



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: December 16, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

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

JCCA has three teachers qualified to assist students in adjusting to class and other academic areas. They have a licensed Speech Language Pathologist and Paraprofessional on staff to assist with one on one tutorials over identified deficiencies. These take place in the least restrictive environment and include math, reading, english, and other subjects.

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

- Criteria 1: Fiscal Soundness – JCCA Certificate of Incorporation and Internal Revenue form
- Criteria 2: Non-Discrimination – JCCA Handbook
- Criteria 3: Health and Safety – JCCA Certificate of Liability Insurance, Volunteer requirements, & Handbook pages 10,11, 52-54
- Criteria 4: Academic Accountability – JCCA Evaluation & Handbook pages 38-44
- Criteria 5: Teacher Requirements – JCCA Education Requirement statement, ACTS Personel File Standards, JCCA Handbook pages 16,17, & Teaching Certificates
- Criteria 6: State laws and disciplinary procedures – JCCA Discipline Policy & Handbook pages 55, 56
- Criteria 7: Accreditation – ACTS Certificate & OPSAC Certificate
- Criteria 8: Support & Services – JCCA Disabilities Accommodation statement

JH/se



LINDSEY NICOLE HENRY SCHOLARSHIP PRIVATE SCHOOL APPLICATION

James Caraway Christian Academy

PK-12th

NAME OF PRIVATE SCHOOL

GRADE LEVELS

730 County Road 1330

Chickasha

OK

73018

ADDRESS

CITY

STATE

ZIP

405-892-9039

jcchristianacademy.com

PHONE NUMBER

WEBSITE ADDRESS

Tracy Caraway

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Tracy Caraway

tracycaraway7@gmail.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.*

Association of Christian Teachers and Schools
 Oklahoma Private School Accrediting Commission
 National Council for Private School Accreditation
 *See supporting documentation.

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.*

We have two Para's on site, Valerie Keyes and Amanda Paul. One is trying to finish her papers for Spec Ed boot camp. She will be able to work on site. See attached certificates for special needs.

I verify that James Caraway Christian Academy NAME OF PRIVATE SCHOOL complies with all the criteria listed 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.

Tom J. Caraway
 SIGNATURE

11/09/2021
 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.

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT
CERTIFICATE OF INCORPORATION**

WHEREAS, the Not For Profit Certificate of Incorporation of

JAMES CARAWAY CHRISTIAN ACADEMY, INC.

20-5465293

has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
15th day of August, 2006.*

Secretary of State

CERTIFICATE OF INCORPORATION

OF

JAMES CARAWAY CHRISTIAN ACADEMY, INC.,
A NOT FOR PROFIT CORPORATION

20-5465293

TO THE SECRETARY OF STATE OF THE STATE OF OKLAHOMA:

The undersigned, for the purpose of organizing a not for profit corporation under the Oklahoma General Corporation Act (the "Act"), certify as follows:

Article 1:
Name

The name of the not for profit corporation is:

JAMES CARAWAY CHRISTIAN ACADEMY, INC.

Article 2:
Registered Office and Agent

The address of its registered office in the State of Oklahoma is 734 County Road 1330, Chickasha, OK 73018, and the name of its registered agent at that address is Tracy Caraway.

Article 3:
Duration

The JAMES CARAWAY CHRISTIAN ACADEMY, INC. ("Corporation") shall have a perpetual existence.

Article 4:
Purpose

The Corporation's purpose shall consist of doing all things and performing all acts permitted a not for profit corporation under Oklahoma law. The Corporation constitutes a not for profit corporation, organized exclusively for charitable, educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations, under Section 501(c)(3) of the Internal Revenue Code (or any corresponding section of any future Federal tax code). The Corporation shall not afford pecuniary gain (incidentally or otherwise) to its members and no part of the net earnings of the Corporation shall inure to the benefit of its members, directors, officers or other private persons, except that the Corporation shall have the power and authority to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Corporation as set forth in this Certificate of Incorporation. The foregoing shall not prevent grants to members exempt from

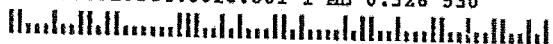
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OKLAHOMA SECRETARY OF STATE



Criteria 1: Fiscal Soundness

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

005176.317384.0016.001 1 MB 0.326 530



JAMES CARAWAY CHRISTIAN ACADEMY INC
% TRACY CARAWAY
734 COUNTY ROAD 1330
CHICKASHA OK 73018

copy

Date of this notice: 09-07-2006

Employer Identification Number:
20-5465293

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 20-5465293. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label we provided. If this isn't possible, it is very important that you use your EIN and complete name and address exactly as shown above on all federal tax forms, payments and related correspondence. Any variation may cause a delay in processing, result in incorrect information in your account or even cause you to be assigned more than one EIN. If the information isn't correct as shown above, please correct it using tear off stub from this notice and return it to us so we can correct your account.

To receive a ruling or a determination letter recognizing your organization as tax exempt, you should complete Form 1023 Revision 1024, Application for Recognition of Exemption at:

Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

Publication 557, Tax Exempt for Your Organization, is available at most IRS offices or you can download this Publication from our Web site at www.irs.gov. This Publication has details on how you can apply.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records.
- * Use this EIN and your name exactly as they appear above on all your federal tax forms.
- * Refer to this EIN on your tax related correspondence and documents.

If you have questions, you can call or write to us at the phone number or address at the top of the first page of this notice. If you write, please tear off the stub at the end of this notice and send it along with your letter. Thank you for your cooperation.

Criteria 2: Non-Discrimination



Non-Discrimination

Criteria 2: Non-Discrimination

Excerpt from JCCA parent and student handbook:

Statement of Non-Discrimination

James Caraway Christian Academy admits students of any race, color, and national or ethnic origin. In addition, JCCA does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extracurricular activities. We comply with the antidiscrimination provision of 42 U.S.C. 2000d. Any Christian Academy does reserve the right to not admit students that we feel are unable to meet their special educational needs.

This nondiscriminatory policy of JCCA also includes the hiring of faculty or administrative staff.

Criteria 3: Health & Safety



Health and Safety



Criteria 3: Health & Safety

OP ID: KK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Mollett Hunter Insurance
501 South 5th
P.O. Box 1469
Chickasha, OK 73023
House Account

405-224-5404

CONTACT NAME: Kim Kellogg

PHONE (A/C, No, Ext): 405-224-5404

FAX (A/C, No): 405-224-0175

E-MAIL ADDRESS: kim@mhii.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Insurance

19070

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
James Caraway Christian
Academy
734 County Road 1330
Chickasha, OK 73018

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 2,500			107107591	06/14/2021	06/14/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ SPI Cover \$ 500,000 <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
X	Prof Liability			107107591	06/14/2021	06/14/2022	Nonprofit \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additionally Insured - Association of Christian Teachers and Schools
per page 44 of policy

CERTIFICATE HOLDER

Association of Christian
Teachers & Schools
911 S. Parsons Ave., Suite G
Brandon, FL 33511

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Criteria 3: Health & Safety

Student Immunization Records

All students are required to meet the state immunization requirements. Any student that has not been immunized must have an exemption form filled out and in the student file.

Insurance Certificates

The school has on file a certificate of insurance for professional liability and general liability.

Criteria 3: Health & Safety

Kitchen Safety and Nutrition

Required meals and snacks:

The meal program ensures children are served meals and snacks according to program hours of operation and children's attendance.

Nutritional Quality and Quantity:

Meals and snacks are required to meet the current child and adult care program.

Program Where Parents Provide:

Meals, snacks, or both may be provided by the school or the parents.

Food Service:

JCCA meets the requirements for the food service program, including limited food service unless the requirements specifically state otherwise. When meals are provided, they are prepared by a professional chef with a safe serve license. This ensures that the temperature is at least 165 degrees fahrenheit to avoid potentially hazardous foods.

Playground Safety

Outdoor Play Area Capacity:

The outdoor play areas are following a rotation schedule so that JCCA meets square foot requirements.

Fencing:

The outdoor play areas are enclosed by a fence. The playground has a fall safe of over 6 inches equipped with rubber mulch.

Exits and Gates:

The play area has at least one exit that remains unlocked during the hours of operation and is away from the building. A monitor or teacher is always on playground duty for the safety of students.

Criteria 3: Health & Safety

For the safety and protection of James Caraway Christian Academy these recommendations have been adopted.

It is the policy of the school, that because volunteering with JCCA directly influences the teachers, students, parents and overall structure and stability of the daily tasks that are involved in maintaining quality academic and spiritual guidance we set forth these volunteer specifications of service.

- I. Volunteers should adhere to the guidelines that we have established in our "Volunteer Policy & Procedure Manual"
- II. Volunteers are to respect teacher rulings in all matters.
- III. Volunteers need to have a specific assignment or task to complete. When the roll of the volunteer has been performed they need to respect the flow of the schedule.
Example: If a person is volunteering to teach an Art Class, Home Economics Class, Drama, Piano, etc.; they must come prepared teach the approved service activity and then exit the building.
- IV. Volunteers working with students in any capacity have to be approved by the Board of Directors, have a background check on file, fill out an application form and sign a volunteer service agreement as well as adhere to all policy and procedures set forth by JCCA.

Criteria 3: Health & Safety

Confidential Volunteer Worker Application Form

*Access to this form will be limited to the staff and board members or others as may be required by law.

Name _____ Date _____

Current Address _____

No. of years at this Address _____ Phone _____ Work Phone _____

Previous Address _____ City, State, Zip _____

Occupation & Place of Employment _____ Date of Birth _____

Driver's License # / Expiration Date _____ Social Security _____

List all previous ministry or non-ministry related volunteer work involving children:

Name of organization	Complete Address	Service You Performed	Dates
_____	_____	_____	_____
_____	_____	_____	_____

Personal Testimony Information

When and where did you make your profession of faith in Christ?

List any churches (name and address) you have attended regularly during the past 10 years:

List any gifts, education, or other factors that have prepared you for teaching children:

List three references with names, addresses, phone numbers, e-mail addresses and position:

Criteria 3: Health & Safety

Organization of the Governing Authority

The Administration, as delegated by the JCCA President, constitutes the authority governing JCCA policies, programs, and academic development. The policies established the personnel employed, and the manner in which JCCA functions affect the daily life of the staff, faculty and students. Responsibility ultimately rests upon the Administrator for policy directing for the growth and quality of JCCA programs, which are a reflection of the vision, direction, and decisions of the Administrator and President.

The Official Board governs JCCA. The Executive Committee is to give JCCA and the Administrator the leadership counsel and guidance they need in the development of policy and the administration of that policy. The Committee is composed of the designated Official Board Members responsible for JCCA and one other member appointed by the Administrator.

Chain of Authority

There shall be only one official line of authority which will flow from the Administrator who is charge with the responsibility of properly conveying the decisions and actions of the Administrator to the staff, faculty, students and parents as is appropriate.

Establishment of Policy

The Administrator, with consultation from the Board, is the sole authority in the establishment of JCCA policy. The Administrator will continuously exert his position of authority over all duly established committees and/or sub-committees. The Administrator reserves the right to accept, revise, or reject recommendations of its committees and/or sub-committees.

The Administrator will keep a separate record of the policies compiled from the minutes, which will become a part of the School Policy Manual.

No proposed policy can become effective until it is brought before the President and approved by him, and then will only be effective during the coming school year.

Safeguarding JCCA's Important Documents, Equipment and Supplies

JCCA keeps a detailed list of all equipment. Supplies are inventoried and kept locked in respective offices to be used by personnel as needed. Important documents are labeled and kept in file cabinets in the administrative offices. The student records are kept in fireproof file cabinets located in the administrative offices. Student records are also maintained within the school's administrative software, which is backed up online. Also, the student records are backed up to an external hard drive on a weekly basis.

Safety

Criteria 3: Health & Safety

Maintaining School Facilities

JCCA understands the importance of maintaining facilities conducive to the learning process. Plant, facilities, playgrounds, classrooms, restrooms, hallways, lockers and athletic fields are to be kept free from hazard, clean, safe and consistent with the Philosophy and Objectives of JCCA. State, fire, health department and zoning ordinances are to be diligently followed at all times. Classrooms are to be well lighted, comfortably heated/cooled and provide visual and auditory stimulation to facilitate the learning process.

All of the facilities JCCA uses are wholly owned by Keith and Tracy Caraway, which also provides for the maintenance and upkeep of the said facilities. The Administrator will provide funding to make improvements deemed necessary to accommodate an effective and safe learning environment. This includes an ongoing repair and maintenance program for existing facilities and physical additions as growth merits.

Security Procedures

JCCA recognizes the importance of planning and consistency to provide security. All doors, windows, etc. are to be locked at the specified times by designated employees. Any guests during school hours must sign-in and receive permission by the Administration to visit. Students may only be checked out of school by parents, legal guardians, or those specifically given permission by parents or legal guardians.

Safety Guidelines

JCCA will conduct monthly safety checks of all buildings, facilities, grounds and buses. Maintenance personnel will be given a checklist to keep on file. Special attention will be given to all high-risk areas. Checklist will include playground and P.E. equipment.

Records Safeguards

All student records and important school documents are kept in fireproof file cabinets in the administrative offices. Access to these records and documents are limited to the faculty and designated administrative workers. The file cabinets can be locked and the offices are locked daily. Grade books, grade sheets and transcripts are secured in different locations to provide backup information in the event of loss.

School Records

Grade books and attendance records are stored annually and kept indefinitely. Student transcripts are prepared on a timely basis and are kept active indefinitely. These records are private and cannot be reviewed or mailed to an institution without a proper signed release. The transcript contains the address, birth date, telephone number, parent's names, and social security number, and only the results of objective evaluations in the form of grades given for courses taken as well as standardized testing results. An updated immunization document is to be in the student's file at all times. JCCA requires a copy of each student's birth certificate and social security number

3.

7. The faculty sponsor is responsible for proper handling and accounting of monies spent and must return any monies not spent to the bookkeeper.
8. Any money left over in an organization's account that ceases to exist at the end of a school year or during the school year will be turned over to the general operating fund of JCCA.

Procedures for Organizations Holding Lunchroom Sales

1. Get approval from the sponsor and principal.
2. Request a table for your activities to be reserved and set up by maintenance personnel.
3. Post signs to advise students of your location and activity.
4. Two students should be present at the sale table during the entire sale. One student will handle any money and the other student will handle the items to be sold.
5. Students handling the items should wash their hands with soap before going on duty.
6. All products sold must be packaged.
7. All funds will be collected and counted by students under the supervision of the faculty advisor.
8. All monies will be turned over the bookkeeper for processing.

EMERGENCY DRILLS AND PROCEDURES (See Attachment 1 for Crisis Management Plan)

General Guidelines

1. A building diagram with fire evacuation routes marked, as well as a list of procedures in case of tornado, must be posted in each room as provided by the administration.
2. The fire warning alarm is a continual, loud alarm with strobe lights. At the sound of the alarm, the students should become quiet and give attention to the teacher.
3. The tornado warning alarm is a continual series of short rings of the bell. At the sound of the alarm, the student should become quiet and give their full attention to the teacher.

Teacher's Responsibilities

1. Make sure the evacuation route for fire drills and the tornado procedures are posted in the room.
2. Know the procedures and be diligent in their implementation.

Criteria 3: Health & Safety

3. Train and inform students of Fire Drill and Tornado Alert procedures as soon as classes begin each school year.
4. In the event of a fire or a tornado alert, take roll immediately upon arrival at your class's designated safe area.
5. Allow not student talking during the drills/actual emergencies.

Serious Weather Conditions

1. School may be dismissed in case of a serious weather warning.
2. School closings because of severe weather will be announced over local radio and television stations with their cooperation.

Fire Drill Regulations/Procedures

1. Oklahoma law requires that during fire drills:
 - a. All doors and windows must be closed.
 - b. The teacher must stay with his/her class and take his/her record book with him/her.
2. Every fire exit drill is an exercise in group control and fire drill organization for the administrator, teacher and students. The purpose of fire drills is to thoroughly instill in the mind of the student the correct procedure for clearing buildings, so that in case of emergency, it may be done with no confusion. Great stress should be laid upon the execution of each drill.
3. Drills should be brisk, quiet and orderly in manner. Running and talking are prohibited.
 - a. Speed should be subordinate to control and order. There should be no talking, running, pushing or skipping steps on stairs.
 - b. All students should stop work immediately. Students on the playground should go immediately to their previously designated area on the grounds and assume regular fire drill discipline.
 - c. Students should not stop to take books, wraps, musical instruments, backpacks, personal belongings or school belongings with them. The protection of property is the responsibility of the Fire Department.
 - d. The first student to reach any door should open it and hold it for the remaining students.
 - e. The teacher should pick up class attendance records and proceed with their group.
 - f. The last one to leave a room should check to be sure that everyone is out and then close the door.
 - g. Students should start moving as in a prearranged plan and proceed to an assigned place on grounds or sidewalk away from buildings.

Criteria 3: Health & Safety

1. Students in restrooms should join the nearest lines in making exits; proceed to the stopping place and then with the permission of those in charge, join their own group; report to the teacher and take their place in line.
 2. In no case should any group stop less than 25 feet from a building.
 3. Students should not stop in front of gates or other entrances that may be used by the Fire Department.
 - h. There should be no intersection of line of evacuation.
 - i. Egress from rooms on the upper floor should be so distributed that each stairway accommodates a proportionate share of students.
 - j. There should be no exit from the buildings that is not occasionally used during a fire exit drill.
 - k. Each individual fire drill date and time will be recorded.
4. Teacher's Duties in a Fire Exit Drill
- a. The teacher should supervise the exit of the group and make certain that it is done in an orderly manner, with as little commotion as possible.
 - b. In a blocked exit drill, the teacher should know the alternate route and guide or instruct the group as to the course to take. It is not necessary for the teacher to stay at the head of the line. Maximum control is desired and the position from which this can be best maintained should be taken.
 - c. The teacher should see that the group goes to its assigned position on the grounds after which roll should be taken to make sure all members of the class are present.
 - d. Teachers must remain with the class.

Tornado Disaster Drill

Each teacher should discuss with his/her class the appropriate procedures for such a drill, which is indicated by a horn.

1. Students should:
 - a. Exit the room in a single file line quickly and quietly.
 - b. When in the assigned area, kneel down against the wall with their head down.
 - c. Listen for any teacher instruction.
2. Faculty should
 - a. Instruct students as to the purpose and importance of tornado drills.
 - b. Work out a system of leaving the room and making sure students know how to follow it.
 - c. Insist on quietness and orderliness.
 - d. Students are to leave the room in the prescribed manner whether or not the teacher is present.



Academic Accountability

Annual Administrator Evaluation

Name of Administrator: _____

Date: _____

Evaluated by: _____

Part One:

Rate each statement even if you do not feel you have adequate information based on the following key:

(1) Always (2). Usually (3). Occasionally (4) Seldom (5) Never (6) Not applicable

- _____ Is recognized as spiritual leader on campus
- _____ Actively encourages the spiritual growth of staff and students
- _____ Is known to seek God's will before making decisions
- _____ Provides for a systematic approach to prayer by staff
- _____ Effectively and continually communicates the school philosophy to parents, teachers, etc.
- _____ Weaves the school's philosophy into all aspects of the school program
- _____ Makes decisions in terms of school's philosophy
- _____ Makes firm decisions based on wise counsel
- _____ Follows through with commitments
- _____ Gets things done without procrastination
- _____ Generates enthusiasm for a positive school spirit
- _____ Maintains a good rapport with governing board
- _____ Exercises patience and wisdom in dealing with people
- _____ Is accessible to parents
- _____ Enjoys a harmonious relationship with parents
- _____ Works continually to strengthen all aspects of the school
- _____ Is recognized as the school's instructional leader
- _____ Encourages the integration of God's Word into each subject
- _____ Has a basic knowledge of all courses taught
- _____ Is familiar with all textbooks and materials used in the curriculum
- _____ Works with teachers to develop their educational objectives
- _____ Assures systematic planning of teachers by being aware of lesson plans, curriculum and activities
- _____ Consistently evaluates curriculum
- _____ Keeps textbooks and materials up to date
- _____ Successfully orients new teachers
- _____ Continually supervises and evaluates teachers
- _____ Provides for and encourages feedback from teachers and staff
- _____ Involves teachers in program planning process
- _____ Works to incorporate teachers' innovative ideas

Criteria 4: Academically Accountable

- _____ Maintains a healthy climate of teacher and student morale
- _____ Keeps teachers aware of the school calendar and unscheduled events
- _____ Schedules adequate preparation time for teachers
- _____ Strives to maintain a safe campus for all students and personnel (drills, etc)
- _____ Maintains an adequate supply of materials
- _____ Assures that materials and equipment are kept in good repair
- _____ Effectively supervises the upkeep of school buildings
- _____ Is conscientious regarding security of personal and school property
- _____ Emphasizes the need for clean and attractive buildings and grounds
- _____ Manages and efficient office operation

Part Two:

Briefly describe the administrator based on the following prompts:

Strengths:

Weaknesses:

Specific Encouragement to reinforce strengths:

Suggestions for improvement of weaknesses:

Signatures

Senior Pastor

Date: _____

Administrator (signature implies receipt, not agreement)

Date: _____

STAFF PERFORMANCE REVIEW
(CONFIDENTIAL)

NAME:

JOB TITLE:

REVIEW PERIOD: _____ THROUGH _____

CLASSROOM/GRADE ASSIGNMENT _____

PERFORMANCE ON PRESENT POSITION

1. ATTAINMENT OF GOALS/OBJECTS:

2. SUMMARY OF JOB PERFORMANCE:

EXCITED GOOD FAIR IMPROVEMENT UNACCEPTABLE

JOB KNOWLEDGE: _____

QUALITY OF WORK ACCURACY: _____

QUALITY OF WORK INITIATIVE: _____

RELATIONSHIPS WITH PEERS/PARENTS: _____

DEPENDABILITY/RELIABILITY: _____

3. CLASSROOM MANAGEMENT: _____

OVERALL PERFORMANCE: _____

4. AREAS NEEDING IMPROVEMENT: _____

Signature of Principal _____ Date: _____

Be considerate of other teachers, and do not hold a student from his/her next class unless it is an extreme emergency.

Finally, do not assume that someone else will challenge someone the Lord has laid on your heart. You may be the only one who can effectively communicate spiritual truth and reach a particular student.

EVALUATION OF STUDENT WORK

Grade Book

1. The grade book should provide an organized record of student evaluation.
2. Indicate the subject of all tests/quizzes at the top of the column where grades are recorded.
3. All semester dates are to be recorded in the grade book before the beginning of school.
4. Names should not be recorded in the grade book until the teacher receives a finalized class list at the end of the first week of school.
5. Students and parents are not to view the contents of the grade book.
6. Grade books are turned in to the administration at the end of each grading period to be evaluated.
7. Grade books will be turned in at the end of the school year for proper filing and retention.

Grading—Tests and Quizzes

1. Teachers shall determine point values for each question, giving added weight to material that was emphasized heavily. If curriculum provides tests, these should be used. These tests are objective-oriented.
2. Use a different color pen in grading tests, preferably red.
3. Students will not be allowed to grade one another's tests; however, they may grade a quiz.
4. Quizzes must not contain less than 10 questions.
5. Misspelled words on tests/quizzes should be circled and up to one point may be deducted up to 10 points per test/quiz unless it is a spelling test. If a spelling test, then grade each misspelled word according to the number of points allowed for a missed question.
6. After tests/quizzes have been graded, the teacher should determine the grade distribution.

Criteria 4: Academically Accountable

7. Record tests/quizzes grades and return to the students within three days after they were given.
8. Major tests should be reviewed with the students.
9. All tests or quizzes with a grade of "D" and below are to be sent home for parent's signature.
10. Student tests/quizzes should be kept in a folder for the school year and then may be properly disposed of either by shredding or tearing into fourths.
11. Only two tests may be given to any grade on any one-day.
12. No tests other than a regularly scheduled spelling test or one math test will be given on Thursday mornings.
13. Quizzes may be given at any time the teacher deems appropriate, however, any quiz given on a Thursday must only contain material covered in that class on that particular day.
14. A grace period of one day for each day absent will be granted to make up tests or quizzes. (See Student Handbook for further clarification on this exception.)

Grading Scale

Any Christian Academy utilizes the following standard for determining grades:

Numerical Score	Letter Grade	
90 – 100	A	Excellent
80 – 89	B	Above Average
70 – 79	C	Average
60 – 69	D	Below Average
0 – 59	F	Unsatisfactory, no credit given

In addition to academic grades, writing, conduct and effort grades may also be given according to the following standard within the Kindergarten and Elementary grades:

- E – Excellent
- G – Good
- S - Satisfactory
- N - Needs to Improve
- U – Unsatisfactory
- F – Failure

Criteria 4: Academically Accountable

Grading Procedures

1. Teachers must honestly assess pupil progress. Hesitation must not be made in giving a completely fair and honest grade. Those deserving a D or F grade must receive them without regard for name, rank or status of students or parents. Absolutely no favoritism should ever be shown in awarding a grade.
2. Adequate documentation of grades must be kept in the teacher's grade book. Each teacher should have an ample number of test, quiz and daily assignment grades to totally substantiate a given grade. As a minimum:
 - a. Kindergarten students are evaluated in a developmentally appropriate manner (checklist, rating scales, anecdotal records, oral test, and some paper and pencil tests).
 - b. Students in grades 1—6 should receive at least 12 evaluations per nine weeks, with at least 4 of these being major grades such as paper and pencil tests. (Non-test activities that are evaluated such as reports, projects, and/or group work should be documented through the use of teacher-developed rating scales, checklists, and/or anecdotal records.)
 - c. Students in grades 7—12 should receive at least 10 evaluations per nine weeks, and at least 4 of these should be paper and pencil tests or other major grades. (Cumulative or summative testing in the form of unit tests, nine-week tests, and/or semester tests must also be used. Non-test activity such as reports, projects, laboratory work, and independent research must be evaluated and documented through the use of teacher-developed rating scales and/or checklists.)
3. Guidelines regarding homework are found in the Student Handbook.
4. Incomplete Work:
 - a. Students are required to make up incomplete work before the end of a grading period. The principal must approve time in excess of this.
 - b. Each teacher is personally responsible to see that his/her students and their parents are informed of incomplete work and when it is due. It is the student's responsibility to complete the work.
 - c. If work remains incomplete beyond the allotted time, the incomplete becomes an F and may not be made up.
5. Teachers should keep an accurate record in their grade book of all missed assignments. Whenever a student is absent it is their or their parent's responsibility to get the assigned work from the teacher through the office or personal contact with the teacher.
6. Teacher grade books and final tests are to be turned into the office at the end of the school year.

Criteria 4: Academically Accountable

7. Each teacher should have a major grade (100-point test or major project) for each three-week period during the semester. Teachers should be consistent in grading in the amount of material they give each week.
8. To ensure proper scheduling of tests, all Jr./Sr. high school tests must be logged on the test calendar, located in the Teachers' Workroom. There will be a maximum of two tests per day; per grade scheduled on a first come basis. (No tests may be scheduled on a Thursday with the exception of regularly scheduled spelling tests or one math test per grade in Jr./Sr. high school.)
9. In grading major tests, there should be five-day turn-around time limit. Teachers should return all major tests/projects within five days of when the tests were given. This time schedule should be followed even if all make-up work has not been completed. Teachers will need to construct a different make-up test. Exceptions to this policy will be considered when many students are absent.
10. In grading homework and daily work, pop quizzes, etc. a 24-hour turn-around period should be observed whenever possible.
11. The principal should be apprized of all major projects prior to their being assigned.
12. Projects, term papers, etc. must be scheduled through the principal. To avoid overloading students, a master calendar will be used to post dates projects are assigned and due.
13. A summary of grades on all tests per subject shall be submitted to the principal for review immediately after grading.

EVALUATIONS

Quizzes

1. Frequency: Give an average of one or two quizzes per subject each week.
2. Purposes:
 - a. To test for mastery of material. Be sure your students are prepared for this type of quiz.
 - b. To check if assignments are being studied. This type of quiz should be less difficult than the above since you have not prepared your class for it.
3. Procedures (to be consistently followed):
 - a. Limit times of the quiz; it should not take more than 10 minutes of class time.
 - b. Students are to clear their desks of everything but two clean sheets of paper, a pen and pencil. Insist that the pen and pencil be on the desk at this time.
 - c. Tell students the number of questions on the quiz.

Criteria 4: Academically Accountable

- d. Read quiz questions twice. Do not repeat a third time; do not answer any questions during a quiz.
- e. Give directions for exchanging papers. No one exchanges papers until told to do so. Vary the pattern of exchange.
- f. Tell students the number of points off for each question.
- g. Students grade in pencil if quiz is in ink and vice versa.
- h. Students are to write their name on the bottom of the paper they are grading.
- i. After you have given all of the answers, answer questions briefly. Usually the better instruction is, "Put a question mark and the number in question at the top of your paper."
- j. Instruct students to place the total number correct on the outside of the paper.
- k. Collect the papers; noting as you do any frequently missed questions. Be sure to teach that concept again during the class period.
- l. Absolutely no communication is allowed during the entire process.
- m. Quizzes are to be averaged together to make one test grade.

Tests

1. Policies

- a. Tests will be given to all students. The test is an important part of the learning process. Tests allow all students to review and assess the significant parts of the courses they have been taking. This review helps enhance the overall grasp of the subject matter.
- b. Tests will be a major factor in determining the student's grades.
 1. Students are urged to take tests seriously, as they help greatly in determining grades, which ultimately are placed in their permanent high school records.
 2. Parents are urged to provide regular periods of study for their children.
 3. Students should be encouraged to get proper rest prior to taking a test.
- c. Testing will be conducted in the classroom.
- d. Tests should not be more than 50 minutes long and depends upon the subject matter and length of the test.

2. Teacher Preparation

- a. Count your tests. If you do not have enough, make additional copies as needed.
- b. Make your test key in red. Taking your test before you give it enables you to detect and correct any mistakes you need to point out to the students.
- c. Place your exams in a folder and keep them in a secure place.
- d. Have a cover sheet for each of your students.

Standardized Test

The following procedures apply to all JCCA teachers and students:

Each school year JCCA will conduct standardized testing of its students. Testing is conducted to assess the basic curricular objectives in the areas of reading, mathematics, language arts, science and social science. To accomplish this, the most current edition of the TerraNova will be used to measure those thinking and reasoning abilities that are most relevant to school achievement.

Standardized Test Security

1. All testing material will be kept secured. The security of the test is an absolute must to protect the integrity of the test and JCCA's testing procedures.
2. The test will not be left unattended at any time and must be kept under lock when not being used.
3. The test will be distributed to teachers only during the testing week.
4. Upon completion of testing, the Office Manager will collect the tests and answer sheets and mail them promptly.
5. No faculty member will use any standardized test as a classroom supplement; nor use any of the questions from the tests as a teaching aid.

HOMEWORK

Hints for Homework Morale

Since students do what you inspect, not what you expect, check all assignments each day. The students will not consider assignments valuable if you do not check them. Methods for checking assignments include (but are not limited to):

1. Give students work while you walk by each desk to check assignment.
2. Have students pass assignments to the front of each row, check them, and pass them back.
3. Occasionally check homework as a quiz grade.
4. Always check homework to see if it has been done and not for correctness.

Projects and Research Papers

Since projects and research papers may require extensive work we need to ensure that they are properly coordinated so that we do not overload our student body. The following items will help prevent such overloading:

Criteria 4: Academically Accountable

1. All teachers must submit a completed request for projects/research papers to the principal prior to assigning a project.
2. No project may be assigned until the principal has approved it.
3. No project should be due the last week of the nine-week period, the first week after any school break, and not on a Friday.
4. Teachers should get started on projects during the early weeks of the grading period (first weeks of the new semester).

Recording Student's Grades

1. Teachers must keep in their grade books pertinent information.
2. JCCA has an online grade keeping system

Policy for Make-up Work

Students have one week after the end of the grading period in which to make up work. This period may be extended in cases of prolonged illness, severe injury, etc. Any student who does not make up his/her work because of his/her negligence or because he/she chooses not to do his/her work receives an "F" (59) for the nine weeks. This "F" is his/her grade, regardless of his/her other test grades, papers, projects, etc.

Most students make up tests and projects/reports. The most common problem deals with quizzes, homework or labs. Teachers must strictly adhere to the Student Handbook requirements for making up missed work. If this is done then most of the problems involved with incomplete grades and work will be avoided.

CHILD ABUSE AND NEGLECT

If the administrator, principal, teacher or any other employee suspects a student has been abused, the individual will contact the appropriate agency as required by law.

If an appropriate agency notifies JCCA to have an audience with a suspected abused or neglected student, the social worker will be granted permission in compliance with the law.

TEACHER AIDES, PARENT VOLUNTEERS, AND STUDENT HELPERS

Aides, volunteers, and helpers can make an important contribution to JCCA. Certain guidelines are necessary for this type of contribution to be effective. (Refer to Background Check Policy)

General Guidelines

Criteria 5: Teacher Requirements



Teachers Education Requirements

Criteria 5: Teacher Requirements

Teachers Educational Requirements:

Teachers must have Christian education, state education, and curriculum instruction certifications. All employees must adhere to guidelines established in employment handbook practices.

James Caraway Christian Academy employees will be required to complete additional CEU hours of staff development each year. These include our yearly conference workshops, as well as training seminars. We also encourage our staff to earn certificates to meet their classroom curriculum development.

At the present time, our student teacher ratio is approximately 7 to 10 in each homeroom class. We also use our speech pathologist and our special education teachers to evaluate students' special needs and educate them accordingly.

All employees of James Caraway Christian Academy are required to sign that they have read the employee policy and procedure manual, and will adhere to such policies.

Criteria 5: Teacher Requirements

STANDARD 8.7 PERSONEL FILES

1. Employee Policy & Procedure signed form
2. I-9 Form, pertinent tax information, payroll information, W-2,W-4
3. Personnel Applications, individuals with access to children, have been fingerprinted and have received a complete Criminal History Review Results back
4. At least one personnel has obtained a CPR and First Aid through an approved agency
5. OSHA standards approved Bloodborne Pathogens Training Certificate on file
6. ACTS Certification and or State Certification or other form of Curriculum Instruction CEU credits
7. Current Resume
8. Yearly evaluation/Staff Review
9. Teacher Contract or Yearly Formal Written Return Form
10. Driver's License and Social Security

EDUCATIONAL OBJECTIVES

- a. Exposed to concepts of authority and self-discipline that acknowledges God as the ultimate authority.
- b. Urged to follow the directives of parents as God's special protectors of their future.
- c. Challenged to follow Biblical guidelines for dating and marriage.
- d. Guided to respect and show concern for others as objects of God's love.
- e. Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

PERSONNEL POLICIES

NON-DISCRIMINATORY HIRING POLICY

JCCA admits students of any race, color, and national or ethnic origin. In addition, JCCA does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extracurricular activities.

JCCA does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

RECRUITMENT AND SELECTION

1. All applicants must complete an application stating their background of training and experience in addition to personal and professional references.
2. Applications must be submitted to the JCCA Administrator for the purpose of checking personal and professional references.
3. No applicant shall be requested to appear for a final interview prior to receiving favorable personal and professional reference inquiries by the Administrator.
4. All applicants/employees/volunteers will have criminal background checks as required by the State of Oklahoma and in accordance with school requirements.

QUALIFICATIONS FOR EMPLOYMENT

Background Check

Everyone must undergo a background check before having access to the students. Access to students is a privilege granted by the school which retains authority to deny such access. When arriving on campus, please go directly to the office through the front doors and fill out the application for a background check. The cost of processing the application is \$15, payable at the time of the visit. Public events such as the Christmas program and graduation do not require a background check.

Criteria 5: Teacher Requirements

The administration will notify individuals of any issues that arise from the background check.

- Applications with a pending, convicted, or deferred criminal charges, be they misdemeanor or felony, may be declined.
- For applications requesting the privilege of transporting students, a driving record is required. The administration will review each application and determine if any traffic violations disqualify the applicant from transporting students. The results of the administrative review will be in written form and attached to the application.

The board has the final decision-making power regarding access to the students.

Criminal Record	Access to Students	Transportation of Students*
All felonies; all crimes related to violence, minors, and sexual offenses.	Not Approved	Not Approved
More than 1 misdemeanor 4 or more years from the date of the background check.	Not Approved without board approval.	Not Approved without board approval.
1 misdemeanor 4 or more years from the date of the background check.	Approved	Approved
Any misdemeanor fewer than 4 years from the date of the background check.	Not Approved	Not Approved
Driving Record	Access to Students	Transportation of Students*
2 or more citations in less than 3 years of the background check or 25 mph over limit.	Approved	Not Approved

*This refers to an application to transport a student in a private vehicle on or for a school function.

Schools that receive federal funding are required to FBI fingerprint everyone who has regular access to students. Since JCCA does not receive federal funds, we do not normally require FBI fingerprinting. However, in 2007, the State Legislature passed a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in state public and private schools. Accordingly, JCCA complies with this state law.

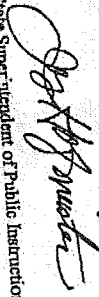
Personal Qualifications

*See Employee Policy and Procedures Manual

EMPLOYMENT POLICIES

Criteria 5: Teacher Requirements

Oklahoma State Department of Education Teaching Certificate


State Superintendent of Public Instruction

The State Board of Education certifies and authorizes Los M. Hazelrigg to serve in the accredited schools of Oklahoma as indicated below.

Teacher #:	2093320	Degree:	Bachelor's Degree	Class Standard	Certification Background Clearance:	12/16/2015		
Area Description		Level	Valid	Expire	Area Description	Level	Valid	Expire
1003 EARLY CHILDHOOD		PK-3	7/1/2017	6/30/2022	1601 ELEMENTARY EDUCATION	1-8	7/1/2017	6/30/2022
*****NO ENTRIES BELOW THIS LINE*****								
*****NO ENTRIES BELOW THIS LINE*****								

Criteria 5: Teacher Requirements

TEACHING CERTIFICATE CLASSES

PROFESSIONAL
STANDARD
ABCTE
TEACH FOR AMERICA
PROVISIONAL
EMERGENCY

Duration of validity and terms pertaining to reissuance vary.
Validity determined by the State Board of Education restricted to
requesting school district.

McCurtain & Associates, Inc.

4334 N. W. Expressway, Suite 275
Oklahoma City, OK 73116
(405) 608-0285; Fax (405) 608-0287

November 9, 2021

Re: Lindsey Nicole Henry Scholarship

To Whom it May Concern:

I have been asked to prepare a letter regarding James Caraway Christian Academy, Inc. in consideration of approval for the LNH Scholarship as referenced above. I have been preparing Form 990, Return of Organization Exempt from Income Tax since 2006 when the private non-profit school was formed. The school operates on a fiscal year from 7/01 to 6/30.

It is my understanding that the school is insured. The cost of insurance is expensed on the returns. Further with the school being in existence for 15 years, it may be reasonably expected that 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.

I trust that this information will be sufficient for your needs, however if you require additional information, please do not hesitate to contact me.

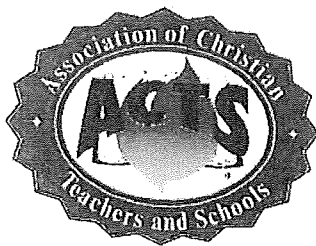
Sincerely,



Paul McCurtain, EA

PM/dt

Cc: James Caraway Christian Academy, Inc.



Criteria 5: Teacher Requirements

Association of Christian Teachers and Schools

911 S Parsons Ave. Ste. G, Brandon, FL 33511

P: 813-684-2024 www.actsschools.org

K-12 Teacher Certification Application

Mail completed application, **OFFICIAL** transcript(s) from college/university registrar's office, and payment of \$45.00 (Checks payable to ACTS) to - ACTS 911 S. Parsons Ave. Ste. G, Brandon, FL 33511.

Last Name: Hazelrigg	First Name: Lois	MI:	Phone: 405-313-1557
Address: 14 Chestnut Drive			
City: Ninnekah	State: OK		
Email Address: (Required) hazelrigglm@hotmail.com		Zip: 73067	

Type of Certificate Requested

Elementary K-6 <input type="checkbox"/>	Middle Grades 6-8 <input type="checkbox"/>	Secondary 6-12 <input type="checkbox"/>	K12 <input type="checkbox"/>	Other <input checked="" type="checkbox"/> <small>Specify below</small>
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What grade/subject do you teach? **K-8th Substitute**

Teaching Experience

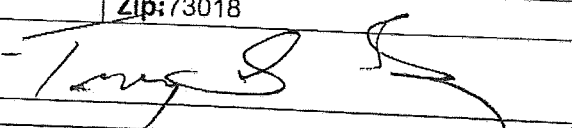
Name of School	Address	City, State, Zip	Grade(s) Taught	Dates
Friend Public School	1307 County Rd 1350	Chickasha, OK 73018	1st & 2nd	1999-2000
Middleberg Public School	2130 County Rd 1317	Blanchard, OK 73010	Elementary	2000-2015
James Caraway Christian	730 CR 1330	Chickasha, OK 73018	K-8th	2017- present

State Teaching Certificates and/or Endorsements

Description	State/Organization	Date Issued	Date Expires
Early Childhood 1-6bc Teacher #208320	Oklahoma State Department of Education	July 1, 2017	June 30, 2022

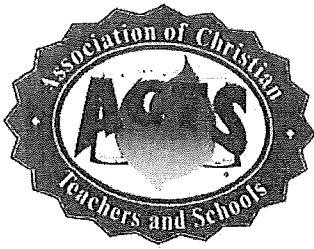
Professional Recommendation: Administrator or Principal

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify the information to be true and accurate, and that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: Tracy Caraway		Date: November 2, 2021	
School Name: James Caraway Christian Academy		Phone: 405-892-9039	
Address: 730 CR 1330			
City: Chickasha	State: OK	Zip: 73018	
Administrator/Principal Signature: Tracy Caraway 			

Office Use Only:

Date Received: _____ Payment: _____ Notes: _____



Criteria 5: Teacher Requirements

Association of Christian Teachers and Schools

911 S Parsons Ave. Ste. G, Brandon, FL 33511

P: 813-684-2024 www.actsschools.org

K-12 Teacher Certification Application

Mail completed application, **OFFICIAL** transcript(s) from college/university registrar's office, and payment of \$45.00 (Checks payable to ACTS) to - ACTS 911 S. Parsons Ave. Ste. G, Brandon, FL 33511.

Last Name: Paul	First Name: Amanda	Mi: L	Phone:
Address: 3032 Westbrook Street			
City: Chickasha		State: OK	
Email Address: (Required) talkteacher68@me.com			Zip: 73018

Type of Certificate Requested

Elementary K-6 <input checked="" type="checkbox"/>	Middle Grades 6-8 <input checked="" type="checkbox"/>	Secondary 6-12 <input type="checkbox"/>	K12 <input type="checkbox"/>	Other <input type="checkbox"/> <small>Specify below</small>
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What grade/subject do you teach? **Speech Pathology**

Teaching Experience

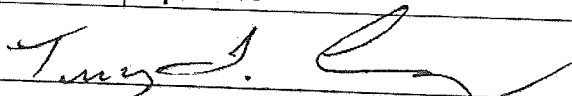
Name of School	Address	City, State, Zip	Grade(s) Taught	Dates
James Caraway Christian	730 CR 1330	Chickasha, OK 73018	PK-6th	2018- current.
All local public schools.				

State Teaching Certificates and/or Endorsements

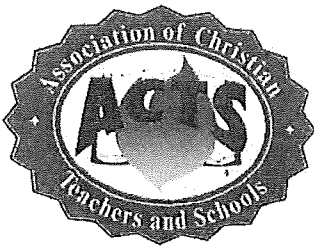
Description	State/Organization	Date Issued	Date Expires
See attached.	Oklahoma Board of Examiners for Speech		December 31, 2021

Professional Recommendation: Administrator or Principal

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify the information to be true and accurate, and that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: Tracy Caraway		Date: November 2, 2021
School Name: James Caraway Christian Academy		Phone: 405-892-9039
Address: 730 CR 1330		
City: Chickasha	State: OK	Zip: 73018
Administrator/Principal Signature: Tracy Caraway 		

Office Use Only:	Date Received: _____	Payment: _____	Notes: _____
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Criteria 5: Teacher Requirements

Association of Christian Teachers and Schools

911 S Parsons Ave. Ste. G, Brandon, FL 33511

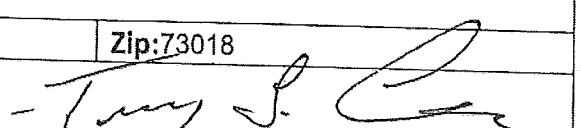
P: 813-684-2024 www.actsschools.org

K-12 Teacher Certification Application

Mail completed application, OFFICIAL transcript(s) from college/university registrar's office, and payment of \$45.00 (Checks payable to ACTS) to - ACTS 911 S. Parsons Ave. Ste. G, Brandon, FL 33511.				
Last Name: Kyees	First Name: Valerie	Mi: L	Phone: 405-222-8684	
Address: 2402 W Carolina				
City: Chickasha		State: OK		Zip: 73018
Email Address: (Required) vkyees@juno.com				
Type of Certificate Requested				
Elementary K-6 <input checked="" type="checkbox"/>	Middle Grades 6-8 <input checked="" type="checkbox"/>	Secondary 6-12 <input checked="" type="checkbox"/>	K12 <input type="checkbox"/>	Other <input type="checkbox"/> Specify below
What grade/subject do you teach? Math, Science, Special Education				
Teaching Experience				
Name of School	Address	City, State, Zip	Grade(s) Taught	Dates
James Caraway Christian	730 CR 1330	Chickasha, OK 73018	3rd- 6th	2015-2016
Bill Wallace	2301 S. 16th	Chickasha, OK 73018	PK-K	2019-2021
State Teaching Certificates and/or Endorsements				
Description	State/Organization	Date Issued	Date Expires	
Special Education Paraprofessional Training	Oklahoma State Department of Education	May 3rd, 2020		
See attached.	Global Compliance Network	August 23, 2021		
Adult and Pediatric First Aid/CPR/AED	American Red Cross	March 13, 2020		

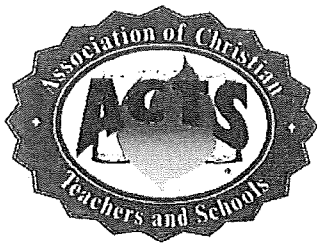
Professional Recommendation: Administrator or Principal

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify the information to be true and accurate, and that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: Tracy Caraway	Date: November 2, 2021
School Name: James Caraway Christian Academy	Phone: 405-892-9039
Address: 730 CR 1330	
City: Chickasha	State: OK
	Zip: 73018
Administrator/Principal Signature: Tracy Caraway 	

Office Use Only:	Date Received: _____	Payment: _____	Notes: _____
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Criteria 5: Teacher Requirements



Association of Christian Teachers and Schools

911 S Parsons Ave. Ste. G, Brandon, FL 33511
 P: 813-684-2024 F: 813-684-2026 www.actsschools.org

Preschool Teacher Certification Application

& K-1st

Mail completed application, **OFFICIAL** transcript(s) from college/university registrar's office and/or Supporting Documentation (Clock Hours, CPR/First Aid, etc.) and payment of \$45.00 (Checks payable to ACTS) to - ACTS 911 S. Parsons Ave. Ste. G, Brandon, FL 33511.

Last Name: Maryan	First Name: Susan	MI:	Phone: 4058927714
Home Address: 2377 County Street 2940			
City: Blanchard	State: Ok	Zip: 73010	
Email Address: (Required) <u>Susanmaryan566@gmail.com</u>			

Type of Certificate Requested – See p. 2 for descriptions

Provisional <input checked="" type="checkbox"/>	Entry <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Professional <input type="checkbox"/>	Other <input type="checkbox"/> <small>Specify below</small>
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What age group do you teach/support?

Teaching Experience

Name of School	Address	City, State, Zip	Grade(s) Taught	Dates (29 yrs)
Dibble	P.O. Box 9	Dibble, OK.	Rem. Reading Kindergarten First Grade	Title One 1999-2008
JCLA	730 CR 1330 Chickasha	Chickasha, OK 73018	PK - 1 st	2008 (off/on) 2020 - Current

State Certificates and/or Endorsements

Description	State/Organization	Date Issued	Date Expires
(K-8 grade) Standard	OK/ahoma	Aug. 1979	Expired 2021(?)

Professional Recommendation: Administrator or Principal

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify the information to be true and accurate, and that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: Tracy Caraway		Date: 10-1-2021
School Name: James Caraway Christian		Phone: 405-892-9039
Address: 730 CR 1330		
City: Chickasha	State: OK	Zip: 73018
Administrator/Principal Signature:		

Office Use Only:
 Date Received: _____ Payment: _____ Notes: _____

DC. SEC. 446 62 4594
 KYEES VALERIE LOUISE
 Last First Middle

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
 CHICKASHA, OKLAHOMA 73018
 OFFICE OF ADMISSIONS AND RECORDS

PUBLIC LAW 93-380
 This transcript is released on the condition that the student information contained therein will not be transferred to a third party without the written consent of the student.

PERMANENT ADDRESS
 2302 S. 20th
 Chickasha, OK 73018

RHP PLACE Key West, Florida
 ND DATE 4-3-56
 HIGH SCHOOL Amer. School, Chicago, Ill.
 DATE OF HS GRADUATION 1975

TEST SCORES
 17-18-19-20=19
 DATE OF USAO GRADUATION August 4, 1989
 GRE

MAJOR Bachelor of Science
 Accounting

MINOR
 GRADUATION GPA 3.54

GRADES AND GRADE POINTS
 A - Excellent 4 Points
 C - Average 2 Points
 F - Failing 0 Points
 1 - Incomplete
 WP - Withdrawal
 NP - No Pass
 B - Good 3 Points
 D - Passing 1 Point
 P - Passing 0 Points
 W - Withdrawal
 WF - Withdrawal Failing
 AU - Audit

NAME CHANGES
 OKLAHOMA COLLEGE FOR WOMEN 1911 - 1965
 OKLAHOMA COLLEGE OF LIBERAL ARTS 1965 - 1974
 UNIVERSITY OF SCIENCE AND ARTS 1974 - Present
 OF OKLAHOMA

ACCREDITED BY NCATE
 ACCREDITED BY NORTH CENTRAL ASSOCIATION
 OF COLLEGES AND SCHOOLS

DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
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446624594 KYEES	VALERI FAS85		
IDS 1002 LOGIC-CR, THINK.		2	A
IDS 1223 MATH IN GOD, MRL		3	A
ACCT 2103 PRINC OF ACCTG I		3	A
BRDM 1902 BUSINESS MACHINE		2	B
ECON 1003 ECONOMIC IN LIFE		3	A
HPER 1011 CONC HEALTH-FIT		1	C
BRDM 1043 BEG. TYPEWRITING		3	A

DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
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446624594 KYEES	VALERI SP86		
IDS 1113 WRITING I		3	B
ACCT 2203 PRIN OF ACCTG II		3	A
ECON 2113 PRIN OF ECON I		3	A
IDS 1123 INDIVID. IN SOCI		3	WP
CSCI 1143 INTRO TO COMP SC		3	B
ENGLISH PROFICIENCY			

DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
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446624594 KYEES	VALERI SU 86		
IS 1125 INDEPENDENT STUDY			
Practicum in Accounting. The purpose of this study is to teach the practical use of theories students have learned in accounting.			

DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
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446624594 KYEES	VALERI FAS85		
IDS 1123 WRITING II		3	C
IDS 1133 INDIVID. IN SOCI		3	C
ACCT 4343 ADV ACCOUNTING I		3	WP
BRDM 2983 MORD/INF PROG		3	B
ACCT 4223 COST ACCOUNTING		3	B
HPER 2101 WATER AEROBIC9		1	A

446624594 KYEES	VALERI SP87		
IDS 1012 RHET./PUB. SPEAK		2	B
IDS 2023 FOUND. LIFE SCI.		3	A
IDS 3323 CULTURE-500-1650		3	B
PHOT 1023 BEHN. PHOTOG I		3	B
ACCT 3453 INCOMETAX ACCT I		3	A

446624594 KYEES	VALERI SU 87		
IS 2125 INDEPENDENT STUDY			
Readings related to administrative management.			

DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
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446624594 KYEES	VALERI SUS7		
IDS 2013 FOUND. PHYS. SCI		3	A
IDS 3223 POL/ECON SYS-THE		3	B
SPED 2022 ED.-EXCPT. CHILD		2	A
MATH 1113 INTERM ALGEBRA		3	A
IS 2125 INDEPENDENT-STDY		5	P

IN GOOD STANDING UNLESS OTHERWISE STATED.
 REGISTRAR
 DATE 3/21/89
 BY [Signature]

Criteria 5: Teacher Requirements

SOC. SEC. 446 62 4594
 KYEES VALERIE LOUISE
 Last First Middle

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
 CHICKASHA, OKLAHOMA 73018
 OFFICE OF ADMISSIONS AND RECORDS

PUBLIC LAW 93-380
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TEACHER EDUCATION		DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.	DEPT. & NO.	COURSE TITLE	SEM. HRS.	GD.
Date Admitted									
Speech Exam									
CERTIFICATES ISSUED									
USAO HONOR ROLL FALL 1987									
446624594 KYEES		VALERIE SP88							
ACCT	4223	COST ACCOUNTING	3	AU	446624594 KYEES	VALERIE SP88			
ACCT	4443	AUDITING	3	A	ACCT	4253	ADV ACCOUNTING II	3	B
EDUC	1002	READING IMPROVE	2	P	BADM	2883	ST/BUS. FILE	3	B
HPER	1121	INT SWIMMING	1	AU	BADM	3113	BUSINESS LAW II	3	A
IDS	4333	CULTURE-1650-PRS	3	B	MGMT	3393	SM BUS ORGZ & MG	3	B
ACCT	4343	ADV ACCOUNTING I	3	B					
BADM	3103	BUSINESS LAW I	3	A					
USAO HONOR ROLL SUMMER 1988									
446624594 KYEES		VALERIE SP88							
ACCT	2143	AN CV HIS/GOV II	3	B	446624594 KYEES	VALERIE SP88			
BADM	4363	ADV ACCT THEORY	3	AI	IDS	3113	CULTURE TO 50000	3	A
MATH	3223	BUS. COMMUNICATN	3	A	ECON	2123	PRIN OF ECON II	3	A
IDS	1123	COLLEGE ALGEBRA	3	M	MGMT	3253	BUS ORGANIZ. MNGM	3	A
IDS	4522	SENIOR SEMINAR	2	B					
USAO HONOR ROLL SPRING 1989									
446624594 KYEES		VALERIE SP88							
BADM	1103	INT. TYPEWRITING	3	A	446624594 KYEES	VALERIE SP88			
BADM	1153	ADV TYPEWRITING	3	A	EDUC	2002	ORIENT. TO TEACH	2	A
EDUC	2011	DIR. FLD. EXP. I	1	P	EDUC	2103	HUN DEVL & LEARN	3	B
EDUC	1013	BUSINESS MATH	3	A	BADM	3363	ADMIN MANAGEMENT	3	A
MGMT	3363	ADMIN MANAGEMENT	3	A					

IN GOOD STANDING UNLESS OTHERWISE STATED
 REGISTRAR *[Signature]*
 DATE 3/2/89
 BY *[Signature]*

Criteria 6: State Laws & Disciplinary Procedures



State Regulations Laws and Discipline Procedures

Criteria 6: State Laws & Disciplinary Procedures

Discipline Policy:

JCCA has created a learning environment by implementing necessary discipline procedures.

1. Students must obey and show proper respect for staff.
2. Property is to be respected, this includes anything belonging to the church, staff, or other students.
3. Dress code must be met according to our dress code guidelines.
4. Students are not allowed to bring weapons or items that can be used as weapons to school.
5. Any other actions that are unsuitable or deemed inappropriate.

If students do not adhere to these guidelines, they will face suspension or expulsion.

Guidance and Counseling:

JCCA utilizes counseling services through Red Rock Behavioral Health Services and Ransom Wind Ranch to meet the spiritual, psychological, and emotional needs of the students.

For academic needs at JCCA, we provide an academic advisor that ensures students' transcripts are complete. We also have college representatives come and speak with students each year.

Extracurricular Activities:

Students in 8th through 12th grade are members of the YMCA and have regularly scheduled P.E. classes. Field trips are taken twice a year as an extracurricular activity. We have art and music classes available.

Criteria 6: State Laws & Disciplinary Procedures

- e. Do not return until being instructed by the administration to do so.

FACULTY HANDBOOK

The Employee Policy and Procedures Manual consists of a significant portion of this volume and serves as a policy reference manual for the teacher. In addition, it is designed to be an organic manual that will grow and change as necessary to perpetuate professional development. Experienced teachers are encouraged to provide insights as to how instruction may be improved. The handbook is reviewed annually and updated as needed. All teachers are required to be familiar with the contents to facilitate consistent application of JCCA's policies.

DAILY SCHEDULE

All teachers and support staff are to report to work on scheduled works days at 7:45 a.m. unless otherwise directed. Teachers will be dismissed at 3:00 unless it takes longer for you to finish your paperwork straighten your classroom or you have other assigned duties. You may also be assigned to cover detention, before and after care, help classes or requested to attend faculty meetings after school, etc.

All teachers are to report to morning devotions with the Principal each morning at 7:45 sharp, and must be in your classroom by 8:00. An opening session will be conducted with a general assembly before students are dismissed to their classrooms.

Monitoring Duty

1. Teachers will rotate monitoring duties for arriving and departing students. Schedules will be established for this purpose.
2. No foolishness by students will be tolerated during the drop-off/pick-up process.
3. Running in halls, scuffling, boisterous play will be tolerated in the hallways. No student is to be left unsupervised.

Students' Attendance

Regular classroom attendance is essential for maintaining academic achievement. There is no substitute for vital classroom discussion. All tardies and absences will be recorded on the report card each nine-week grading period and recorded in their permanent record. Attendance procedures are:

1. Each classroom teacher should take responsibility for recording daily class attendance online and on the attendance slip provided by the administration office.
2. Each homeroom teacher is responsible for official attendance records. One page in the teacher's grade book should be given to homeroom attendance.

Criteria 6: State Laws & Disciplinary Procedures

3. Students are allowed to leave school during the day only after the administration has approved the parent's request.
4. Students will not be allowed to leave school unless they have a written excuse signed by their parent or legal guardian. Telephone permission is not acceptable.
5. It is the student or parent's responsibility to see the teacher and ask to make up the necessary work or take a missed test or quiz and to establish a due date.
6. The office will forward the request form for missed assignments to the teachers after an excuse is marked excused. The assignment sheet will be dated by the office indicating the completion date for an assignment and will be the due date unless the student and teacher agree to a different date.

Student Absences

* The parent/guardian shall provide a signed and dated note the day following an absence explaining each absence and the reason for the absence. Failure to return the note will automatically result in the absence being marked unexcused.

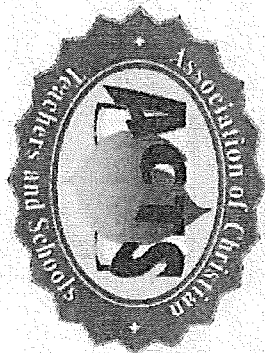
1. Excused absences include:
 - a. Student illness.
 - b. Death in the immediate family
 - c. Cases in which the Administrator granted prior approval.
2. Unexcused absences include:
 - a. No written excuse note from the parent/guardian.
 - b. Excuse provided is not valid per guidelines in the Student Handbook.
3. The faculty should discourage unexcused absences and report to the principal any knowledge of a student considering an unexcused absence.
4. If an absence is requested and excused then the teacher is requested to assign advance work to be completed by the student.
5. Students must bring written excuses to the office the first day following an absence.
6. Any faculty member who is responsible for a student missing all or part of a class period must provide a pass for that student and/or secure one from another faculty member.
7. A teacher must immediately report any absent student who is not on the absentee list to the office.

Criteria 7: Accreditation



Accreditation

The Association of Christian Teachers and Schools



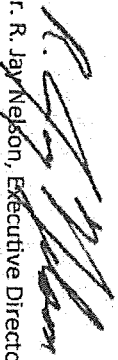
Certificate of Accreditation

Awarded to:

James Caraway Christian Academy
Chickasha, OK

The Association of Christian Teachers and Schools accreditation includes a self-study by local school educators, an on-site visit by a team of Professional Christian Educators, an evaluation of documents and reports by the ACTS Board and Accreditation Commission and includes the following areas of Christian school excellence: School Philosophy; Governance; Curriculum & Instruction; School Staff; Finances; School Facilities; Admission Procedures & Policies; Records; Student Activities; Publications; Student Data Analysis; and Health, Safety & Security.

Upon recommendation by the ACTS Accreditation Visiting Team, the ACTS Board awards this certificate of Private School Accreditation for a six-year period. Accreditation is maintained by submitting a Continuous Accreditation Report prior to September 1st of each school year. A Sixth-Year Accreditation Re-Evaluation is to be completed prior to June 30, 2023.


Dr. R. Jay Nelson, Executive Director

April 10, 2017
Date of Issue

Oklahoma Private School Accreditation Commission

Certificate of Recognition

This certificate is issued to

James Paraway Christian Academy
CHICKASHA, OKLAHOMA

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

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

Effective 2017-2018

John S. Craig

CHAIRMAN
JOHN S. CRAIG

Dr. Donnie Peal

EXECUTIVE DIRECTOR
DR. DONNIE PEAL



Criteria 8: Support & Services

Disabilities Accommodations:

James Caraway Christian Academy has three teachers qualified to assist students in adjusting to class and other academic areas. We have licensed Speech Language Pathologist Amanda Paul, as well as Paraprofessional Valerie Kyees providing one on one tutorials over identified deficiencies. These take place in the least restrictive environment and include math, reading, english, and other subjects. We also utilize the Susan Barton Program.