



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

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: May 27, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

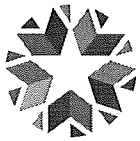
SNU Lab School request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma State Department of Education.

SNU Lab School offers smaller class size, certain accommodation like extra time on tests and the use of assistive technology. The school also partners with SNU's Renew Counseling Center for students needing additional social emotional learning.

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

- Criteria 1: Fiscal Soundness – SNU Lab School Parent & Student Handbook page 3
- Criteria 2: Non-Discrimination – SNU Lab School Parent & Student Handbook page 20
- Criteria 3: Health and Safety – SNU Lab School accreditation report page 4
- Criteria 4: Academic Accountability – SNU Lab School Parent & Student Handbook pages 5,10
- Criteria 5: Teacher Requirements – SNU Lab School accreditation report pages 11- 17
- Criteria 6: State laws and disciplinary procedures – SNU Lab School Parent & Student Handbook page 10
- Criteria 7: Accreditation – SNU Lab School accreditation memo

JH/se



SNU Lab School

PreK-8

NAME OF PRIVATE SCHOOL

GRADE LEVELS

3100 North Rockwell

Bethany

OK

73008

ADDRESS

CITY

STATE

ZIP

405-491-6645

www.SNULabSchool.org

PHONE NUMBER

WEBSITE ADDRESS

Ronald C. Titus

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Ronald C. Titus

rtitus@snu.edu

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.***

The SNU Lab School is accredited by the Oklahoma State Department of Education. The accreditation report is attached.

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.***

The SNU Lab School provides Title I and Title II educational services through our partnership with Putnam City Schools, including Evaluations for Special Education Services, and Equitable Services. We also support students needing additional Social Emotional Learning support through our partnership with SNU's Renew Counseling Center. SNU Lab School admits students without regard to race, color, national and ethnic origin or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Lab School does not discriminate on the basis of race, color, national and ethnic origin, or disability in the administration of its educational policies or admissions policies.

I verify that SNU Lab 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.

Ronald C. Titus

Digitally signed by Ronald C. Titus
 Date: 2021.05.11 13:56:18 -05'00'

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.

Criteria 1: Fiscal Soundness

ABOUT SNU LAB SCHOOL

SNU Lab School is a Child Development Laboratory School, a part of the Educator Preparation Program at Southern Nazarene University. The Lab School opened as a pre-school in 1972. The Lab School is fully accredited through the Oklahoma State Department of Education.

We are dedicated to training Christian teachers for public, private, and Christian schools while providing a complete program of educational excellence for children at the pre-kindergarten through eighth-grade levels.

School Nickname - "Lightning" is the official nickname of the Lab School, part of SNU's "Crimson Storm" experience. Scientifically speaking, when lightning strikes it produces a strong positive charge on earth as part of a storm; and so it is with the Lab School.

School Motto - "Building Character through Hands-On Learning"

School Colors - Crimson and Gold

Memberships - International Association of Laboratory Schools

Accreditation:

- Oklahoma State Department of Education
 - Higher Learning Commission *
 - Council for the Accreditation of Educator Preparation (CAEP) *
- * indicates part of the Educator Preparation Program at SNU.*

School Board:

The Lab School School Board members serve to offer approval for the systems and operations of the staff, students, and parents of the Lab School. This board meets twice annually. Members are comprised of:

- Board Chair, Department Chair of the SNU School of Education
- Two Lab School Parents
- Two University Professors
- Director of the Lab School
- A University Administrator

School Closures:

The Lab School will make every effort to determine school closing due to inclement weather by 6:30 a.m. on the day in question. Television channels 4, 5, 9, & 25 will be called if the school will be closed.

Criteria 2: Non-Discrimination

Users take full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student is agreeing to indemnify and hold SNU Lab School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the SNU Lab School's network.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [i])

Elementary and Secondary Education Act of 1965, (20 U.S.C. 6801 et seq., Part F)

FELONY RECORD SEARCH POLICY

It is the policy of the SNU Lab School to require a signed release from all prospective employees, including substitute teachers, allowing a felony records check to be conducted as authorized by Oklahoma law. The records check will be initiated by the director and conducted by human resources by making the school's written request to the appropriate agency. REFERENCE: 70 O.S. 5-142

NOTICE OF NONDISCRIMINATION

The SNU Lab School admits students without regard to race, color, national and ethnic origin or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Lab School does not discriminate on the basis of race, color, national and ethnic origin, or disability in the administration of its educational policies or admissions policies.

Even though our class sizes are small, which gives us the ability to offer one-on-one attention and instruction, we are not qualified or certified to teach Special Education. If your child qualifies for special education, the child may be able to receive some special education services that are paid for by the public school district (Putnam City Schools). With respect to students and prospective students with disabilities, it may be necessary for the Lab School to decline enrollment to such students because the school does not find it possible to provide an educational program that would meet the needs of students with certain disabilities.

“Building Character Through Hands-On Learning”

Do all students (except those waived or opted out) receive instruction in CPR incorporating psychomotor skills training and awareness of the purpose of an AED at least once between ninth grade and graduation from high school?

How many 2020 - 2021 students were waived and/or opted out of the requirement? 0

Training Provider

What contracted organization provides CPR training?

- American Heart Association Emergency Medical System American Red Cross Local Fire Department Other County Health Department

Medical Safety Institute

Does the school have a minimum of one certified teacher and one noncertified staff member at this school site that is trained in CPR and the Heimlich maneuver?

Name of Certified Teacher trained in CPR/Heimlich: Andrea Guy

Name of Noncertified Staff trained in CPR/Heimlich Jennifer McCarver

Does the school have a diabetes medical management plan developed for each student with diabetes?

Does the school have a Safe School Committee?

Does the school have a Healthy and Fit School Advisory Committee?

Childcare

Is childcare provided at this school site for children of your enrolled students?

Miscellaneous

a. When are competitive athletic classes offered?

- During the school day After the school day Nonapplicable

b. List competitive athletic classes offered: (example: Football, Basketball, Track)

c. List the number of transfer students from other districts attending this site. 0

No Special Education Long Term Substitues Checked on Accreditation Report

Programs of Studies Offered

Table with 3 columns: Programs or sets of competencies offered?, Not Applicable, and program names (a-o). Includes checkboxes for Language Arts, Reading, Writing, Mathematics, Science, Social Studies, Visual Arts, General Music, Native American Language, Foreign Languages, Health/Safety, Physical Education, Instructional Technology, Informational Skills, and American Sign Language.

Criteria 4: Academically Accountable

PARENT/GUARDIAN PARTNERSHIP EXPECTATION

In order to preserve unity, it is vital that we partner effectively with our families. When complaints are made to the administration or the board, the person(s) raising the issue will be advised to take their concern to the appropriate staff member. The proper channeling of complaints is as follows:

1. Teacher / Staff Member
2. Supervisor / Administration
3. School Board / Board Chair

Procedure for resolving conflicts within our community:

1. Informally meet with the teacher or staff member in person to talk through the issues in an attempt to resolve the issue.
2. If the issue remains unresolved, the parent/guardian is expected to submit the complaint in writing to the supervisor or administrator, who will then arrange a meeting with both parties and act as a mediator with the goal of working towards reconciliation.
3. In the event that the outcome of the meeting is irreconcilable, that parent/guardian may appeal to the board chair in writing stating the reason for the complaint and supporting information for board review.
4. The board will meet to consider the complaint. The meeting will consist of the Board Chair, Supervisor/Administrator, Teacher/Staff member, and the parent/guardian.

The board will not consider or act on complaints that have not been explored at the appropriate administrative level.

When parents or guardians are unwilling to meet and work toward the resolution of issues, this indicates to us that our partnership is irrevocably broken and we will need to begin making plans for ending the partnership. This is not our desired outcome, but we also are not willing to ignore unresolved conflicts. Our expectation is that all parties be willing to sit and reason together and resolve conflicts. If a parent or guardian of a student refuses to work collaboratively with school staff and administration to resolve an issue, such refusal will be sufficient cause to remove the student(s) from the school immediately.

Criteria 4: Academically Accountable

ASSESSMENT AND REPORTS TO PARENTS

Assessment is an ongoing process at Southern Nazarene University Lab School. The children are always assessed for understanding the concept of new material presented. Teacher observation and one-on-one assessments are included in each division. Standardized Basic Skills Assessments are administered during the Spring Semester.

Other Assessments/Standardized Tests are listed below:

Early Childhood Division

- PreK - Brigance Preschool Screening for developmental assessment, Carolina Developmental Profile, Literacy First Phonological Awareness Skills Test (P.A.S.T.)
- Kindergarten - Benchmark Assessment System Literacy First Phonological Awareness Skills Test (P.A.S.T.), Literacy First Phonics Assessment, Bear's Spelling Inventory, Text Level Assessment

Lower Primary Division

- Benchmark Assessment System, Literacy First Phonics Assessment Test, Envision Math Assessments, Read Naturally Fluency Assessments, Bears Developmental Spelling Assessment, Weekly Writing Assessment, Iowa Test of Basic Skills (ITBS)

Upper Primary & Middle School Divisions

- Benchmark Assessment System, Envision Math Assessments, English textbook exams in grammar and writing, Bears Developmental Spelling Assessment, Read Naturally Fluency, and Phonics Assessment, Iowa Test of Basic Skills (ITBS)

PROFICIENCY-BASED PROMOTIONS

The Lab School gives assessments in order to plan for the best educational experience for each student. If a student is found to have mastered the benchmarks academically and socially for their level, the teaching team and parents will set up a conference to discuss a potential grade-level promotion. However, due to multi-level classrooms, the Lab School is a learning environment where children are challenged at each level and in every area.

DISCIPLINE PHILOSOPHY/ POLICY

A positive approach to discipline with positively stated expectations, positive reinforcement, and positive communication is practiced throughout the school. Children are guided to make responsible choices and assume responsibility for their own actions. Each classroom establishes expectations and appropriate consequences that are clearly understood by all. The emphasis is directed toward what the child is expected to do.

CO:55
DIST:P070
SITE:105

Oklahoma State Department of Education

Paraprofessional Report

This form must be completed and returned with the Application for Accreditation, due by October 15. (Questions regarding this form only, should be directed to Title I at (405) 521-2846.)

Title I Paraprofessional Definition

A professional is an individual with instructional duties. Individuals who work solely in noninstructional roles, such as food service, cafeteria or playground supervision, personal care services, and noninstructional computer assistance are not considered to be paraprofessionals for Title I programs.

1. Select the Title I information that describes your school site.

Schoolwide _____ Targeted Assistance X Not a Title I School _____

Complete the rest of the form only if your school site receives Title I, Part A funds

2. How many Title I, Part A instructional paraprofessionals are currently employed at this school site? _____ 0

3. How many of these paraprofessionals who are involved in the instruction of students meet the Title I, Part A paraprofessional quality requirement (two years of college [48 hours], Associate's Degree, passed the Oklahoma General Education Test or Para Pro Assessment available from the Educational Testing Service, or a local school district academic assessment approved by the Oklahoma State Board of Education)? _____ 0

Migrant Student Program

If your school site serves Migrant students please report the following:

1. How many of the Title I paraprofessionals are involved in the instruction of migrant students? _____ 0

2. How many of these Title I paraprofessionals involved in the instruction of migrant students meet the "highly qualified" requirement? _____ 0

Criteria 5: Teacher Requirements

P070

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County OKLAHOMA

Oklahoma State Department of Education

District SNU LAB SCHOOL

TEACHER ASSIGNMENTS

School Site: SNU LAB SCHOOL

181168 Adams, Kimberly

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1024	Kindergarten (Full Day)	T	1	2	0.00						
Self Contained Kindergarten (Full Day)		15 Students									

401081 Barnes, Hannah

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1056	Sixth Grade	T	1	2	0.00						
Self Contained Sixth Grade		15 Students									

136209 Bumpus, Angela

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1012	Pre-K (Half Day)	T	1	2	0.00						
Self Contained Pre-K (A.M.)		8 Students									

137046 Campbell, Madelyn

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1013	Pre-K (Full Day)	T	1	2	0.00						
Self Contained Pre-K (Full Day)		12 Students									

166953 Graves, Gerilynne

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1013	Pre-K (Full Day)	T	1	2	0.00						
Self Contained Pre-K (Full Day)		12 Students									

Criteria 5: Teacher Requirements

P070

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192668 Guy, Andrea

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1055	Fifth Grade	T	1	2	0.00						
Self Contained		Fifth Grade		15 Students							

229762 Jones, Kimberly

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1051	First Grade	T	1	2	0.00						
Self Contained		First Grade		15 Students							

130125 Lunn, Mary

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1054	Fourth Grade	T	1	2	0.00						
Self Contained		Fourth Grade		15 Students							

121137 McGarry, Gina

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1052	Second Grade	T	1	2	0.00						
Self Contained		Second Grade		15 Students							

213940 Powell, Lacy

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1053	Third Grade	T	1	2	0.00						
Self Contained		Third Grade		15 Students							

439044 Thompson, Dawn

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1053	Third Grade	T	1	2	0.00						
Self Contained		Third Grade		15 Students							

Criteria 5: Teacher Requirements

P070

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193699 Titus, Ronald

SNU LAB SCHOOL

Class Code	Description	Class Type	Sections	Semesters	Units	Lab	Adjunct	Gifted	Honors	Pre AP	Assistant Names
1057	Seventh Grade	T	1	2	0.00						
Self Contained Seventh Grade		5 Students									
1952	Principal/Teaching	T	0	2	0.00						
General		0 Students									

Oklahoma State Department of Education

Special Education Teachers Report

County OKLAHOMA

District SNU LAB SCHOOL

School SNU LAB SCHOOL

**Oklahoma State Department of Education
Alternative Education Teachers Report**

County OKLAHOMA

District SNU LAB SCHOOL

School SNU LAB SCHOOL

Criteria 5: Teacher Requirements

P070

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Page 17

County OKLAHOMA Oklahoma State Department of Education

District SNU LAB SCHOOL Co-Teacher Class Assignments Report

School Site: SNU LAB SCHOOL

ASSESSMENT AND REPORTS TO PARENTS

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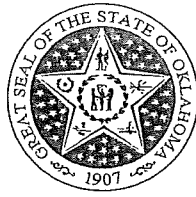
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Criteria 7: Accreditation



OKLAHOMA STATE DEPARTMENT OF EDUCATION

July 25, 2019

55P070 SNU LAB SCHOOL
3100 N ROCKWELL AVE
BETHANY, OK 730084049

Dear School Administrator :

The 2019-2020 accreditation statuses for your school district and sites have been approved by the State Board of Education. **The district status and site status are listed separately, per State Board of Education rules.** State Board of Education regulations allow accreditation for one year only; therefore, continuing compliance with accreditation standards is imperative at all times.

Please see the attached page(s) for you district and site accreditation statuses for school year 2019-2020

If you have any questions, please contact your Regional Accreditation Officer. Thank you.

Sincerely,

Monty Guthrie
Deputy Superintendent
Federal Programs & Finance

Enclosure

Criteria 7: Accreditation

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education

Accreditation Status for District 2019 - 2020

55P070 SNU LAB SCHOOL

Recommendation: Accreditation with no Deficiencies

Accreditation Status for Sites 2019 - 2020

105 SNU LAB SCHOOL : Grades - PK - 07

Recommendation: Accreditation with one Deficiency

- Not in compliance: Tornado drills