



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

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education  
**FROM:** Ryan Walters  
**DATE:** November 21, 2024  
**SUBJECT:** Lindsey Nicole Henry Scholarship

Private School Roosevelt Academy request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through Cognia.

Roosevelt Academy provides personalized attention through a culturally diverse faculty skilled in Universal Design for Learning (UDL), ensuring that instruction meets each student's unique needs and fosters a community where all can excel. Tailored accommodations, such as multilingual visual aids, culturally relevant assignment modifications, and flexible seating, enhance both learning and comfort. Our educational strategy incorporates multi-sensory teaching, scheduled breaks for cognitive and emotional well-being, and an enriched curriculum that integrates cross-curricular projects to deepen learning and connect academic disciplines.

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

- Criteria 1: Fiscal Soundness – Jones & Associates Letter
- Criteria 2: Non-Discrimination – Roosevelt Academy Handbook excerpt
- Criteria 3: Health and Safety – Roosevelt Academy Handbook excerpt
- Criteria 4: Academic Accountability – Roosevelt Academy Handbook excerpt
- Criteria 5: Teacher Requirements – Roosevelt Academy Handbook excerpt
- Criteria 6: State laws and disciplinary procedures – Roosevelt Academy Handbook excerpt
- Criteria 7: Accreditation – Cognia Letter

RW/se



Roosevelt Academy

K-12

NAME OF PRIVATE SCHOOL

GRADE LEVELS

5600 N May Ave Suite 310

Oklahoma City

OK

73122

ADDRESS

CITY

STATE

ZIP

405-735-7162

www.therooseveltacademy.com

PHONE NUMBER

WEBSITE ADDRESS

Selica Granderson Director

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Selica Granderson

Admin@therooseveltacademy.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. **Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.**
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. **Proof of compliance required.**
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. **Submit proof of accreditation and list accreditation information in the box below.**

We are accredited by Cognia.

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.**

Roosevelt Academy offers an inclusive educational approach tailored for students with disabilities. Our small class sizes ensure personalized attention from a culturally diverse faculty, skilled in Universal Design for Learning. This approach enables instruction to meet each student's unique needs, fostering a community where all can excel. We provide tailored accommodations like multilingual visual aids, culturally-relevant assignment modifications and flexible seating to enhance learning and comfort. Our educational strategy incorporates multi-sensory teaching and scheduled breaks to support cognitive and emotional wellbeing. Our enriched curriculum integrates cross-curricular projects that connect academic concepts with real-world applications, empowering every student to achieve their full potential.

I verify that Roosevelt Academy 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.

Selica Ganderson

11/1/2024

SIGNATURE

DATE

**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

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

**O.L. Jones & Associates  
2405 E 21<sup>st</sup> St North  
Wichita, KS 67214  
(316)390-1860**

**Criteria 1: Fiscal Soundness**

October 30, 2024

From: Oscar L Jones, II  
O.L. Jones & Associates

RE: The Roosevelt Academy

To Whom It May Concern:

After having reviewed the Roosevelt Academy's financial information, I have found that the Roosevelt Academy is in good financial standing based on our recent review of their financial records.

Our examination confirms that Roosevelt Academy maintains stable finances and effectively manages their resources. We are confident in their ability to meet their financial obligations and support their future initiatives.

Roosevelt Academy has been in operation since June 2023

Sincerely,

  
O.L. Jones II

## **Criteria 2: NON- DISCRIMINATION POLICY**

### **Mission Statement**

At The Roosevelt Academy, we embark on a journey of education that transcends boundaries, unlocking the brilliance within young minds that thrive on diverse ways of learning. Our mission is to empower students with learning differences, coupling their average to superior intellectual capabilities with tailored support. We recognize the inherent strengths, unique talents, and untapped potential of each student, and we believe in the power of fostering academic growth, igniting creativity, and instilling a profound sense of mastery and accomplishment.

### **Roosevelt Academy Non-Discrimination Policy**

Roosevelt Academy unequivocally upholds the principles of equality and non-discrimination in all aspects of its operations, from academic programs and admissions to employment practices. We strictly prohibit discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any legally protected status.

Our commitment to fostering a diverse and inclusive environment is unwavering. Roosevelt Academy ensures compliance with all federal and state non-discrimination laws. We hold all staff, students, and associated personnel to the highest standards of respect and dignity.

## Criteria 3: Health & Safety

### Introduction

To provide adequate protection for our students and to create a safe school environment, it is essential that our school has crisis response procedures in place. We must be prepared to deal with any type of emergency which may affect any member of our school population.

### Intent and Definition of Crisis Management

**INTENT** – Crisis management is a vital component of comprehensive school safety. The most important consideration in both Crisis Management and Safe Schools efforts is health, safety, and welfare of the students and staff. Our comprehensive Crisis Management Plan emphasizes prevention using strategies ranging from the design and use of our buildings to discipline policies and programs which improve school climate.

**DEFINITION** – CRISIS MANAGEMENT is that part of our school's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

**"CRISIS"** – any incident that includes but not limited to situations involving the death of a student, staff member, or a member of a student's immediate family by suicide, illness, substance abuse, or accident. The principals shall have the authority to determine what a crisis incident is and to convene the Crisis Management Team.

**"CRITICAL INCIDENTS"** – shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include natural disasters, fire, use of weapons/explosive, and taking hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies. Roosevelt Academy has a comprehensive written plan with explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to property.

### Annual Start-Procedures

1. Confirm membership of the crisis team.

2. Send a list of team members to the Director.
3. Decide on a coordinator and substitute for synchronizing suicide intervention, critical incident, and post-intervention procedures.
4. Plan at least two crisis team meetings. It is mandatory that crisis teams meet prior to the beginning of the school year and one other time during the school year to review procedures, especially critical incidents, and check equipment such as crisis boxes.
5. Inform faculty of crisis members.
6. Review critical incident communication codes with faculty and staff.
7. Update faculty phone tree.
8. Meet with new staff members annually to inform them of intervention, crisis response critical incident procedures, emphasizing the referral process for crisis intervention.
9. Hold a general faculty/staff in-service on intervention, crisis response and critical incident procedures every several years.

### **Commitment to Excellence in Health and Safety**

At Roosevelt Academy, the safety and well-being of our students and staff is our top priority. We are dedicated to upholding the highest standards of health and safety, creating a secure and nurturing environment for all.

### **Comprehensive Safety Measures**

1. **Extensive Staff Training:** All employees undergo extensive training in emergency response, CPR, first aid, and other critical health and safety protocols. This ensures swift and effective action in any situation.
2. **Robust Emergency Preparedness:** We maintain a well-defined emergency response plan, tailored to address potential crises such as natural disasters, health emergencies, and security threats. These plans are regularly reviewed and updated to adapt to new challenges.
3. **Regular Emergency Drills:** We conduct monthly safety drills, including fire, tornado, and lockdown exercises, to keep staff and students prepared for emergencies. Drill reports are meticulously recorded and reviewed to drive continuous improvement.
4. **Rigorous Facility Standards**

5. **Comprehensive Sanitation and Hygiene:** Our facilities undergo daily cleaning with hospital-grade disinfectants, particularly in high-contact areas. Strict hygiene protocols help prevent the spread of infectious diseases.
6. **Continuous Facility Monitoring:** Our health and safety committee conducts weekly inspections to identify and promptly rectify potential hazards. Detailed reports are kept for accountability and continuous enhancement.
7. **Accessible and Accommodating Spaces:** We ensure our facilities comply with ADA standards, providing accessible routes, proper signage, and tailored learning environments for students with disabilities.

### **Child Welfare and Protection**

8. **Comprehensive Abuse Prevention:** All staff are trained to recognize and report signs of abuse or neglect, adhering to mandatory reporting laws. This training is refreshed annually to remain current with best practices.

**Transparent Family Communication:** We maintain open communication with families, using advanced systems to immediately notify parents of any incidents or emergencies, fostering trust and cooperation.

### **First Aid and CPR Safety**

- **Certifications:** All full-time staff hold current First Aid and CPR certifications from nationally recognized organizations like the American Red Cross or American Heart Association.
- **Equipment and Supplies:** First aid kits are strategically placed throughout the campus and checked monthly to ensure they are fully stocked and ready for use.
- **Emergency Response:** Senior staff are extensively trained in managing medical emergencies, with clear protocols for coordinating with local emergency services.
- **Incident Reporting:** All incidents are promptly documented, with detailed reports stored securely. Immediate communication with parents/guardians ensures transparency and builds trust.

### **Bullying and Harassment Policy**

- **Zero Tolerance:** We maintain a strict zero-tolerance policy toward any form of bullying or harassment, cultivating a respectful and inclusive learning environment.
- **Thorough Investigations:** Reports of bullying or harassment undergo immediate, impartial investigations to ascertain the facts. Confirmed cases result in tailored disciplinary actions aimed at positive behavior change.



- **Continuous Education:** Regular training sessions for students and staff reinforce our commitment to recognizing, preventing, and addressing bullying and harassment.

### **Emergency Drills**

- **Compliance with Standards:** Our drill procedures strictly adhere to Oklahoma Homeland Security's recommendations, ensuring comprehensive preparedness.
- **Drill Frequency and Reporting:** We conduct and document fire, tornado, and security drills bi-annually, with all reports submitted to state authorities as required.
- **Community Collaboration:** We engage with local safety officials to review and enhance our drill protocols, fostering a community-wide approach to safety.

### **Drill Procedures**

- **Security Drills:** These drills train our community to respond calmly and efficiently during lockdown situations.
- **Tornado Drills:** We conduct drills to ensure everyone knows the safest locations within our facilities during severe weather.
- **Fire Drills:** Evacuation routes and assembly points are clearly marked and practiced, enabling safe and quick exits in case of a fire.

## Criteria 4: Academic Accountability

### Parent/Guardian Engagement

- **Regular Family Conferences:** Biannual family conferences at Roosevelt Academy provide in-depth discussions on each child's academic progress, social-emotional development, strengths, and specific needs. These conferences are crucial for aligning our educational strategies with each student's unique requirements.
- **Frequent Communication:** Parents are encouraged to engage with teachers during morning drop-off and afternoon pick-up. This daily communication is supplemented by weekly digital updates delivered through our secure parent communication platform, keeping families informed about their child's overall development.
- **Digital Communication:** Roosevelt Academy utilizes Procure, a comprehensive digital platform, to facilitate efficient and secure communication with parents. This allows families to receive real-time updates directly on their phones or computers, enhancing transparency and streamlining the flow of information.
- **Special Conferences:** We offer the flexibility to schedule specialized conferences at the request of parents or as recommended by our staff. These tailored meetings address specific educational concerns or detailed progress, ensuring that each student receives the necessary support for their academic journey.
- **Open Door Policy:** Our academy promotes an inclusive and welcoming environment, encouraging parents and guardians to visit our school and observe or participate in the educational process. Visits can be scheduled at any time that is convenient, reinforcing our commitment to a strong partnership between home and school.

### Integrating Advanced Educational Technologies

- **Operational System with Procure:** Procure serves as our comprehensive operational platform, managing enrollment, attendance, communications, and administrative tasks. This system ensures efficient day-to-day operations and keeps parents updated on important aspects of their child's school life.
- **Cognia for Educational Excellence:** In addition to Procure, Roosevelt Academy employs Cognia, a leading accreditation and school improvement organization, as a framework for enhancing educational quality and accountability. Cognia's standards-based assessments and tools help us continuously improve our educational practices and outcomes, providing a data-driven approach to school improvement.

## Criteria 5: Teacher Requirements

### Teacher Educational Requirements and Professional Development:

**Qualifications:** All full-time teachers must possess a bachelor's degree or higher and have a minimum of three years of teaching experience in relevant subjects. This ensures a high standard of instructional expertise and commitment to educational excellence.

**Ongoing Professional Development:** Teachers are expected to engage in continuous professional development to remain current with educational innovations and best practices. This may include:

Comprehensive onboarding training upon hiring.

Participation in at least five professional development workshops within the first year of employment.

Annual requirements to earn professional development credits to foster a culture of continuous learning and improvement. Teacher Work Hours and Commitments:

Daily Schedule:

Start of Daily Duties: 8:00a.m.

End of Daily Duties: 4:00 p.m.

Teachers are expected to be present in the building during these hours to ensure a structured and secure learning environment.

### Collaborative Days and Staff Preparation:

Staff Collaboration Days: Held on the last day of each session from 12:00 p.m. to 4:00 p.m., focusing on team development and educational strategy enhancement.

Pre-Session Work Week: Scheduled the week prior to the start of each school year from 8:00 a.m. to 4:00 p.m., dedicated to preparatory activities and goal setting for the upcoming term.

Faculty Resources and Smoking Policy:

Resource Management: Teachers and staff have access to numerous shared resources, which must be used wisely and maintained carefully. All common areas and resources should be kept clean and orderly to support an optimal working and learning environment.

No Smoking Policy: Smoking or the use of tobacco products is strictly prohibited within all school buildings and on school grounds, maintaining a healthy and safe environment for our community.

**Prohibited Items:**

Substance-Free Environment: Staff, volunteers, or anyone in training are not permitted to be under the influence of or possess alcohol, marijuana, or controlled substances on school premises. This policy helps ensure a secure and conducive learning environment.

Weapon-Free Policy: Weapons are strictly prohibited on all school property, regardless of licensing status, ensuring the safety and security of everyone on campus.

## Criteria 6: Disciplinary Procedures

### Philosophy of Discipline

At Roosevelt Academy, we believe that discipline is essential for personal growth, academic success, and maintaining a productive school environment. Our approach to discipline emphasizes corrective measures, guiding students towards understanding, accountability, and the development of self-discipline, all within an atmosphere of mutual respect.

### Disciplinary Procedures and Expectations

- **Classroom Management:** Teachers are empowered to establish and enforce classroom rules that align with Roosevelt Academy's educational goals and values. These rules are designed to cultivate a disciplined, respectful, and engaging learning environment.
- **Collaborative Commitment:** The academy expects unwavering cooperation from both students and parents. Persistent disruptive behavior or lack of cooperation may result in a student being considered for transfer or termination of enrollment, ensuring the overall welfare and safety of the school community.

### Progressive Discipline Framework

- **1-3-5 System:** Our progressive discipline system is designed to address and escalate responses to infractions in a predictable, fair, and consistent manner:
  - **First Offense:** Results in a one-day suspension.
  - **Second Offense:** Leads to a three-day suspension.
  - **Third Offense:** Culminates in a five-day suspension, followed by an administrative review to assess the need for further disciplinary actions, including potential withdrawal or termination of enrollment.
- **Severe Misconduct:** For serious infractions such as violence, use of racial slurs, or possession of prohibited items, immediate suspensions of longer durations are enforced, reflecting the gravity of the behavior.

### Termination of Student Enrollment

- **Grounds for Termination:** In cases of severe or persistent misconduct, Roosevelt Academy reserves the right to terminate a student's enrollment. This may include

acts of violence, possession of weapons or illegal substances, harassment, and flagrant disregard for school policies and procedures.

- **Termination Process:** Prior to termination, the school will provide written notification to the student and their parents/guardians, outlining the specific reasons for the proposed termination. The students and their representatives will be given the opportunity to present their case during a formal hearing before the school administration. The final decision regarding termination of enrollment will be made by the school's leadership team.
- **Appeal Process:** Families have the right to appeal the decision for termination of enrollment. The appeal must be submitted in writing within 10 business days of the termination notice. The school's Board of Directors will review the appeal and render a final decision.

### **Rehabilitative Measures**

- **Behavioral Correction:** Students subject to disciplinary action are encouraged to engage in activities that foster growth, understanding, and personal accountability. This includes participation in peer mediation, conflict resolution workshops, and counseling sessions.
- **Community Engagement:** Students may be asked to participate in community service or school community activities to better understand the impact of their actions and to contribute positively to the school community.

### **Due Process in Disciplinary Actions**

- **Procedural Safeguards:** Roosevelt Academy adheres to legal standards, ensuring that students facing disciplinary actions are accorded a fair process. This includes written notifications of misconduct, a timely hearing, and the opportunity for students to defend themselves, potentially with legal representation.
- **Transparency and Equity:** The academy maintains a clear and detailed code of conduct that outlines expected behaviors and the corresponding disciplinary responses. This ensures that disciplinary measures, including termination of enrollment, are applied consistently and fairly across the student body.

October 31, 2024

The Roosevelt Academy  
5600 N May Ave Ste. 310  
Oklahoma City, Oklahoma 73122

Dear Administrator:

Congratulations! The Roosevelt Academy has been awarded accreditation by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The three listed regional agencies provide your institution with a highly regarded accreditation that is recognized throughout the world.

The accreditation action was approved by the Cognia™ Global Commission at its meeting on October 31, 2024.

A certificate that indicates the term of your institution's accreditation is enclosed. Throughout this term of accreditation, The Roosevelt Academy must continue to engage in the responsibilities required of all institutions to maintain accreditation status as outlined in the *Cognia Accreditation and Certification Policies and Procedures* available at [www.cognia.org](http://www.cognia.org).

As an accredited institution, you are part of the Cognia global network: more than 40,000 schools and systems in 90 countries that are committed to continuous improvement through accreditation. Our state, national, and global offices offer a wide range of resources and services dedicated to institutional improvement. We would be happy to provide you with more information.

To help you announce and celebrate your accreditation, we are providing you with a press release that you may share with your local media. You can access the press release by visiting [cognia.org/communicationskit](http://cognia.org/communicationskit). In the kit, you also will find brochures, accreditation seals, and other promotional items to display your pride in your institution's accreditation and your commitment to continuous improvement.

If you have questions regarding the enclosed certificate, e-mail us at [accreditation.certificates@cognia.org](mailto:accreditation.certificates@cognia.org). Staff members at our Cognia Accreditation and Certification offices can also answer any questions you may have and can be reached at +1.678.392.2285 or [accreditationservices@cognia.org](mailto:accreditationservices@cognia.org).

We look forward to serving you now and in the future.

Sincerely,



David Hurst, Ed.D.  
Chief Global Accreditation Officer