



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: October 28, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

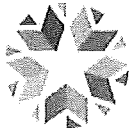
Stillwater Christian School (SCS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Association of Christian Schools International (ACSI) and recognized by the Oklahoma Private School Accreditation Commission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

SCS has in their employee a certified special education teacher on site three days a week to work with and guide special needs children and their teachers. The SCS facility is handicap accessible to accommodate students with physical needs.

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

- Criteria 1: Fiscal Soundness – SCS has been in operation since 1999. Accountant letter, profit and loss comparison, and a balance sheet comparison
- Criteria 2: Non-Discrimination – Website Non-Discrimination Policy
- Criteria 3: Health and Safety – CPR and Blood borne pathogen training, fire and tornado drills, fire inspection and corrections, an audit by Stillwater Police Department, page 24-26 of the Parent/Student Handbook, a letter for proof of immunizations and birth certificate, and medication consent form
- Criteria 4: Academic Accountability – SCS Handbook page 14, examples of report cards and progress reports
- Criteria 5: Teacher Requirements – SCS Personnel Policy pages 14-15 and school certification spreadsheet
- Criteria 6: State laws and disciplinary procedures – SCS Handbook pages 16-21
- Criteria 7: Accreditation – ACSI Certificate

JH/se



Stillwater Christian School

PK- 8th

NAME OF PRIVATE SCHOOL

GRADE LEVELS

112 E. Richmond Road

Stillwater

OK

74075

ADDRESS

CITY

STATE

ZIP

495.377.3748

www.stillwaterchristian.org

PHONE NUMBER

WEBSITE ADDRESS

Stacie White

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Stacie White

swhite@stillwaterchristian.org

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.***

Stillwater Christian School is accredited through Association of Christian Schools International. SCS has been in constant compliance with accreditation since July 1, 2005. SCS goes through re-accreditation each 5 years with ACSI.

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.***

Stillwater Christian School serves many students who were on academic IEPs through Stillwater Public Schools. The student's IEPs have been changed over to ISPs and we follow these recommendations as closely as possible. Several SCS students are on ISPs for speech and receive services at Stillwater Christian School. SCS has in their employe a certified special education teacher on site three days a week to work with and guide these students and their teachers. SCS is also handicap accessible to accommodate students with physical needs.

I verify that Stillwater Christian School complies with all the criteria listed
NAME OF PRIVATE SCHOOL

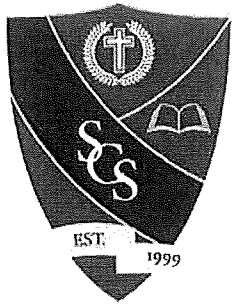
above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.

Stacy Edén
SIGNATURE

10.19.2021
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.



STILLWATER

CHRISTIAN SCHOOL

To whom it may concern at the State Department of Education and the Lindsey Nicole Henry Scholarship,

Thank you for your consideration of granting Stillwater Christian School acceptance as a provider for the Lindsey Nicole Henry Scholarship. As a provider of the scholarship we look forward to creating increased opportunities to qualified students.

- We attest that we have been in operation at least one year, and without interruption since 1999. I have attached a letter from our accountant, a profit and loss comparison, and a balance sheet comparison.

-We attest that we are in compliance with federal and state non-discrimination statutes as shown on our school website www.stillwaterchristian.org. The non-discrimination policy is also found in our Parent/Student Handbook, and our Personnel Policy.

-We attest we are in compliance with state and local health and safety codes. Attached are proof of CPR and blood borne pathogen training, fire and tornado drills, fire inspection and corrections, an audit by Stillwater Police Department, pages 24-26 of the Parent Student Handbook, a letter for proof of immunizations and birth certificate, and a parental consent form for medication.

-We attest that we are academically accountable to parents as stated in our handbook on pages 14 and 15. Attached are proof of report cards and progress reports that reflect Oklahoma state standards.

- We attest that we require a bachelor's degree minimum as shown in our Personnel Policy on pages 2-3 and our school certification spreadsheet.

- We attest that we comply with all state regulations regarding private schools, including the discipline policy, located in the Parent Student Handbook pages 16-21.

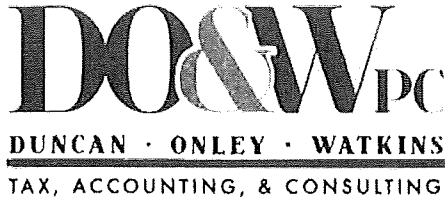
- We attest that we are accredited by ACSI, Association of Christina Schools International, which is recognized by the SDE as shown by the attached document from the website www.opsac.org/member-schools.html and the member school certificate.

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

Thank you.
Sincerely,

Stacie White, Principal

Criteria 1: Fiscal Soundness



808 S. Main St., Suite 314 · Stillwater, OK 74074
Phone (405) 372-7744 · Fax (405) 372-7974
E-mail: office@dow-tax.com
Website: www.dow-tax.com

September 23, 2021

Oklahoma State Department of Education
Oliver Hodge Building
2500 North Lincoln Boulevard
Oklahoma City, OK 73105

Dear Sir/Madam,

This letter serves as confirmation that Stillwater Christian School is fully insured with Church Mutual for the fiscal year ended June 30, 2022. In addition, this letter serves as confirmation that Stillwater Christian School has sufficient capital and expected revenues to fully fund operations through the aforementioned fiscal year for the total number of enrollees.

Stillwater Christian School has been in operations for over 20 years (originally operating under the name of Sunnybrook Christian School). We have no current concerns regarding their ability to continue operations in a fiscally responsible manner.

Please feel free to contact me if you should have any questions or need further information.

Sincerely,

Stacy A. Leming, CPA
Duncan, Onley & Watkins, PC

Stillwater Christian School
Profit & Loss Prev Year Comparison
July 2020 through June 2021

Criteria 1:
Fiscal Soundness

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Contributions Income	54,699.45	107,897.79	-53,198.34	-49.3%
Enrollment Fees	37,625.00	10,700.00	26,925.00	251.6%
Fundraiser Income	4,401.81	28,960.66	-24,558.85	-84.8%
Late Fees	5.00	10.00	-5.00	-50.0%
Lunch Fees	80.00	2,946.00	-2,866.00	-97.3%
Miscellaneous Income	7,808.55	3,747.00	4,061.55	108.4%
Prior Year Tuition	370.00	640.00	-270.00	-42.2%
Testing fees	0.00	105.00	-105.00	-100.0%
Tuition	495,237.79	271,002.46	224,235.33	82.7%
Total Income	600,227.60	426,008.91	174,218.69	40.9%
Expense				
Accreditation Expenses	243.00	2,169.26	-1,926.26	-88.8%
Bank Service Charges	1,106.50	405.74	700.76	172.7%
Building Remodel	3,450.31	0.42	3,449.89	821,402.4%
Clothing Expense	3,226.05	2,962.05	264.00	8.9%
Computer expenses	2,517.00	372.83	2,144.17	575.1%
Contract Labor	-28.00	1,000.00	-1,028.00	-102.8%
Contributions	1,771.62	561.13	1,210.49	215.7%
Depreciation/Amortization	0.00	10,355.00	-10,355.00	-100.0%
Dues and Subscriptions	870.00	1,026.00	-156.00	-15.2%
Field trip expenses	1,033.47	1,489.41	-455.94	-30.6%
Fundraising Expense	136.46	166.40	-29.94	-18.0%
Furniture	2,939.72	122.86	2,816.86	2,292.7%
Gifts	408.79	280.41	128.38	45.8%
Insurance	3,509.00	5,554.20	-2,045.20	-36.8%
Interest Expense	0.63	0.00	0.63	100.0%
Internet and phone	3,299.07	3,687.43	-388.36	-10.5%
Janitorial	3,224.25	2,753.37	470.88	17.1%
Lunch Expenses	-809.32	2,393.19	-3,202.51	-133.8%
Media Center expenses	1,586.43	341.25	1,245.18	364.9%
Miscellaneous	1,008.32	2,023.56	-1,015.24	-50.2%
Payroll Expenses	376,818.47	335,534.57	41,283.90	12.3%
Postage and Delivery	142.50	351.49	-208.99	-59.5%
Printing and Reproduction	3,702.65	242.45	3,460.20	1,427.2%
Professional Development	2,625.21	1,842.65	782.56	42.5%
Professional Fees	54.00	68.00	-14.00	-20.6%
Renweb	1,977.50	2,310.00	-332.50	-14.4%
Returned Check	2,021.00	1,470.00	551.00	37.5%
Special Events Expense	5,655.49	4,907.16	748.33	15.3%
Supplies	51,132.95	30,940.25	20,192.70	65.3%
Testing expenses	93.56	1,092.55	-998.99	-91.4%

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08/09/21

Cash Basis

Stillwater Christian School
Profit & Loss Prev Year Comparison Fiscal Soundness
July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change
Utilities	13,924.24	13,213.37	710.87	5.4%
Total Expense	487,640.87	429,637.00	58,003.87	13.5%
Net Ordinary Income	112,586.73	-3,628.09	116,214.82	3,203.2%
Other Income/Expense				
Other Income				
Interest Income	163.30	78.51	84.79	108.0%
Other Income	0.00	47.60	-47.60	-100.0%
Total Other Income	163.30	126.11	37.19	29.5%
Net Other Income	163.30	126.11	37.19	29.5%
Net Income	112,750.03	-3,501.98	116,252.01	3,319.6%

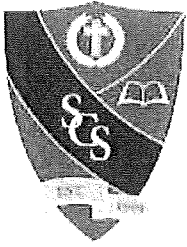
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08/09/21
Cash Basis

Stillwater Christian School
Balance Sheet Prev Year Comparison **Fiscal Soundness**
As of July 31, 2021

	Jul 31, 21	Jul 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
BancFirst PPP	67,992.00	10,181.51	57,810.49	567.8%
RCB Checking	69,645.55	72,884.27	-3,238.72	-4.4%
RCB Savings	200,261.97	100,094.68	100,167.29	100.1%
Total Checking/Savings	337,899.52	183,160.46	154,739.06	84.5%
Other Current Assets				
Petty Cash	52.31	52.31	0.00	0.0%
Total Other Current Assets	52.31	52.31	0.00	0.0%
Total Current Assets	337,951.83	183,212.77	154,739.06	84.5%
Fixed Assets				
Accumulated Amortization	-1,634.00	-1,634.00	0.00	0.0%
Accumulated Depreciation	-166,172.00	-166,172.00	0.00	0.0%
Equipment	138,521.75	123,181.66	15,340.09	12.5%
Leasehold Improvements	12,775.00	12,775.00	0.00	0.0%
Remodel	165,618.94	163,197.00	2,421.94	1.5%
Software	2,189.40	2,189.40	0.00	0.0%
Total Fixed Assets	151,299.09	133,537.06	17,762.03	13.3%
Other Assets				
Deposit	1,000.00	1,000.00	0.00	0.0%
Total Other Assets	1,000.00	1,000.00	0.00	0.0%
TOTAL ASSETS	490,250.92	317,749.83	172,501.09	54.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	16,000.00	-16,000.00	-100.0%
Total Accounts Payable	0.00	16,000.00	-16,000.00	-100.0%
Other Current Liabilities				
Payroll Liabilities	5,356.81	5,428.01	-71.20	-1.3%
PPP Grant	67,992.00	63,600.00	4,392.00	6.9%
Pre-paid tuition	11,700.00	900.00	10,800.00	1,200.0%
Total Other Current Liabilities	85,048.81	69,928.01	15,120.80	21.6%
Total Current Liabilities	85,048.81	85,928.01	-879.20	-1.0%
Total Liabilities	85,048.81	85,928.01	-879.20	-1.0%
Equity				
Opening Bal Equity	3,923.77	3,923.77	0.00	0.0%
Retained Earnings	444,768.85	268,418.82	176,350.03	65.7%
Net Income	-43,490.51	-40,520.77	-2,969.74	-7.3%
Total Equity	405,202.11	231,821.82	173,380.29	74.8%
TOTAL LIABILITIES & EQUITY	490,250.92	317,749.83	172,501.09	54.3%

www.stillwaterchristian.org
Website
also in both handbooks

Criteria 2:



STILLWATER **Non-Discrimination**

CHRISTIAN SCHOOL

Preparing today's students
for tomorrow's *challenges*

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[Resources](#)

[Support SCS](#)

[Admissions](#)

[About SCS](#)

[Contact Us](#)

Admissions

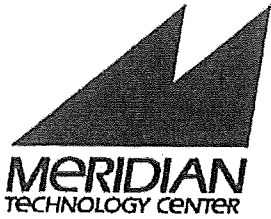
Thank you for your interest in Stillwater Christian School. If you desire to have your child in an environment where a high moral is the norm and excellence in academics is the standard, then Stillwater Christian School is the place to be! We encourage you to prayerfully consider SCS for the future educational needs of your children.

Registration for SCS begins in March for new students. The Request for Enrollment form can be downloaded [here](#).

Non-Discrimination Policy

Stillwater Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, national origin, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Criteria 3: Health & Safety



INVOICE

Stillwater Christian School
 Attn: Stacie White
 112 E. Richmond Road
 Stillwater, OK 74075

Invoice No.	Date
23214	8/17/2021

swhite@stillwaterchristian.org

Item	Quantity	Description	Unit Price	Total
1	13	Heartsaver CPR/AED Training held August 11, 2020 <i>typo</i> Attendees: Evelyn Cline Macey Standridge Wuhamu Doehle JaLinda Steele Mary Gabbert Jessica Steele Cindy Gunsaulis Karla Stubbs Rebecca Propst Linda Thompson Christy Shuman Elaine Vardeman Hannelore Standridge RXHCA 1-09 202122 Misc. Bursar Thank you. STC MED	\$ 7.00	\$ 91.00

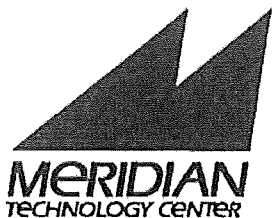
TOTAL	\$ 91.00
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Make checks payable to:
 MERIDIAN TECHNOLOGY CENTER

Please remit to: **Finance Department**
 1312 South Sangre Road
 Stillwater, OK 74074

Phone: (405) 377-3333 Fax: (405) 377-9604

Please return remittance copy with payment. Payment due upon receipt.



3

INVOICE

Stillwater Christian School
Attn: Stacie White
112 E. Richmond Road
Stillwater, OK 74075

Invoice No.	Date
23213	8/17/2021

swhite@stillwaterchristian.org

Item	Quantity	Description	Unit Price	Total
1	19	Bloodborne Pathogen Training held August 11, 2021 Attendees: Butler, Joy Jump, Shanna Christian, Emily Morgan, Sidney Collier, Brittany Propst, Rebecca Doehle, Wuahmu Standridge, Hannelore Gabbert, Mary Standridge, Maccey Gunsaulis, Cindy Steele, JaLinda Henderson, Rita Steele, Jessica Hickerson, Carrie Stubbs, Karla Vardeman, Elaine White, Stacie Wilson, Heather RXBP 1-01 202122 Misc. Bursar Thank you. STC MED	\$ 7.00	\$ 133.00

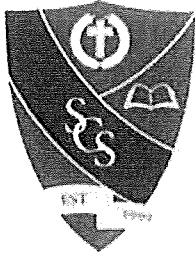
TOTAL	\$ 133.00
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Make checks payable to:
MERIDIAN TECHNOLOGY CENTER

Please remit to: **Finance Department**
1312 South Sangre Road
Stillwater, OK 74074

Phone: (405) 377-3333 Fax: (405) 377-9604

Please return remittance copy with payment. Payment due upon receipt.



STILLWATER

CHRISTIAN SCHOOL

FIRE AND TORNADO DRILLS

2021-2022

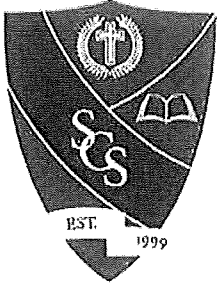
FIRE DRILLS

DATE	TIME ALERTED	TIME OUT

TORNADO DRILLS

DATE	TIME ALERTED	TIME SECURE
October 8,2021	3:10	3:12.08

#3



STILLWATER

CHRISTIAN SCHOOL

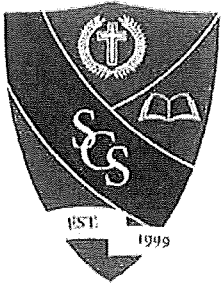
FIRE AND TORNADO DRILLS 2020-2021

FIRE DRILLS

Date	Time Alerted	Time Out
3-29-2021	10:40 am	2 min 15 sec
3-17-2021	2:30 p.m.	1 min 41.55 sec

TORNADO DRILLS

Date	Time Alerted	Time Secure
1-21-2021	2:33	2:36
5-13-2021	8:50	1:37.91



STILLWATER

CHRISTIAN SCHOOL

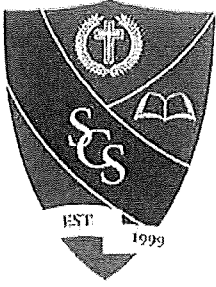
FIRE AND TORNADO DRILLS 2019-2020

FIRE DRILLS

Date	Time Alerted	Time Out
12-12-2019	11:15am	88 sec.
COVID - no school		

TORNADO DRILLS

Date	Time Alerted	Time Secure
3-5-2020	8:50am	1:31.59
COVID - no school		



STILLWATER

CHRISTIAN SCHOOL

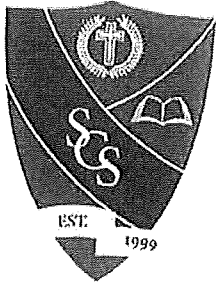
FIRE AND TORNADO DRILLS 2018-2019

FIRE DRILLS

Date	Time Alerted	Time Out
9-6-18	11:06 AM	11:07 AM (89 sec)
4-2-19	2:30 PM	2:40 PM (84 sec)

TORNADO DRILLS

Date	Time Alerted	Time Secure
9-14-18	2:43	2:44 (67 sec)
3-27-19	9:02	9:03 (68 sec)



STILLWATER

CHRISTIAN SCHOOL

#3

FIRE AND TORNADO DRILLS 2017-2018

FIRE DRILLS

Date	Time Alerted	Time Out
11/2/17	11:00am	11:11am (1m 26 sec)
4/6/18	11:31am	11:32am (1m 24 sec)

TORNADO DRILLS

Date	Time Alerted	Time Secure
9/21/17	9:35am	9:30.26am (1m 26 sec)

#3



Stillwater Fire Department
1510 S. Main St.
Stillwater, OK 74074

STILL PIONEERING

Inspection Violation Notice

5/4/2021

STILLWATER CHRISTIAN SCHOOL
112 E RICHMOND
STILLWATER, OK 74074

Steve Sylvester
Fire Marshal

The City of Stillwater
Fire Department
1510 S. Main St. | Stillwater, OK 74074
(O) 405.742.8308 | (F) 405.747.8050
steve.sylvester@stillwater.org

I certify that all deficiencies listed above have been corrected and no further violations exist at this time.

Owner/Manager Signature:

Stacie White

Owner/Manager Printed Name:

Stacie White

Date of Correction:

3-26-2021

zach. hall @ stillwater, OK
steve. sylvester
thomas. trap



STILLWATER FIRE DEPARTMENT-FIRE MARSHAL'S OFFICE
 1510 S. MAIN STILLWATER, OK 74074
 TEL: 405-742-8308 FAX: 405-747-8050



#3

ADDRESS: *1110 S. Main* SUITE: *100* INSPECTION DATE: *5.3.2021*
 NAME OF BUSINESS: *Hammond* BUSINESS PHONE #: *405-612-7501* INSPECTOR: *[Signature]*
 OWNER / MANAGER OF PROPERTY: *[Signature]* EMAIL ADDRESS: *[Signature]* OWNER PHONE #: *[Signature]*
 PREPLAN COMPLETED / UPDATED YES NO

1. OUTSIDE		3. LIFE SAFETY		5. ELECTRICAL	
Fire Hydrant Obstructions/Condition	1.10	Proper Clearance/construction-hood	2.44	Open Wiring	5.01
Fire Lane	1.20	Caps in place	2.45.4	Cover off panel	5.02
Improper Markings	1.21	Filters in place	2.45.6	Open junction boxes/outlets/switches	5.03
Obstructed/Condition	1.22	Portable Fire Extinguisher	2.50	Extension cord use	5.04
Knox Box	1.30	Annual Inspection	2.51	Panel not accessible	5.05
Address	1.40	Location	2.52	Broken Conduit	5.06
		Access/Obstruction	2.53	Panel not labeled	5.07
2. FIRE PROTECTION SYSTEMS		3. LIFE SAFETY		6. FIRE BARRIERS	
Sprinkler/Standpipe/Fire Pump	2.10	Exits	3.10	Fire walls/Partitions	6.10
Annual Test	2.11	Improper Number	3.11	Penetrations	6.11
Sprinkler Head Condition	2.11.1	Proper Exit Discharge	3.12	Fire Doors/Frames	6.20
Valves open/supervised	2.12	Locks & Latches	3.13	Annual test	6.21
Valves not labeled	2.13	Wrong door swing	3.14	Need fire door	6.22
Valves not accessible	2.14	Door needs repair	3.15	No fusible link	6.23
No spare sprinkler/wrench	2.15	Proper door operation	3.15.1	Needs repair	6.24
Improper coverage/obstructions	2.16	Arrangement	3.16	Ceiling/Pantrations	6.30
Obstructions	2.16.1	Exit Access/Intervening Spaces	3.20	Tiles missing	6.31
No inside/outside bell	2.17	Blocked /Obstructed	3.21	7. GENERAL	
Fire Dept. Connection	2.20	Exit Enclosures (Stairs, etc)	3.30	Housekeeping-external	7.01
Missing FDC Caps	2.20.1	Storage/Improper use	3.31	Housekeeping-Interior	7.01.1
Obstructed/Condition	2.21	Exit Signs	3.40	No posted occupancy limits	7.02
Sign	2.22	Needs repair	3.41	Compressed gas cylinders	7.03
Fire Alarm	2.30	Improperly located	3.42	Improper storage/Heating Equipment	7.05
Annual Test	2.31	Emergency Lights	3.50	Improper storage at ceiling	7.05.1
Panel not accessible	2.32	Needs repair	3.51	Gas meters/Impact Protection	7.06
Panel not labeled/Zone map	2.33	Inadequate Coverage	3.52	Boiler Clearance/Inspection	7.07
Improper detector spacing	2.34	4. FLAMMABLE LIQUIDS		Emergency fuel shutoff (gas station)	7.08
Smoke Detectors	2.35	Improper Storage	4.00	Stairway Markings	7.09
Other Fixed Suppression System	2.40	Improper Dispensing	4.01		
Semi/Annual Inspection Hood	2.42	Ignition Sources	4.02		
Annual Inspection/Carbon Dioxide	2.42.1	Posting of "No Smoking" Signs	4.03		
Annual Inspection/Halon	2.42.2				

ITEM	REMARKS FOR CORRECTION
	<i>Def Do not hold - 5.3.2021</i>
	<i>Hammond</i>
	<i>405 612 7501</i>
	<i>FRIDAY 11:00 AM</i>
	<i>Monday 26, 2021</i>

#3

LIMITED SECURITY AUDIT OF
STILLWATER CHRISTIAN ^{SCHOOL}~~ACADEMY~~

9-30-19

On Monday 9-30-19 I provided the staff of Stillwater Christian Academy with training in Standard Response Protocols. After the training I did a walk through of the building to conduct a limited security audit. The first thing I noticed about Stillwater Cristian Academy is the feel of the building. There was a very comfortable feel within the building providing an ideal learning environment for the students. The staff was very attentive and eager to learn how to provide a safer and more secure learning environment.

I provided Stillwater Christian Academy with an inventory sheet for "Go-Bags" and "Lock-down Tubs". This is a protective measure that should be in place in every school district and school site. Each classroom and room inside the school building should be so equipped.

The room number to each classroom should be posted above the door visible from inside the room. The room number should also be posted inside any exterior windows of the classrooms with the number visible from outside. The room numbers should be placed at the first and last window of the room to denote the size as well as where the room starts and ends.

I am happy to see Stillwater Christian Academy has a secured entry way with shatter resistant glass. However, it is not uncommon for them to have meetings with unhappy parents inside the secured area. There is not another level of security to prevent access to the building once someone has entered the office area. I would recommend the door leading into the building from the office area being secured. This can be accomplished by adding a remote push button locking system that can allow a button to be pushed to allow access into the building. This system can be used to allow someone unrestricted access into the office from inside the building and prevent unauthorized access into the building from the office. This would require a similar system on the copy room.

The doors to the individual classrooms appear to be standard residential interior wood doors with standard wood frames. Each door opens inward into the classrooms. With the construction of these doors and the fact they are inward opening doors they could very easily be breached by someone with one solid kick. These doors would not keep someone with ill intent from gaining access into any room in the building once entry has been made. I would recommend the doors be replaced with solid wood core doors with steel frames that open outwardly. This would include the Gym/Cafeteria. I would further suggest steel exterior doors

#3

on the north and the east sides of the building. These doors should not contain windows so as to prevent someone from viewing inside the building from outside.

Each classroom with windows should be equipped with blinds or curtains that can be closed in the event of a lock down.

I understand this is a large list with a lot of expense attached to these corrective measures. These are merely suggestions to improve the security of the building and should not be interpreted as a guarantee of absolute security.

#3

Safety/Security Classroom Checklist 2019

Name: _____

Room number: _____

1. A copy of each map¹ along with SRP should be posted near the door to the classroom.
2. Test your classroom intercom button.
3. Is your classroom phone plugged in and working?
4. Does your classroom door(s) close and lock?
5. Make sure your classroom window(s) lock and that they have some way of being covered (blinds, curtains, etc.).
6. Is your room marked with a room number? It should be visible with the door open or closed.
7. Make sure you have your teacher ID badge. It should be worn during school hours.
8. Find and remember the location of the nearest fire alarm pull and fire extinguisher.
9. GO Bags should be easily accessible and marked with your room number.
10. Review emergency procedures with each of your classes by Friday, August 30th.
11. Is your room number visible from inside your class room? Preferably posted above the door to your classroom.
12. Is your room number visible from outside in the window of your classroom? One in first window and last window along the wall.
13. Complete the Inventory for the "Go-Bag" and "Lockdown Tub".

Once you have completed all the above items, sign below and return to me by Friday, August 24th.

Signature

¹ There are three emergency procedures maps: Tornado Shelter Map, Evacuation Map, and Evacuation Assembly Areas Map

Classroom Go-Bag Inventory

#3

Teacher _____ Date: _____ Room/School _____

This bag should contain the following:

- | | |
|--|---|
| <input type="checkbox"/> 3 rolls of Gauze Wrap Bandage | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Master Roster | <input type="checkbox"/> Leather Gloves |
| <input type="checkbox"/> Map | <input type="checkbox"/> Classroom Reporting Sheets |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> 2-Pencils |
| <input type="checkbox"/> Rubber Gloves | <input type="checkbox"/> Pencil Sharpener |
| <input type="checkbox"/> 5-4X4 Gauze | <input type="checkbox"/> Steno Pad |
| <input type="checkbox"/> Emergency Blanket | <input type="checkbox"/> 2-Bottles of Water |
| <input type="checkbox"/> Flashlight | |
| <input type="checkbox"/> CPR mask | |

LOCK-DOWN TUB

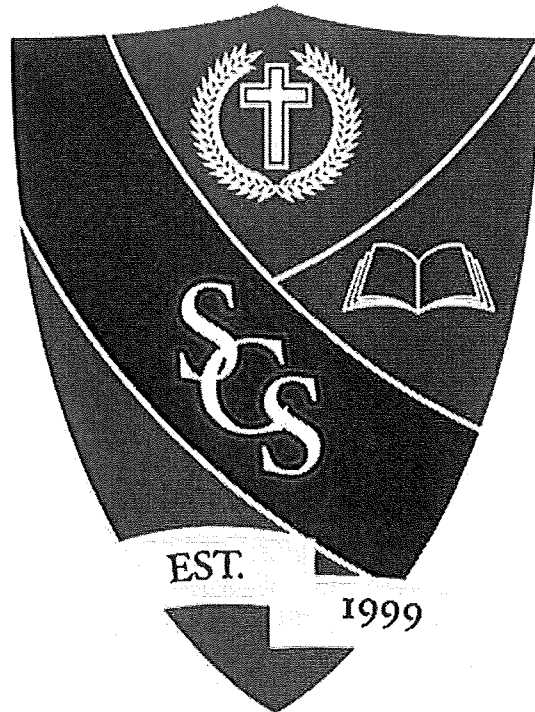
Should contain the following

- Shower Curtain
- 2 Rolls of Toilet Paper
- Roll of Paper Towels
- 2-Bio-Hazard Bags
- 4 Bottles of Water
- Kitty Litter

Signature

Parent/Student Handbook

#3



Stillwater Christian School

Updated September 2021

from the teacher or other person in charge.

- Copies of the Emergency Medical Release Forms for all students will be with the teacher.
- Seat belts must be worn at all times. It is for this reason that children may be transported only in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seat belt. If your vehicle is equipped with passenger side air bags, only children age 13 and up (or adult size) may ride in the front seat.

Illness

A child who is running a fever, vomiting, contagious, or too ill to participate in classroom activities must not be brought to school. A student who becomes ill during the day will be allowed to rest comfortably until parents can be notified and the student can be picked up from school. If anyone other than parents is to pick up the student, ***this person must be listed by the parents on the student's emergency procedure card.***

A fever is defined as 99.5 or above without medication. A child needs to be fever and symptom free for at least 24 hours before returning to school.

COMMUNICABLE DISEASES/LICE

Communicable diseases to be excluded from school:

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Chickenpox	13-21 days	At least 7 days after appearance of first crop of vesicles
Conjunctivitis (Pink Eye)	3-5 days	Following necessary treatment
German Measles (Rubella)	14-21 days	Until recovery
Impetigo	2-5 days	Until recovery
Infectious Hepatitis	10-40 days (approx. 25 days)	During acute symptoms or at least 7 days
Measles (Rubella)	10 days to onset of illness, 13-15 days to onset of rash	At least 6 days after rash appears
Mumps (Parotitis)	12-16 days	At least 10 days and until the swelling of the glands has subsided
Poliomyelitis	7-14 days	7 days or for duration of fever if longer
Strep Infections	2-5 days	May return to school after being on antibiotic therapy for 48 hours – (or per doctor's instructions.)
Whooping Cough (Pertussis)	Usually 7-10 days	During early catarrhal period or until 21

days after appearance of paroxysmal
cough and until recovery

Head Lice

Treatment and nit removal

Health and Safety Issues

Distribution and Consumption of Medication

A medication form must be on file in the office for students taking prescribed medications. These medications must be sent to school in the original pharmacy container listing the dosage and times. A copy of the medication form can be printed from the forms at the end of this handbook for your convenience. Parents should not ask teachers or the Principal to administer medications to their child without a signed medication form.

EMERGENCY PROCEDURES

TORNADO PROTOCOL
1. In the event of a dangerous weather event, administration will instruct all persons in the building by intercom to quickly take shelter in assigned safe room.
2. Teachers quickly escort students to assigned safe room. **LOCK YOUR CLASSROOM DOOR WHEN LEAVING SO NO CHILD RE-ENTERS
3. Do not unlock or open safe room door until instructed by principal or unlocked by emergency personnel.

FIRE PROTOCOL
1. When fire alarm is activated, immediately escort children out of the building to your designed safe place along the back fence behind the school playground. **LOCK YOUR CLASSROOM DOOR WHEN LEAVING SO NO CHILD RE-ENTERS
2. Wait for instructions from administration or Stillwater Fire Department before re-entering building.

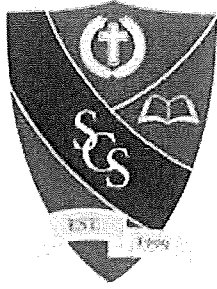
Standard Response Protocol
In an Emergency, when you HEAR it, DO it!
LOCKDOWN! LOCK, LIGHTS, OUT OF SIGHT! Occupants- move away from sight; maintain silence, prepare to evade or defend Staff- lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, prepare to evade or defend
LOCKOUT! SECURE THE PERIMETER. Occupants- Return inside; business as usual Staff- Bring everyone indoors, lock perimeter doors, increase situational awareness, business as usual, account for occupants
EVACUATE! Occupants- Bring your phone, leave your stuff behind, follow instructions Staff- Lead evacuation to location, account for occupants, notify if missing, extra or injured occupants to staff
SHELTER! Occupants- Tornado Evacuate to shelter Hazmat Seal the room Earthquake Drop, cover and hold Staff- Lead safety strategy; take attendance

Important State Regulations/Information

POLICY ON POSSESSION OF WEAPONS ON SCHOOL PROPERTY

Stillwater Christian School's policy was established in response to Oklahoma Statute, Section 1280.1, "*Possession of Weapons on School Property or in School Bus or Vehicle*"

#3
Back to school Pack



STILLWATER

CHRISTIAN SCHOOL

Dear Parents:

How thrilled we are that you have chosen Stillwater Christian School for your child's education. Your child's application has been approved by the School Board. His or her final acceptance into the school is contingent upon *completion* of all applicable items listed below.

We hold our responsibility to you and your child in utmost importance. In pursuing excellence in our Christ-centered academic program, the School Board has set forth a list of requirements for all incoming students. **All these items should be completed and in our office before August 1, 2021.** Should you have any questions please do not hesitate to call the school. We will be happy to help you.

- 1.) **For ALL Grades PK-8th.** All incoming students will be academically screened. A teacher will administer a one-on-one screening with your child to determine your child's needs for the coming school year. **Screening will be done after school has begun during school hours.**
- 2.) **For ALL Grades PK-8th.** We must have a copy of your child's immunization records and birth certificate.

You are welcome to bring all of the above-required items to your child's academic screening appointment or mail them to us, whichever is more convenient. Children may not start school without **all** of these items completed.

SCS looks forward to supporting you in your God-given responsibility to "train up" your child. I, personally, look forward to visiting with you and getting to know both you and your child.

In His Service,

Stacie White

Stillwater Christian School
Parental Consent Form for Medication

Note: If possible, parents are advised to give medications at home and on a schedule other than school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. Medication must be ordered/advised by physician/dentist and permission granted to school designee to contact physician/dentist if necessary.
2. Medication must be brought to school in ORIGINAL container with appropriate label intact, including the student's name, name of medication, dosage, and time to be given. If medication is not properly labeled, it will not be administered by SCS.
3. Parent/guardian must sign this form, granting designated school employee permission to give medication, according to school policy.

If the above procedure is not followed, medication will not be administered by SCS.

The designated school employee at Stillwater Christian School has my permission to give the following medication to my child, _____, as recommended by Dr. _____ for the purpose of treating the following condition: _____.

I give my permission for the designated school employee to contact the physician/dentist if necessary.

Name of medication _____

Dose to be given _____

Time to be given _____

Does this medication require refrigeration? Yes No

Parent Signature _____ Date _____

Criteria 4: Academically Accountable

1. Excused absences: illness, death in family, or an absence that is determined important by the parent.
 - It will be the responsibility of the student to secure missed assignments and complete makeup work promptly. Time allowed to turn in excused absence work will be two days for each day missed to receive 100% credit on completed work, not to extend beyond a progress report or 9 week grading deadline.
 - All assignments must be completed in advance of the absence to receive credit on work unless other arrangements have been made with the teacher.
 - School Board approval must be given to any family wishing to receive an excused absence for more than 5 consecutive days, or 10 days in a school year.
 - If the teacher wishes, he/she may negotiate a later time for missed assignments to be completed.

2. Unexcused absences.
 - A student must secure missed assignments and complete make up work allowing two days for each day missed not to extend beyond a progress report or 9 week grading deadline.
 - Completed work within the allotted days will receive 75% credit. Beyond this time a 0% will be received.

Morning arrivals for all SCS students should be no earlier than 7:30 AM. Students arriving between 7:30 AM and 8:10 AM must pay for before school care. Students arriving after 8:30 must be checked in through the office. If a student needs to leave before 3:25 PM, parents must check him or her out through the office. Persons other than parents must be listed on the emergency procedure card, and must show identification before the student will be allowed to leave. After school care is provided until 5:30. Parents must notify the school office if the student needs to go to after school care. Students must be picked up by 5:30.

Academics

SCS successfully combines high academic standards and education expectations in a godly, moral environment. SCS exists to instruct and guide the children of actively involved Christian parents who want an education for their children that is unapologetically Christian and academically challenging.

Grading Scale

90-100	=	A	Excellent
80-89	=	B	Above Average
70-79	=	C	Average
64-69	=	D	Below Average
63 and below	=	F	Failure

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

Progress Reports and Report Cards

Teachers will issue a progress report on each student at the mid-point of every nine-week grading period. See the SCS calendar for progress report dates.

Report cards will be posted on Sycamore Schools at the end of every nine-week grading period or will be picked up by the parent at conferences. Report card dates are listed on the school calendar.

Parent/Teacher Conferences

Two formal parent-teacher conferences are scheduled during the school year. These are valuable and all parents are encouraged to participate. Conference dates appear on the school calendar. Teachers will contact parents to set up a conference at any point if they feel such a meeting is warranted, and parents are encouraged to do the same if they have serious concerns.

Daily and/or Homework Assignments

The homework load may range from 15-30 minutes a night for students in grades K-1, and up to 30-60 minutes for students in grades 2 and up. A daily assignment is like a daily job, and routine is important, therefore all students will be required to do all of their assignments. Student assignments are to be turned in on time. This will give the students an opportunity to display a teachable spirit and a desire to learn. All assignments that are not turned in at the designated time are considered late work and will be graded at the teacher's discretion but will not be penalized more than one letter grade per day.

Remedial Work and/or Special Tutoring

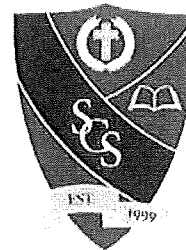
Remedial work and/or special tutoring may be recommended as a basis for admission to SCS or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing.

#4

Student Progress Report

Class: English

Teacher: ~~Barbara Guller~~



English

Daily Grades	Due	Status	Possible	Score	Adjusted	Percent	Grade
The Nose Tree pg. 5	Aug 19		100	100	100	100	A
The Farmer & His Sons Rewrite (Rough Draft)	Aug 25		100	100	100	100	A
The Nose Tree pg. 7	Aug 26		100	88	88	88	B
Limeys Rewrite	Aug 27		100	100	100	100	A
Booklice Rewrite	Sep 1		100	100	100	100	A
Nose Tree pg. 9	Sep 2		100	100	100	100	A
The Crow and the Peacocks Rewrite	Sep 8		100	100	100	100	A
The Nose Tree pg. 11	Sep 10		100	96	96	96	A
The Lion & the Shepherd Rewrite	Sep 14		100	100	100	100	A
The Nose Tree pg. 13	Sep 17		100	93	93	93	A
Rewrite of Choice	Sep 20		100	100	100	100	A
The Nose Tree pg. 15	Sep 24		100	95	95	95	A
The Two Frogs & the Well Rewrite	Sep 28		100	93	93	93	A
The Nose Tree pg. 17	Oct 1		100	93	93	93	A
There/Their/They're Worksheet	Oct 5		100	100	100	100	A
The Nose Tree pg. 19	Oct 8		100	97	97	97	A
			1600	1555	1555	97	A

Projects	Due	Status	Possible	Score	Adjusted	Percent	Grade
Quizzes	Due	Status	Possible	Score	Adjusted	Percent	Grade
Unit 1 Quiz	Aug 20		100	98	98	98	A
Unit 2 Quiz	Sep 10		100	94	94	94	A
Unit 3a Quiz	Sep 28		100	99	99	99	A
			300	291	291	97	A

Reading	Due	Status	Possible	Score	Adjusted	Percent	Grade	
						Current Grade Posted	97	A

Signature _____

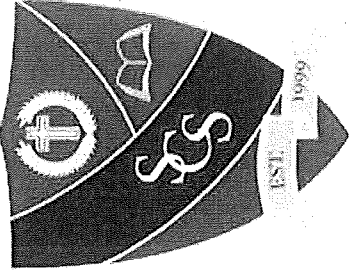
Date _____

Status: E=Excused A=Absent D=Dropped M=Missing L=Late

Stillwater Christian School

112 E. Richmond Road Stillwater OK 74075
 (405) 377-3748

Quarter 1 Report Card



Stillwater OK 74075

	Q1	Q2	Q3	Q4	Total
Absences	0.50				0.5
Tardies	0				0

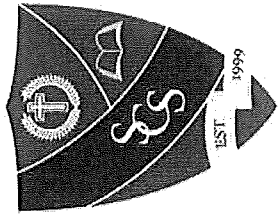
7th

Course	Teacher	Q1	Q2	Q3	Q4	Comments
Chinese	W Doehle	P				
P.E.	A Harmon	P				
Bible	K Ritchie	99				
History	K Ritchie	93				
7th Grade Pre-Algebra	R Henderson	90				
7th & 8th Grade Science	R Henderson	95				
English	B Collier	97				
Art	E Baker	P				
Computer	L Thompson	100				
Band	E Vardeman	108				
Life Skills	J Steele	P				

#4

Parent/Teacher Expectations and Comments

12 horizontal lines for writing.



Stillwater Christian School
Pre-K Progress Report
October 2021

#4

Name: _____

Age: _____

Teacher: *Mrs. Hickerson*

TEACHER SIGNATURE/DATE: _____

PARENT SIGNATURE/DATE: _____

This report is based on observations and interactions by the teacher in our classroom setting. Young children often exhibit different behaviors in other environments. No single observation of assessment can capture the whole child entirely; recognizing that parents are the most knowledgeable about their children; our purpose is to go alongside you and supplement your understanding of your child.

Evaluation scale:

- + Consistently/Independently
- *Beginning/Full Support
- 0 Developing/Occasional Support
- ___ No evaluation at this time

Motor Development

MANAGES WRITING MATERIALS AND SCISSORS SUCCESSFULLY _____
EXHIBITS APPROPRIATE ATTENTION SPAN _____
DEMONSTRATES A FULL RANGE OF MOVEMENT, FROM VIGOROUS AND ENERGETIC TO CALM AND QUIET _____

Social and Emotional Development

TAKES CARE OF PERSONAL NEEDS INDEPENDENTLY _____
INTERACTS AND PLAYS COOPERATIVELY WITH PEERS _____
HANDLES TRANSITIONS CONSISTENTLY _____
USES TIME PRODUCTIVELY _____
PARTICIPATES IN GROUP ACTIVITIES _____

Language Development

LISTENS ATTENTIVELY TO SHORT STORIES AND CONVERSATIONS _____
SPEAKS CLEARLY, IN COMPLETE SENTENCES, WITH PROPER PRONOUN _____
RESPONDS APPROPRIATELY TO QUESTIONS AND CONVERSATIONS _____
RECOGNIZES AND NAMES OBJECTS AND PEOPLE _____

Cognitive Development

WORKS INDEPENDENTLY IN LEARNING CENTERS _____
STAYS ON TASK _____
FOLLOWS SIMPLE DIRECTIONS _____
LEARNS CONCEPTS PRESENTED _____
SHOWS AN INTEREST IN SONGS, FINGER PLAYS, STORIES _____
SHOWS EYE-HAND COORDINATION _____

Honorable Character Traits

LISTEN: _____ OBEY: _____
WORK HARD: _____ TELL THE TRUTH: _____
SHARE: _____ SELF-CONTROL: _____ KINDNESS: _____
HONORABLE CHARACTER IS DOING RIGHT WHEN NO ONE IS LOOKING!

#4

- Evaluation Scale
 E Excellent
 S Satisfactory
 N Needs Improvement
 U Unsatisfactory

MISSION STATEMENT

Stillwater Christian School exists to offer a Christ-centered academic program of excellence and to support actively involved Christian parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive and responsible citizens who will serve and witness to the world.

CHARACTER TRAITS	1	2	3	4
Listen				
Obey				
Work Hard				
Tell The Truth				
Share				
Self-Control				
Kindness				

PERSONAL GROWTH	1	2	3	4
Accepts/assumes responsibility				
Stays on task				
Respects authority				
Attempts to solve problems before asking for help				

ATTENDANCE	1	2	3	4
Days in Grading Period	43	40	47	42
Days Present				
Days Absent				
Days Tardy				

Teacher Signature: _____
 Recommended grade placement for 2022-2023: _____



STILLWATER
 CHRISTIAN SCHOOL

Second Grade

Report of Progress

2021-2022

*Preparing today's students
 for tomorrow's challenges*

NAME _____
 TEACHER Mrs. Propst

#4

Evaluation Scale

- + Consistently/Independently
 - ✓ Developing/Occasional Support
 - Beginning/Full Support
 - c No evaluation at this time
 - U Unsatisfactory
- These objectives are progressive, and your child will be required to know additional skills with each subsequent reporting period.

PHONICS/READING	1	2	3	4
Phonics/Reading Grade				
Phonics- Applies different strategies to decode unfamiliar words.				
READING				
Reading- Fluency				
1 st nine weeks: _____ wpm Target: 60 / 4 th nine weeks: _____ wpm Target: 102				
Recognizes high frequency words				
1 st 2 nd 3 rd 4 th				
Beginning Reader: Listens, reads along and comprehends as literature is read aloud; reads in group settings and requires frequent teacher assistance.				
Developing Reader: Reads fluently and consistently comprehends literature with some teacher assistance.				
Independent Reader: Reads fluently and consistently comprehends literature with minimal teacher assistance.				
Demonstrates a consistent level of effort				

WRITING	1	2	3	4
Beginning Writer:				
-Writes ideas as they occur				
-Writes words or simple sentences				
-Does not address mechanics				
-Uses invented spelling				
Developing Writer:				
-Uses simple organization of ideas				
-Writes using simple sentence structures				
-Inconsistent use of mechanics				
-Increased use of standard spelling				
Independent Writer:				
-Writes about a specific topic with details and logical sequence of events				
-More consistent use of mechanics				
-Writes with few spelling errors				

Penmanship	1	2	3	4
Spelling				
Demonstrates a consistent level of effort				

MATH	1	2	3	4
Math Grade				
Creates and solves word problems involving addition and subtraction				
Compares numbers using <, >, and =				
Fluently solves addition facts to 20				
Fluently solves subtraction facts to 20				
Demonstrates knowledge of place value to 100				
Tells and writes time in 5 minute increments				
Identifies coins and values				
Procedurally fluent adding 2-digit numbers without regrouping				
Procedurally fluent adding 2-digit numbers with regrouping				
Procedurally fluent subtracting 2-digit numbers without regrouping				
Procedurally fluent subtracting 2-digit numbers with regrouping				
Creates and solves word problems involving dollar bills, quarters, dimes, nickels and pennies using dollar and cent symbols appropriately				
Uses appropriate standard unit of measurement in a variety of situations				
Constructs and interprets graphs, tables and charts				
Identifies attributes and names of geometric shapes				
Understand concepts of simple fractions (1/4, 1/3, 1/2)				
Demonstrates a consistent level of effort				

SCIENCE	1	2	3	4
Demonstrates a consistent level of effort and understanding				

SOCIAL STUDIES	1	2	3	4
Demonstrates a consistent level of effort and understanding				

BIBLE	1	2	3	4
Memory Verses				
Demonstrates a consistent level of effort.				

MOTOR SKILLS	1	2	3	4
Gross Motor Skills (Physical Education)				
1 st nine weeks				
Hopping				
Galloping				
2 nd nine weeks				
Skipping				
Side Slide (R, L)				
3 rd nine weeks				
Throwing – overhand throw				
Catching				
4 th nine weeks				
Jump a self-swinging rope 10 times				
Participates Appropriately				

ART CLASS	1	2	3	4
Listens, follows directions and participates appropriately in class activities				

COMPUTER CLASS	1	2	3	4
Listens, follows directions, and participates appropriately in class and activities				

MUSIC CLASS	1	2	3	4
Listens, follows directions and participates appropriately in class activities				

#4

Criteria 5: Teacher Requirements

children in a manner that reflects Christ. Stillwater Christian School's purpose is to assist parents in their responsibility of parenting Christian children. SCS serves as an extension of the home, existing to strengthen the parent-child relationship. We strive to work together in guiding, teaching, loving, and disciplining the children, teaching them to love God and providing them with the knowledge that all mankind is to serve God.

NON-DISCRIMINATORY HIRING POLICY

"The Stillwater Christian School Governing Board reiterates the following racial nondiscriminatory policies."

The Stillwater Christian School Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Stillwater Christian School does not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel."

RECRUITMENT AND SELECTION

All applicants must complete an application stating their background of training and experience, in addition to personal and professional credit references.

Applications and resumes must be submitted to the Administrator for the purpose of checking personal and credit references.

As soon as a vacancy is expected, the administration shall seek to make it known to surrounding churches, colleges, ACSI and sister schools in order to find the most qualified candidate.

PERSONAL QUALIFICATIONS FOR EMPLOYMENT



All employees of Stillwater Christian School shall be born-again Christians.

All employees shall be active members of an evangelical church.

All employees shall be in agreement with The Statement of Faith and the stated purposes of the school as outlined in the Philosophy of Education.

All employees shall give evidence of good moral character.

All employees shall give evidence of adequate physical and mental condition. The SCS School Board may request a physical examination, at its option. In such cases, the SCS School Board will pay the expense of the examination.

Personnel Policy #5

The Administrator shall initially interview all prospective employees. The Administrator shall nominate for consideration to the SCS School Board those applicants that he/she feels, after careful evaluation, will best fill the various classified positions.

In all cases the SCS School Board and Administrator make the decision as to employing. All employees shall be classified as probationary for the first six months of continuous service.

PROFESSIONAL QUALIFICATIONS FOR CERTIFICATION AND APPOINTMENT

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. The requirement may be waived by the Board in the case of part-time teachers.

Teachers shall have a valid certificate from ACSI.

Teachers shall have had (or be willing to pursue) courses specifically pertaining to the area of Christian education and philosophy.

SPIRITUAL QUALIFICATIONS FOR EMPLOYMENT

1. Has accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10).
2. Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry (I Corinthians 7:21-24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Timothy 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Hebrews 10:24-25).
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Psalm 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually (I Timothy 4:7).

FAMILY HOME LIFE QUALIFICATIONS FOR EMPLOYMENT

1. Must meet the qualifications of I Timothy 3:8-13.
2. Possesses a submissive spirit with respect to God-given authority within the home.

SCHOOL CERTIFICATION SPREADSHEET (Accreditation & Annual Reports)

As Of Date:

School: Stillwater Christian School

City: Stillwater

State: Oklahoma

Person Completing Form: Stacie White

Best Contact Email: swhite@stillwaterchristian.org

DIRECTIONS - All current faculty and administrators must be listed on this spreadsheet.

- FTE**—Use Full Time Equivalency decimal. '1' for full-time staff, '0.5'= $1/2$ -time staff, and other part-time options should be the FTE decimal, i.e. $1/4$ time = '0.25'.
- Highest Degree Held**—Highest degree held from an accredited or ACSI recognized college, BA, BS, MEd, EdD, etc.
- Level of ACSI Certification**—Interim, Temporary, Standard, Professional, or Lifetime. Interim are non-renewable.
- Type and Areas of ACSI Cert**—Examples: Elem Tch'r - 3rd Grade, Sec Tch'r - Math, All-Levels - PE, Princ, Head of School, Athletic Dir, Specialist (ex: Guidance, Media, Bible).
- ACSI Cert Expire Date**—MM/DD/YYYY format. For Lifetime certificates, type "Lifetime." Certificates that expire before the due date of the report will be considered as expired, regardless of what date it is submitted. Report dates vary by region and this may be used for an Annual Report or an Accreditation. Any certificate that is "In Process" on the due date will be considered NOT certified.
- Comments**—For waivers or certifications "In Process" (both not certified), note the date associated with the action. If there is a Progress Report due for a waiver, type "Progress Report Attached." Items that require dates or plans will be considered incomplete without those. If a teacher has a gap in employment, either for extended leave or for departure and rehire, note this in the comments cell.
- State Credentials**—Faculty and administrators who hold a state certificate/license/credential and NOT an ACSI certificate should be listed in the appropriate section for state credentialled faculty or administrators, detailing the completion of the Christian Philosophy of Education (CPOE) and approved biblical studies.
- CPOE and Bible CEUs**—List the number of completed Bible CEUs in the past 12 months. The total number of Bible CEUs should be at least 1 per year. If the individual has not completed at least 1 Bible CEU per year, or carried over additional Bible CEUs from a prior year, they should be listed in the NOT Certified section or if in their first academic year, listed in the Newly Hired section. If the individual has not completed the CPOE by the end of their 3rd year of employment, they should be listed in the NOT Certified section. See the *Certification Spreadsheet FAQ* document for additional information.
- Administrators**—If a K-12 principal or HOS teaches part-time, include his/her name on both the 'Faculty' and 'Administrator' sections, noting the FTE decimal for each, not to exceed 1.00. This individual must hold an administrator certificate, but is not required to hold a teacher certificate. Assistant principals and professional staff (e.g., academic dean, director of curriculum and instruction, athletic director, etc.) should have the appropriate certification for their position and may be placed in either the Administrator or the Faculty section.
- Need an extra row for additional staff? Right click in the middle of a section where you want to insert the new row, then select 'insert'. A blank row will be inserted above the row selected and formulas will automatically adjust. Do not use the first or last row of a section for copying, as the formulas may not work correctly.

FACULTY AND NON-ADMINISTRATIVE PROFESSIONAL STAFF ACSI CERTIFIED - Only include those with certificates current at the date the report is due, regardless of when it is submitted. If a teacher holds both an ACSI certificate and a state credential, list only in this section, not both. This may include athletic directors, guidance counselors, library/media specialist, etc.

Last Name, First Name	FTE% #1 above	Degree Held #2 above	Total Yrs Tch	Hire Date (Mo/Yr)	Major Teaching Responsibilities	Grade or Level Teaching	Level of ACSI Cert #3 above	Type and Area of ACSI Cert #4 above	ACSI Cert Expire Date #5 above	Comments #6 above
<i>Jump, Shanna</i>	1.00	BS	22years	6/21/1999	Kdg. All subjects	1st grade	Standard	Elem Teacher	4/11/2024	Bible 1.29ceu; Ed. 1.35ceu
<i>Butler, Joy</i>	1.00	Masters	22years		1st grade Reading	1st grade	Professional	Elem Teacher	4/17/2022	Bible 2.12ceu; Ed. 1.35ceu
<i>Standridge, Hannelore</i>	1.00	BS	0 yrs	8/1/2021	1st grade Math	1st grade	temporary	Elem Teacher	9/10/2023	Newly hired teacher
<i>Propst, Rebecca</i>	1.00	BS	8years	8/1/2021	2nd grade all subjects	2nd grade	temporary	Elem Teacher	pending	Newly hired teacher
<i>Gunsaulis, Cindy</i>	1.00	BS	12years	8/1/2019	3rd grade all subjects	3rd grade	temporary	Elem Teacher	pending	Bible 2.12ceu; Ed 3.60ceu
<i>Wilson, Heather</i>	1.00	BS	9years	8/1/2018	3rd grade all subjects	3rd grade	temporary	Elem Teacher	5/3/2023	Bible 2.60ceu; Ed 2.14ceu
<i>Shuman, Christy</i>	1.00	BS	2years	8/1/2019	4th grade all subjects	4th grade	temporary	Elem Teacher	pending	Bible 6.41ceu; Ed. 2.80

parent on
pays 1

Criteria 6: State Laws & Disciplinary Procedures

Probation

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

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

Appeal Procedures

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

1. Parent should schedule a meeting with the child's teacher.
2. If the question or concern is not resolved, the parent will then set up a meeting with the Principal.
3. If there is further concern, the parent may request, in writing, to be placed on the next school board meeting agenda or the Principal may bring the concern to the attention of the school board.

Lifestyle Expectations

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Student Discipline

The Bible says in Romans 3:23, "*All have sinned . . .*" and Proverbs 22:15 tells us that "*foolishness is bound in the heart of a child.*" SCS desires that all students learn to base their lives on faith in God, to integrate Christian values into all areas of life, to respect and cooperate with teachers and fellow students, and to develop self-discipline. Administrators and faculty seek to foster and maintain an environment conducive to Christian conduct and academic excellence. SCS students have the responsibility to observe the school's standards of conduct and respect the rights of others. General standards of conduct for students at SCS include the following:

The students will:

1. Show respect toward God and His Son, Jesus Christ, parents, fellow students, school personnel, and themselves.
2. Show respect toward school property, their own property, and the property of others.
3. Tell the truth and exhibit academic and personal honesty at all times.
4. Communicate Christian priorities and values displaying modesty and good taste in accordance with the school dress code.
5. Use appropriate language (no cursing, foul language, or put-downs).
6. Conduct themselves in a way that contributes to a peaceful and positive school experience, not disturbing the teaching/learning process or creating undue stress for others.
7. Be on time and prepared for class.
8. Walk, not run, at all times indoors.
9. Heed all safety rules.
10. Refrain from bringing food, drinks, and chewing gum in the classroom unless a teacher has given special permission.
11. Not bring real or toy guns, swords, or knives of any kind to school. No electronic devices (see page 6), games or toys may be at school without staff approval.
12. Learn and obey all school rules as stated by the teachers, principal, and student handbook.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that students are individuals. They may consult with parents to determine the most effective disciplinary measure. Inappropriate behavior may be reported to the parents in a notice of misconduct. This notice must be signed and returned the following day. The following discipline policy will be followed in the elementary classes:

Honorable Character Discipline Policy

Stillwater Christian School

PK through 8th grades

Goal: To develop students who are wise; students who look at and react to life from God's perspective.

Proverbs 20:11 "Even a child is known by his deeds, whether what he does is pure and right."

- We cannot truly discern a child's heart, but we can be fruit inspectors.

This classroom management system focuses on honorable character traits and is supported by Bible verses. These traits are displayed on a poster in each classroom. Teachers will strive to model and emphasize these character traits as they teach, and carry out normal classroom procedures. Students and parents are expected to contribute. Positive reinforcement will be given as teachers recognize students for exhibiting honorable character. Because the emphasis is on positive Godly character, the need to discipline negatively significantly decreases.

"All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterward it yields the peaceful fruit of righteousness." Hebrews 12:11

- Discipline must be based on what a student IS, not what he DOES.
- These principles are not RULE BASED. They are HEART BASED.
- Scripture demands that we hold students accountable for their attitudes, not just their actions.

The consequences for unwise choices are based on the four types of people described in the book of Proverbs. These are all chosen attitudes – Honor (**Romans 12:10**), Obedience (**Ephesians 6:1**), Diligence (**Colossians 3:23**), Wisdom (**James 3:13**), Kindness (**Ephesians 4:32**), Self-Control (**James 1:19**), Orderliness (**1 Corinthians 14:40**), Service (**Galatians 5:13**), Attentiveness (**Proverbs 1:5**), Cooperation (**Philippians 2:4**), Initiative (**James 1:22**), Honesty (**Proverbs 12:22**), Forgiveness (**1 Thessalonians 5:15**), Responsibility (**Romans 14:12**).

- The Wise: The wise looks at the reacts to life from God's perspective. Wisdom is the ability to make right choices in life based on the principles of God's Word **Proverbs 9:10 "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding."** The wise demonstrate honorable character traits:
Proverbs 8:13 "The fear of the Lord is to hate evil." Wisdom comes from God. It is a result of a life in submission to God's will and God's Word.
- The Simple: follows others, is gullible, easily deceived, does not foresee the consequences of his actions. **Proverbs 7:7 "And I saw among the naïve, and discerned among the youths a young man lacking sense."** The simple have not received instruction or haven't learned yet. They don't possess understanding but can be taught. They don't think through decisions. They are impulsive. They are not discerning. **Proverbs 14:15 "The simple believe anything, but the prudent give thought to their steps."**
- The Foolish: Does not have reverence for God, enjoys mischief, has had a taste of rebellion and likes it, justifies his own ways, may lie, does not value the judgment of authority figures, does not respect or listen to his parents (or teachers), is meddlesome, has a quick temper, does not like knowledge, shows little spiritual sensitivity. The foolish has moved beyond being simple or innocent. He has sufficient training but has not responded to it. He knows the difference between right and wrong but chooses to do wrong anyway. He often lies to get out of trouble. **Proverbs 13:16 "Every prudent man acts with knowledge, but a fool lays open his folly."** The fool is not shrewd. He is constantly getting caught. **Proverbs 26:11 "As a dog returns to his -**

Proverbs 12:15 "The way of a fool is right in his own eyes, but he who heeds counsel is wise."

Proverbs 18:2 "A fool has no delight in understanding, but in expressing his own heart." The fool does not care about rules. He only cares about what HE desires. He would rather make excuses for his behavior (justify his actions) than correct his behavior.

- The Scoffer (Scorner, Mocker): actively dislikes those who reprove him, won't listen to instruction or correction, causes trouble, leads others into trouble, causes contention, strife, and reproach, displays a "bad attitude", and has a spirit of defiance. The scoffer or mocker has moved past being simple. They have already received instruction and did not benefit from it. They have moved past being Foolish. They have participated in the disciplinary process, but have not benefitted. They have moved beyond correction. The Scoffer is in a constant battle with those in authority over them. Ultimately, it is God's authority that is being rejected by the Scoffer, however, these attitudes commonly show up toward teacher, administrators, and other students whose standards are opposite to the Scoffer. **Proverbs 21:24** "A proud and haughty man- "Scoffer" is his name; he acts with arrogant pride." Scoffers are prideful and arrogant. They have become authority unto themselves. Scoffers do not respond well to being corrected. Remember- we can all have a "bad day" and may react sinfully, but scoffing is a pattern of choices made about the authorities confronting them at the moment. A common tell of the Scoffer is the reaction one gets when confronting these behaviors. Scoffing reflects an attitude of contempt toward anyone who exercises authority over them.

God Makes It a Heart Issue

Proverbs 21:2 "Every way of man is right in his own eyes, but the Lord weighs the hearts."

Matthew 12:34b "For out of the abundance of the heart the mouth speaks."

Proverbs 4:23 "Keep your heart with all diligence, for out of it spring the issues of life."

Proverbs 23:7 "For as he thinks in his heart, so is he."

The heart determines what he is. Discipline should depend on what he is not what he does.

We cannot truly discern a child's heart, but we can be fruit inspectors.

If a student behaves unwisely or needs guidance developing a character trait, the following guidelines have been selected:

First incident (warning)- conference between student and teacher. To be taught to be discerning and to foresee the consequences of their actions. **Proverbs 1:4** "To give prudence to the simple, to the young man knowledge and discretion." They must learn the concept of Cause and Effect. There may be a natural consequence. Logical consequences are directly related to children's behavior and help them fix their mistake. The student may need to repent and ask for forgiveness. There may be a natural consequence (ex. If a desk is colored on, the student would clean) Result: to respond positively to God's Word. A teacher may choose to keep up with this different ways – turning a card, teacher

documentation, a reward system, etc. At the end of the day all “marks” will be erased, and each student will begin the next day with a clean slate.

Second incident- discipline. The student has not benefitted from instruction or reproof. Discipline is not punishment; it is training. All discipline issues are training issues. ***Proverbs 22:15 “Foolishness is bound up in the heart of a child’ the rod of correction will drive it far from him.”*** Examples of discipline are, but not limited to: time out, walking laps at recess, loss of privileges.

The pain of the discipline has to outweigh the pleasure they got from whatever they did. The pain has to remind the brain not to do that again (certainly different for every student). Discipline without love produces resentment. We love our students and want them to become the very best adults possible. The student will clearly understand that discipline is to instruct and remind us of God’s line of authority as revealed in His Word. SCS staff will administer discipline with compassion, with forgiveness, and with restoration.

Third incident- judgment. Will be sent to the Principal’s office and work through the “Correct –it –Plan” (attached). Parents will be notified. The “Correct –it-Plan” will be sent home for parent signature. Any classwork missed during this time will be sent home as homework.

Fourth incident-First removal. A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The parent will be asked to pick up his/her child, and the student will be suspended for one full day.

- Second removal- A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The student will be suspended for two full days.
- Third removal- A telephone call will be placed to a parent. The parent will be asked to pick up his/her child, and the parents will be asked to meet with the school board regarding the student’s expulsion from SCS.

Using the Correct-It Plan

1. Students need to be taught the difference between being wise, simple, foolish or a scoffer.
2. When behavior is inappropriate, begin by using the chart to determine what type of person they are.

Chart:

Ask the student:

"Where are we in this process?"

"Have you been making good decisions?"

"Did you require training?" "Did you know what you did was wrong?"

"Do you require discipline?" "Or have you been disciplined for this behavior before?"

"Do you require removal?"

3. You and the student decide together where he is in the process.
4. When there is repeated discipline for the same behavior, do not wait to get the parent's involved.
 - we need to know if they are on board or if we are on our own.
 - the process remains the same, but the outcome may be different
 - parent involvement is a huge factor in student success and the likelihood of successfully retaining the student.
5. If you have determined the child has moved into the foolish or scoffer category, walk them through the Correct-It Plan.

Correct-it Plan

Student Name: _____

Pray	Motivation behind behavior:	Correct-it Options:	Practice Correct-it Options
<p>Behavior or Situation:</p> <p>What was your inappropriate behavior?</p> <p>_____</p> <p>Belief or Value Violated:</p> <ul style="list-style-type: none"> • Why was this behavior inappropriate? • Safe / Unsafe • Responsible / Irresponsible • Respectful / Disrespectful • Mature / Immature • Obedient / Rebellious • Glorify God / Sinful • Thinking of others / Selfish • Controlled / Loss of control 	<p>What were you thinking or feeling at the time?</p> <ul style="list-style-type: none"> • Pride • Anger / Frustration • Show off / Impress • Be funny / Entertain • Embarrassed • Jealous • Bored • Other: _____ <p>Recognizing sin:</p> <p>1. <u>1 John 5:17a</u> "All wrongdoing is sin..."</p> <p>2. <u>Romans 3:23</u> "For all have sinned and fall short of the glory of God"</p> <p>3. <u>1 John 1:9</u> "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness."</p>	<p>How can we correct-it for the future?</p> <ul style="list-style-type: none"> • To whom do you think you should say "I'm sorry" for your behavior? • We need to have a plan so you can have the right behavior in the future. • The next time I am thinking / feeling _____ <p>I will . . . _____</p>	<p>Consequences:</p> <p>If you repeat this behavior, what should the consequences be?</p> <p>_____</p> <p>Pray</p>

Student Signature: _____

Date: _____

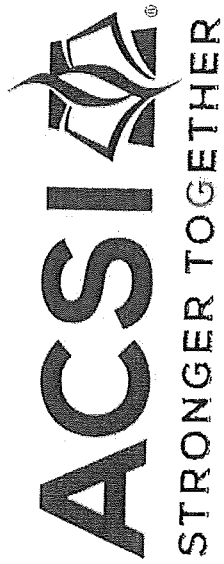
Teacher/Principal Signature: _____

Date: _____

Parent Signature: _____

Date: _____

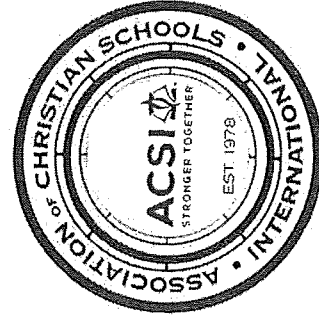
#7



MEMBER SCHOOL

2020-2021

Stillwater Christian School
Accredited K-8



Larry Taylor
Larry Taylor
President of ACSI

Robert "Bo" Gutzwiller
Robert "Bo" Gutzwiller
Chairman, ACSI Board of Directors

... that in all things He may have the preeminence. Colossians 1:18 (NKJV)