:

Yes No

B. Extension cords prohibited:

Yes No

C. Appliance cords in good repair:

Yes No

D. Receptacle covers installed

Yes No

Administration

A. Evacuation plan(s) posted:

Yes No

B. Emergency numbers with address posted:

Yes No

C. Fire drill record available:

Yes No

Date of last fire drill: 6/18/24

D. Extinguisher and evacuation training provided:

Yes No

Exterior:

A. Free of trash and tall grass:

Yes No

B. Burning of trash prohibited:

Yes No

C. Free of hazards:

Yes No

Violations to be corrected:

Recommendations:

Signature and Approval

- Approved - No violations.
- Approved - Upon correction of violations to be verified by licensing staff.
- Not approved - Reinspection by fire official needed

[Handwritten Signature]
Inspector signature

[Handwritten Signature]
Owner or Director signature

Approved - Violations corrected:

[Handwritten Signature]
Signature

4/24/24
Date

DO NOT REMOVE BY ORDER OF

THE FIRE CODE OFFICIAL

D.O.T. CERT. # _____ FULL WT. _____

USA FIRE EXTINGUISHER CO.
 10600 S. PENN, STE 16-111
 OKLAHOMA CITY, OK 73170
405-820-9960

CO. LICENSE #: 281

TECH. LICENSE #: 1465

TECH. NAME: DAVE D'AOUST

TECH. SIGNATURE: _____

• ABC (DRY CHEM)	• WATER
• BC (DRY CHEM)	• LOADED STREAM
• CARBON DIOXIDE	• PURPLE K (PK)
• AFFF / FFP	• HALOTRON
• FE-36	• HALON 1211
• CLASS D	• WET CHEM
• WATER MIST	• INERGEN
• HALON 1301	• CLEAN AGENT
• FE-13	• FM 200
• SYSTEM	• FIRE HOSE

VOID 1 YR. FROM MO. PUNCHED; SYSTEMS 6 MOS.

SERVICED		NEW					RECHARGED				
DEC.	NOV.	OCT.	SEPT.	AUG.	JULY	JUNE	MAY	APR.	MAR.	FEB.	JAN.

2023 / 2024

Oklahoma-City County Health Department
 Food Safety and Environmental Health
 2400 NW 36th St., Oklahoma City, OK 73112



CHILD CARE / DAY CAMP FACILITIES-INSPECTION REPORT

Child Care Day Camp Date: 09/16/2022 Time: 02:55 PM
 DHS License Number: K830024867 OKC License Expires on: _____
 Name Of Facility: PUTNAM CITY CHRISTIAN Owner: BARBARA GIAGER
 Address: 4211 N GROVE City: WARR Zip Code: 73122 County: 55
 Telephone: 4057891247 Director: BARBARA GIAGER Number Children Licensed For: _____
 Purpose Of Visit: 1-Routine 2-Compliance **3-Issue License Application** 4-Complaint 5-Other
 6-Out Of Business 7-Follow-Up Activity 8-Reserved

The items numbers(#) circled identify deficiencies as outlined in your municipal code and/or in the Oklahoma Department of Human Services, Licensing Requirements for child care centers. Critical violations are identified by an asterisk(*) and must be corrected within 72 hours unless otherwise noted by the inspector.

ITEM#	DESCRIPTION OF REQUIREMENT	OBSERVATIONAL STATUS
Licenses		
1 ●	Facility licensed, current and posted	IN
Potentially Hazardous Foods		
2 ●	Food from approved sources	IN
3 ●	Cold food held at 41°F or less	IN
4 ●	Hot food held at 135°F or more	N/O
5 ●	Proper cooking temperature attained	N/O
6 ●	Proper cooling of cooked foods	N/A
7 ●	Cross contamination of raw to cooked foods prevented	IN
8	Foods protected during storage, display, transportation	IN
9	Leftovers properly labeled with date of preparation	N/A
Personnel and Personal Hygiene		
10 ●	Properly washing hands	IN
11 ●	No bare hand contact with ready-to-eat foods	IN
12 ●	Person with infections excluded or restricted from kitchen/food handling	IN
Equipments and Fixtures		
13 ●	Equipment adequate to hold proper food temperatures	IN
14	Accurate thermometers in freezers and refrigerator	IN
15 ●	Calibrated thermometer present for checking food temperature	IN
16 ●	Handwash facilities operable with hot/cold running water	IN
17 ●	Soap and paper towels present at hand wash sink and in dispensers	IN
18 ●	No evidence of rodent/insect contamination/entry	IN
19 ●	Toxic items properly labeled and stored	IN
20 ●	Manual dishwashing : properly setup, sanitizer	N/A
21 ●	Mechanical dishwashing :Operable, sanitizer	IN
22	Food contact surfaces, utensils, clean/sanitized	IN
23	Non food contact surface and utensils clean	IN
24	Single service utensils stored properly, not reused	IN
25	Plumbing properly installed and in good repair, no cross-connections	IN
26	Floor, walls, ceilings in good repair and clean	IN
27	Adequate lighting	IN
28 ●	Approved water/sewage system installed	
29	Other/thawing	
General Requirements		
30	Free of vermin	
31 ●	Toxic chemical out of reach of children and labeled properly	
32	Bathrooms clean, soap, paper towels, toilet paper present and in dispensers, potty chairs clean	
33 ●	Sinks and toilets operable. Sinks have adequate hot and cold running water.	
34 ●	Sinks accessible to children have not water temperatures IAW municipal/State laws	
35 ●	Staff properly washing hands	
36 ●	Children properly washing hands/Monitored by staff	
37	Toys visually clean and in good repair	
38	Changing pads clean in good repair	
39 ●	Plumbing properly installed and in good repair	
40 ●	Refrigerator holding cold food at 41°F or less	
41	Floors/walls/ceiling in good repair free of debris and clean	

DESCRIPTION OF REQUIREMENT

OBSERVATIONAL STATUS

General Requirements

Painted surfaces intact, no chipping, peeling, no mold-like substances.
 Windows intact - not broken or cracked

Diaper Care Requirements

- 44 ● Hand wash sink in room or immediately off of room
- 45 ● Approved sanitizer at diaper changing station, proper concentration levels, and used IAW manufacturer's directions
- 46 ● Diaper changing table has moisture proof-surface visually clean and in good repair
- 47 ● Diaper changing table properly sanitized
- 48 ● High chairs, bouncers and cribs safe, visually clean and sanitized

Playground and Outside Areas

- 49 ● Fence around playground secure: no openings, in sound condition, and in 4 feet high minimum
- 50 ● Areas free of debris, tall grass, weeds, etc

Food Operation Requirements

Food	Temp	Process	Location	Time	Food	Temp	Process	Location	Time
pickles	42°F	cold hold	RIC	3:10					

DESCRIPTION OF NON-COMPLIANCE/COMMENTS

Violations cited must be corrected with in the time frames below

Correct By:

Comments: State Requested
 K830024867
 Hot water 105+

Immediate CLOSURE violations are as follows:(1)no water in facility;(2)surfacing sewage;(3)no electricity for extended time(>4hours);(4)Ambient air temps of child care rooms do not meet municipal or ODHS Licensing Requirements for Child Care;(5)Other
 All deficiencies identified by an asterisk(*) must be corrected within 72 hours unless otherwise noted

APPROVED NOT APPROVED



Follow-up-Required: No

Date: _____

Inspector's Signature
 License#: 4056983018

RS/RPES# 871



CC Representative Signature

CENTER DRILL LOG- YEAR 2024-2025

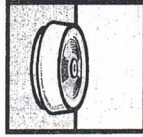
FIRE DRILLS



TORNADO DRILLS



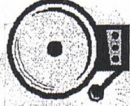
SMOKE DETECTOR



CARBON MONOXIDE



CENTRAL DETECTION SYSTEM



ANNUAL DRILLS



Month:	Date:	Signature:	Month:	Date:	Signature:	Month:	Date:	Month:	Date:	Month:	Date:
Jan.			Jan.			Jan.		Jan.			
Feb.			Feb.			Feb.		Feb.			
March			March			March		March			
April			April			April		April			
May			May			May		May			
June			June			June		June			
July			July			July		July			
Aug.			Aug.			Aug.		Aug.			
Sept.			Sept.			Sept.		Sept.			
Oct.			Oct.			Oct.		Oct.			
Nov.			Nov.			Nov.		Nov.			
Dec.			Dec.			Dec.		Dec.			

Lock-Down Drill
Relocation Drill
Sheltering-In-Place Drill
Evacuation Drill



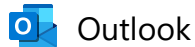
Emergency Plans and Procedures

Review Date



FIRE EXTINGUISHER

Expiration Date



[EXTERNAL] criteria 4

From Putnam City <info@putnamcitychristianschool.com>

Date Thu 10/10/2024 2:27 PM

To Stacy Eden <Stacy.Eden@sde.ok.gov>

As a reminder, we would like to emphasize the importance of parents being academically accountable for their children's learning and development. At Putnam City Christian School, we believe that a strong partnership between parents and educators is essential for a child's success.

Your active involvement in your child's academic progress, such as attending parent-teacher conferences, reviewing homework assignments, and communicating with us about any concerns or questions, plays a vital role in shaping their educational journey.

We appreciate your cooperation and collaboration in creating a supportive and nurturing learning environment for all the children at Putnam City Christian School.



Outlook

[EXTERNAL] criteria 4

From Putnam City <info@putnamcitychristianschool.com>

Date Thu 10/10/2024 2:30 PM

To Stacy Eden <Stacy.Eden@sde.ok.gov>

School Responsibilities:

- To guide students to choices which lead to Christ-like behavior.
- To help students develop self-respect.

Student Responsibilities:

Throughout the year, students will be expected to assume the following responsibilities:

- Be present and on time for school and classes each day.
- Treat all Church and School faculty and staff with dignity and respect.
- Treat all fellow students with dignity and respect.
- Demonstrate respect for the Church and School by taking care of facilities, property, and equipment, and the property of others.
- Be fair and honest.
- Treat others as you would like to be treated.
- Speak in a respectful tone of voice.
- Look with care and respect at others as children of God.
- Engage in fair resolution when a problem arises.
- Be accountable for the choices you make.

Parent Responsibilities:

Parents have a moral and legal obligation to protect and raise children in safety, free of harassment and bullying. You have a responsibility to:

- Stay in touch with your child, be aware of and attend to changes in feelings or behaviors.
- Support everyone's right to feel safe, be active in developing and supporting safe School policy.
- Help students in being prompt to school with all of the items which they need in order to be successful.
- Work with the School in resolving issues; communicate with the administration, faculty and staff.
- Notice small steps and good efforts your child makes.
- Listen carefully, understanding child concerns.
- Communicate an understanding that bullying is everyone's problem.
- Avoid comparing your child with others, tell and show love for your child for their own sake.
- Try not to involve children in adult problems.
- Trust in the School administration, faculty and staff to implement and follow School policies and procedures.



[EXTERNAL] criteria 5

From Putnam City <info@putnamcitychristianschool.com>

Date Thu 10/10/2024 2:27 PM

To Stacy Eden <Stacy.Eden@sde.ok.gov>

Putnam City Christian School Teacher Qualifications Policy

Putnam City Christian School is dedicated to delivering a Christ-centered, academically rigorous education through a team of well-qualified and experienced educators. To maintain high standards of instruction, we have established the following teacher qualification requirements:

1. **Bachelor's Degree Requirement:** All teachers must possess at least a bachelor's degree in the subject area they will be teaching or a related field. This ensure
2. **Alternative Experience Requirement:** In the absence of a bachelor's degree, teachers must have a minimum of three years of teaching experience in public in
3. **Emergency Certification:** Teachers who do not meet the degree or experience requirements may still qualify for employment through emergency certification. T



[EXTERNAL] criteria 6

From Putnam City <info@putnamcitychristianschool.com>

Date Thu 10/10/2024 2:31 PM

To Stacy Eden <Stacy.Eden@sde.ok.gov>

13. Discipline Policy

Logical Consequences

When a student chooses to not meet or follow an expectation, natural and logical consequences will occur. A student with repeated infractions will receive additional consequences. Within the responsive classroom and developmental designs framework, a usual pairing of a logical consequence would be to fix the situation, e.g., heal the relationship if it involved another person.

Specific Logical Consequences for Repeated Infractions

Removal from the Group

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the School. This is necessary when a student, whether intentionally or unintentionally:

- Is in physical or psychological danger or puts another in danger.
- Is irrational, unreasonable, or pushes beyond the limits of respect in speech or actions.
- Does not gain self-control after help and repeated correction from an adult.

Lunch Detention and Detention

Lunch Detention and Before or After School Detention may be issued for a breach of classroom and/or School rules. Parents are given notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or Principal-designated teacher who monitor the detention. Detention takes precedence over appointments, practices, lessons, etc.

Suspension

Out of School Suspension will not be allowed on campus or to participate in any School activities. The parents/guardians are responsible for providing adequate supervision for the period of out of school suspension. Students who receive an out of school suspension must complete all class work and tests from the days of suspension, or failing grades will be recorded for this work.

Expulsion

A student may be expelled from School for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause.

Policy on Drugs and Alcohol

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any school function. Proper assistance and action will be taken in order to keep the student and the rest of the school community safe.

Certificate of Preliminary Accreditation

Awarded to:

Putnam City Christian School

4215 N, Grove Ave., Warr Acres, OK 73122

Grades: PreK through 5th Grade

Based on recommendation through peer evaluation, Preliminary Accredited Status is conferred by the ACTS Accreditation Commission and Board of Directors for successful completion of the stipulated requirements for Preliminary Accreditation.

Compliance is measured through continued Annual membership and Progression towards full Accreditation.

September 13, 2024

Date of Accreditation

June 30, 2026

Date of Expiration


Steve Lindquist, Chief Operations Officer


ASSOCIATION OF CHRISTIAN
TEACHERS AND SCHOOLS


Ike Stokes, Chair, Accreditation Commission

Criteria 7: Accreditation

OPSAC Commission

CERTIFICATE OF MEMBERSHIP

This certificate is issued to

Putnam City Christian School

Effective 2024-2025

PreK—Grade 12

By the Members of the Oklahoma Private School Accreditation Commission
upon the recommendation of the Commission.

The issuance of this certificate acknowledges the fulfillment of
requirements, provisions, and standards prescribed by OPSAC for member accrediting agencies .



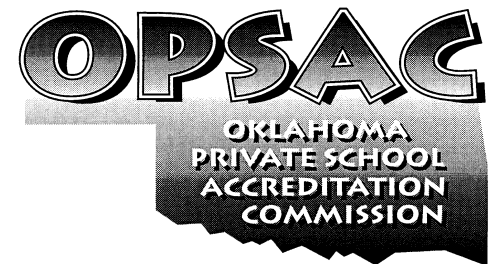
Chairman

Colin Yocum



Executive Director

Chris Belyeu





[EXTERNAL] criteria 8

From Putnam City <info@putnamcitychristianschool.com>

Date Thu 10/10/2024 2:46 PM

To Stacy Eden <Stacy.Eden@sde.ok.gov>

Our school provides individualized support for students with disabilities through tailored learning plans, certified special education staff, and accommodations such as extended test time, modified assignments, and assistive technology. We offer speech therapy services on-site.

Teachers collaborate with parents to develop and review Individualized Education Programs (IEPs) to ensure each student receives the necessary support to succeed. Additionally, we maintain small class sizes to allow for personalized instruction and attention.