



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

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: May 27, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

Mt. Olive Lutheran School (MOLS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the National Lutheran School Accreditation (NLSA) and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

MOLS offers services and support for students with disabilities. They have a certified Special Education teacher on staff and contract with Integris Hospital Services in Miami for Physical Occupational and Speech Therapy.

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

- Criteria 1: Fiscal Soundness – NLSA report page 10
- Criteria 2: Non-Discrimination – MOLS Handbook page 6
- Criteria 3: Health and Safety – NLSA report pages 70-78
- Criteria 4: Academic Accountability – NLSA report page 9
- Criteria 5: Teacher Requirements – NLSA report page 48
- Criteria 6: State laws and disciplinary procedures – NLSA report pages 64-68 and MOLS Handbook page 3
- Criteria 7: Accreditation – NLSA accreditation memo

JH/se



Mt. Olive Lutheran School

PreK-8th

NAME OF PRIVATE SCHOOL

GRADE LEVELS

2337 North Main

Miami

Oklahoma

74354

ADDRESS

CITY

STATE

ZIP

918-540-3456

mt.oliveschool@yahoo.com

PHONE NUMBER

WEBSITE ADDRESS

Linda Oleman

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Linda Oleman

mt.oliveschool@yahoo.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.***

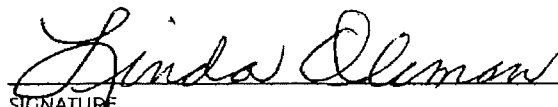
National Lutheran School Accreditation
 Oklahoma Private School Accreditation Commission
 Hard Copy of Accreditation mailed.

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.***

Mt. Olive School ensures that students with disabilities are offered a Free Appropriate Education. This education is offered in the least restrictive environment. Students entering Mt. Olive who have an existing IEP are assured of a continuation of the services listed on the IEP. Students identified as needing a IEP plan are offered that service.

I verify that Mt. Olive Lutheran School complies with all the criteria listed
NAME OF PRIVATE SCHOOL

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


SIGNATURE

2-26-2021
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.

Criteria 1: Fiscal Soundness

Section 1 : Purpose

Taken from
The school is purpose-driven.
Accreditation
Overview

The purpose/philosophy/mission statement serves as a basis for forming school goals, learner outcomes and action plans, as well as determining a direction for all activities for the school. Throughout the self-study process, every area of the school program is evaluated in order to determine if each aligns with the stated purpose.

The purpose section is critical to evaluating each of the sections involved with the self-study. Since the purpose establishes who we are, where we have been and what we are to become, it is critical that the self-study process begins with a thorough examination of Section 1.

In the interest of clarity related to the accreditation process, the word "purpose" may be used interchangeably with "mission" and "philosophy."

Respond to the following questions.

This is an opportunity to share your story. Please be thorough in your answers, giving a complete picture to assist the visiting team in learning about the purpose of your school.

1. How was the school's purpose developed?

Mount Olive began as a school in 1953. The classes were all pre-school. The members researched and studied the congregation for answers to forming to school. Through the process the congregation determined the need for a Christian school in the community. The name chosen was Mount Olive Lutheran School. A mission statement was developed reflecting the purpose of the school.

Mount Olive Lutheran Church and Mount Olive Lutheran School are united. The congregation recognizes the school and its mission. The process has been slow after integrating a new pastor.

2. Describe how the school's purpose aligns with its supporting congregation's purpose.

The student handbook reflects the mission of Mount Olive and also states the philosophy. These are reviewed annually by the faculty and school board for needed updates.

3. Describe the process that was used to review, clarify, and renew the school's purpose.

Criteria 2: Non-Discrimination

Attendance: All students are expected to be prompt and in class every day. If for some reason (illness, family emergency, etc.) your student must miss school, please call the school office that morning. If we do not receive a call, your student will be given an unexcused absence. Please make every effort for your student to be in class and on time. School work suffers when your student is absent. It is Mt. Olive's responsibility to report all unexcused absences to the District Attorney's office. Oklahoma law states accumulated absences (excused and unexcused) exceeding 20% per semester results in failure of student for that semester.

The only acceptable excuse for absences are personal illness, injury, sickness, or death in the family, quarantine, weather, or road conditions making travel conditions dangerous, participation in school activities with permission of the administrator and emergencies or unusual circumstances recognized by the administrator.

Students are tardy five minutes following the final bell and must provide a written excuse if tardy. If the student arrives after 9:30 am. The student is counted absent for ½ day. If a student leaves between 12:00 noon and 2:15 PM, the student will be counted ½ day present.

Safe school: All the exterior doors will be locked during school hours to help insure a safe learning environment for our students. Parents that need to contact their student or any student who arrives late must ring the buzzer located at the south entrance to the school. All exterior exits in the building are equipped with fire safe doors in case of an emergency.

School Hours: 8:15 to 3:00 PM. School doors open at 7:30 AM.

Thank you for your support and cooperation. We look forward to our school year together. Please feel free to contact us any time.

Non-Discrimination Policy: Mt. Olive Lutheran School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:



Linda Oleman, Principal
2337 North Main
Miami, Oklahoma 74354
918-540-3456

Section 6C: Health and Safety



6C:04: The school enacts a wide variety of policies and procedures that ensure the safety of each student and allow the school to comply with national, state and local mandates.

Schools must demonstrate with documented evidence and practice that they comply with the following in order to function at the "operational" level.

- Immunization documentation, health tests and screenings conducted at the school conform completely with local and state laws.
- First-aid supplies are available and readily accessible to authorized personnel.
- Requirements for safety are conducted and recorded (i.e., fire, tornado, intruder and other drills).
- Plans have been developed and are implemented for blood-borne pathogens, asbestos, CPR training, first-aid training and the distribution of medication.
- Volunteers who work with students on a regular basis have had background checks and completed child-abuse training and neglect screening.
- The school ensures the safety and security of its students when online.

Highly Functional (4) Operational (3) Emerging (2) Not Evident (1)

Attach supporting Evidence or Practices:

Documentation on immunizations and health tests, first aid supplies on hand, list of drills and dates, plans for first aid training. Volunteers are kept up-to-date on policies and procedures and are known to the administration.

Comments:

A minimal amount of training has been held on blood borne pathogens. Background checks are held on all new employees and volunteers.

Section 6D: Food Services

6D:05: School food services meet or exceed national and state guidelines. Care is taken to ensure cleanliness wherever food and drink is consumed.

Schools must demonstrate with documented evidence and practice that they comply with the following in order to function at the "operational" level.

- Provisions are made for appropriate storage of food and drinks brought from home.
- Care is taken to ensure cleanliness where meals or snacks are eaten.
- If food service is provided, adequate and qualified personnel are available to plan and serve a variety of well-balanced, wholesome meals in full accordance with federal guidelines.

Highly Functional (4) Operational (3) Emerging (2) Not Evident (1)

Attach supporting Evidence or Practices:

Food is stored in refrigerators. Cafeteria is cleaned each day. Food us catered by Charlie's Chicken.

Comments:

The school secretary is responsible for serving food and cleaning after meals.

Summary and Response Actions

- A. Are the Required Indicators of Success met? YES
- B. Based on your findings, what are the strengths of your school in this area?
The menus served and the service by faculty.
- C. Based on any deficiencies, develop specific plans to improve your school in this area. Develop specific plans with target dates and assignments for all areas identified as "emerging" or "not evident."
- D. What is the school's overall (the average rating for all general indicators) rating for Section 6?
3.5

Section 7: Facilities

Buildings, grounds and equipment provide a safe and healthy environment that serves to enhance student learning.

Overview

The Lutheran school's physical facilities include the buildings, land, equipment, maintenance of the property and provisions for health, safety and sanitation. The school is both a place for learning and an instrument of learning. As a place for learning, the facilities should help children grow spiritually, physically, mentally, socially, emotionally and aesthetically. As an instrument used in the learning process, it should demonstrate principles of beauty, harmony, order and utility. Its decor should point people to the God they love and serve.

Respond to the following questions,

This is an opportunity to share your story. Please be thorough in your answers, giving a complete picture to assist the visiting team in learning about your facilities.

1. Describe your property (building and grounds).

Mount Olive School is comprised of two buildings – this includes the sanctuary and use of the building for safety.

Our playground and parking lot are approximately 1 acre.

Our school building and gym was built in 1999.

2. Describe how general maintenance and repair of the physical facilities are ensured.

Our building is rented to us by the church for approximately 1200 per month. The maintenance and repairs are the responsibility of the church.

3. Describe how your school ensures that it complies with the laws, health, and safety requirements, and building codes. (See attached inspection reports.)

***Playground**

-Fenced and inspected by the Principal and Board for needed upkeep.

***Cafeteria**

-Regular Inspection by the Ottawa County Health Department

***Drills**

-Fire, tornado, and lockdown drills are performed during the year.

***Emergency Information**

Criteria 3: Health & Safety

-Kept in each classroom, the office, and the kitchen.

*Safety Information

-Testing by the fire company in Tulsa.

*Bells

-Used for instructions for safety drills and emergencies.

4. Describe the maintenance and cleaning schedule of the facility.
 - *Mount Olive employs 2 custodians to clean 5 days a week. School grounds are mowed by volunteers from the church.
5. What is the relationship of the school administrator and faculty with the custodial staff?
 - * A good relationship is held between custodian and faculty.
 - *Faculty maintains rooms to assist custodians.
6. What part of your physical plant has been changed in the last three years?
 - * A new porch covering has been added on the main entrance and playground entrance.
 - *The north foundation has been sealed to prevent moisture from entering the building.
 - *New floors in restrooms were installed.
 - *Inside locks were changed and updated.
 - *Safety monitors were installed at each door and in the office.
7. What long-range plans do you have for ground and site development?
 - *An updated computer lab is being planned.
 - *Plans to update the parking lot.
 - *Age appropriate playground equipment for older students are in the plans.
8. How are the students from outsiders before, during, and after school?
 - *All playgrounds are fenced.
 - *All outside doors are locked.
 - *Faculty is present when students are arriving and leaving the building.
 - *Parents come inside building to pick up students.
 - *Parents must check students in and out through the office when appointments are necessary.

Required Evidence – This evidence must be attached to the self-study document.

Criteria 3: Health & Safety

Potential Evidence

Potential evidentiary documents provide support as the subcommittee determines the rating for each general indicator. The list included provides suggestions but is not all-inclusive. Begin with the list of suggested evidence. Determine those present at your school. Seek additional evidence (not listed in the potential listing). Ratings are based on the actual condition related to the evidence and practices in place at the school. Evidence, or the lack thereof, will assist the subcommittee in reaching an agreement on a rating rubric. Potential evidence does not need to be included with the self-study but should be available for the visiting team to review.

- Job descriptions for maintenance and cleaning staff, including reporting responsibilities and lines of accountability
- Long-range plan for facility improvements, additions or expansion
- Budget line items committing financial support of ongoing maintenance and immediate facility improvements
- Inventory of instructional hardware and equipment, including technology infrastructure
- Certificates of compliance related to health and safety practices
- Cleaning schedules and custodial duties
- School lockdown plan

Potential Practices

Like potential evidences, potential practices are collected to show how the school is meeting the indicators. A practice describes something that is being done at the school. It is often supported with written documentation, but it can be observed in classroom activities or daily routines at the school. Identify the practices in place at your school. Practices listed provide suggestions, but this is not an all-inclusive list. The identification of practices allows the subcommittee to arrive at a rating that reflects the condition currently in place at the school. The combination of evidence and practices provides the support needed to arrive at an indicator rating.

- Buildings and grounds reflect the institution's commitment to maintaining a safe and productive learning environment for students.

Criteria 3: Health & Safety

- Regular and routine inspections (i.e., fire marshal, health inspector, lunch room audit, emergency light log, facility walkthrough)
- Regularly scheduled maintenance
- Daily cleaning and sanitizing
- Safety inspections as required by local mandate

Required Indicators of Success

Indicate whether or not the school meets the required indicators of success by circling "yes" or "no."

7:01* NO Facilities are well maintained and free from hazards, providing a safe and productive learning environment.

7:02 * NO Facilities conform fully with all applicable laws and health, safety and building codes.

General Indicators of Success

General indicators of success help the school quantify its compliance with the required standard.

Quantify your school's compliance by evaluating the criterion defined below. Provide and attach specific evidence and/or practices for each indicator that led to your rating selection. In the "Comments" section related to that indicator, you must specify why your school falls short of full compliance ("highly functional") for any of the general indicators of success. Schools do not need to provide comments if they rank themselves a "4. "

Highly Functional — This is an area of outstanding strength at the school. The preferred condition is documented, understood and accepted by staff, students and school constituents and is easily observable throughout the school. It is supported by observable practices, written documentation and evidence.

Operational — This is the expected operating condition. The condition is in place and functionally supported and practiced. The school performs consistently in this area.

Emerging — Improvement is required in this area. The condition is recognized as important by the school but is inconsistently or irregularly applied. It is not supported with sufficient practices, evidence or documentation.

Not Evident — There is observable conflict or deficiency with the condition at the school. The school does not enact this condition

Criteria 3: Health & Safety

7:03: Buildings, grounds and equipment are well maintained, clean and appropriate for the age and number of students.

Schools must demonstrate with documented evidence and practice that they comply with the following in order to function at the "operational" level.

- The size and design of the buildings and teaching/learning areas are appropriate for the school's programs and achievement of learner outcomes (objectives), meet state and local code requirements, and provide for special needs.
- All teaching/learning areas are properly ventilated and lighted and have adequate space for the number and size of the students.
- The buildings are cleaned daily, and the washrooms are sanitary.
- School furniture is sufficient in quantity and age appropriate.
- The school administrator(s) participates in the supervision of those who maintain the physical facilities.
- Adequate and appropriate space is provided for offices, health rooms, recreation, a library/media center and small-group instruction.
- The school facility supports and enables the integration of technology and learning.

Highly Functional (4) Operational (3) Emerging (2) Not Evident (1)

Attach or describe supporting Practices, Evidence or Documentation:

Comments:

- Age appropriate playground equipment
- Update restrooms
- Develop a website

7:04: Physical facilities give specific (crosses, signs, etc.) and non-specific (attractive, adequate, etc.)

Christian witness to the community.

Highly Functional (4) Operational (3) Emerging (2) Not Evident (1)

Attach or describe supporting Practices, Evidence or Documentation:

Comments:

7:05: The facility, building and grounds provide a safe environment for children, and policies and

Criteria 3: Health & Safety

procedures established by the school reinforce the school's emphasis on keeping students safe.

Schools must demonstrate with documented evidence and practice that they comply with the following in order to function at the "operational" level.

- The playground/athletic field has fences or other restraints to prevent students from going onto streets or adjoining property and to prevent vehicular traffic during school hours.
- The school limits public access to the facilities to provide a safe environment for students.
- Crossing guards, lanes and school speed zones are provided where needed.
- A safe, carefully supervised procedure for loading and unloading students in cars, buses and other vehicles is in effect.
- The school has locked entrances and is a secure facility during normal school hours.

Highly Functional (4) Operational(3) Emerging (2) Not Evident (1)

Attach or describe supporting Practices, Evidence or Documentation:

Comments:

Summary and Response Actions

A. Are the Required Indicators of Success met? YES

B. Based on your findings, what are the strengths of your school in this area?

- * Christian mission in the community.
- * Luther Hall is used for several community functions.
- * Girl Scouts used Luther Hall for meeting.
- * DHS uses Luther Hall for monthly parent meetings.
- * Extended Day (MOSES) is open to former students.
- * All buildings (church and school) are debt-free.
- * Volunteers from the church keep building and grounds maintained.
- * The church and school are located on prime property on Main Street in Miami, Oklahoma.
- * Classrooms are well-kept and spacious.
- * The school is working to become more technologically sound.
- * School Board is very supportive of improvement in technology.
- * Ongoing improvements to facilities by church trustees.

Criteria 3: Health & Safety

- C. Based on any deficiencies, develop specific plans to improve your school in this area. Develop specific plans with target dates and assignments for all areas identified as "emerging" or "not evident."

7:03 A plan needs to be developed to update website.

7:03 A plan needs to be developed for updating technology.

7:03 A plan needs to be developed to update parking lot and playground.

D.

What is the school's overall (the average rating for all general indicators) rating for Section 7?

3.3

Criteria 4: Academically Accountable

An employee who wishes to be transferred to a different position should make the request in writing to the Principal. Openings will be communicated to give employees and interested persons adequate time to apply.

An employee's past performance, experience, qualifications, and continuing education are important factors which will be considered in making promotion and transfer decisions. The individual's personnel records and job performance shall be the official source of information for the decisions.

* 3.700 Professional Staff Development

Mt. Olive Lutheran School employees will be required to complete at least twelve (12) hours of approved staff development each year. Employees who do not meet a year's requirement must make up the required hours by the end of the next year of their contract may not be renewed.

The Board encourages the professional staff on Mt. Olive Lutheran School to develop a plan of continuing education that will further develop knowledge and competence in the area into which they were called. Continuing education which the school supports falls in broad areas.

1. A formal academic program leading to a recognized degree or certificate beyond the Bachelors Degree and
2. Work shops, training seminars, conferences, etc.
3. Colloquy/lay ministry courses.

Employees may apply for staff development opportunities by completing the appropriate staff development application for these areas. Attendance at all conferences, clinics, and conventions must be pre-approved by the Principal. Employees may be required to attend LCMS District staff development conferences.

Requisitions and reimbursement for the expenses of all conferences, clinics, and conventions will be the responsibility of the financial secretary.

Types of Conferences

Conferences, clinics, and conventions at which staff attendance is specifically requested by the school.

Conferences, clinics, and conventions, departmental in nature and related to the academic program of the school. A request to attend this type of meeting will often be initiated by the individual staff member.

Conferences, clinics, conventions of specific personal interest or related to some phase of the extra-curriculum program of the school (drama, art or music).

Criteria 5: Teacher Requirements

Section 4: Professional Personnel

A qualified and competent staff serves the school.


Overview

Maintaining a qualified and competent staff is an essential quality related to an accredited Lutheran school. The performance of the instructional, administrative and auxiliary personnel, functioning as a unit, should reflect the stated philosophy and objectives of the school.

Respond to the following questions.

This is an opportunity to share your story. Please be thorough in your answers, giving a complete picture to assist the visiting team in learning about the people who serve at your school.

1. State the educational requirements and/or credentials for your professional personnel.

 Mt. Olive employs 3 teachers and 1 teacher's assistant. 1 teacher holds a Master's Degree. 1 teacher is a certified Elementary Education teacher. 1 teacher has a Bachelor's Degree and is working on becoming certified. The teacher's assistant has a Bachelor's Degree.

2. What is the current student-teacher ratio?

We have 3 teachers and 33 students, which means our student to teacher ratio is 10 students per teacher.

3. Describe the staff development process in place to help teachers learn and grow professionally.

Staff development includes curriculum and Handbook revision. Also, it includes First Aid and CPR training. Included is the District Lutheran Conference and the Oklahoma Teacher's Conference.

4. Describe the content and frequency of staff meetings and evaluate their effectiveness.

Staff meets 5 days per week for devotions and sharing of ideas. Agendas are available.

5. Describe ways in which teachers demonstrate their personal relationship with Jesus Christ and their dedication to the Lutheran teaching profession.

Teachers all attend Sunday School and Church. Bible Study is offered at Mt. Olive Church and teachers attend.

6. Describe the entire induction process, including background checks for staff members.

New employees have background checks. References are checked on new employees.

7. Describe the ways teachers and staff members are equipped in current instructional technology.

Criteria 6: State Laws & Disciplinary Procedures

Section 6: Student Services

Student services and activities are offered to meet the needs and foster the growth of each student in a safe and healthy environment.



Note: Section 6 is divided into four categories: Guidance and Counseling, Extracurricular Activities, Health and Safety, and Food Services. There will be introductory comments and necessary responses required for each of the four sections.

Overview

Lutheran schools provide student services that support and enrich the educational experience of each student. Some of these services in this section are required by state or federal mandate. The school may choose to provide others in an effort to promote the training of the whole child. It is important that these programs are run efficiently and enhance the overall image of the school in its community.

Respond to the following questions.

This is an opportunity to share your story. Please be thorough in your answers, giving a complete picture to assist the visiting team in learning about the services and activities your school provides to enhance its learning environment.

1. Describe your school's admission procedures for students.

Admission procedures at Mt. Olive include age, birth certificate, immunization, and social security number. Homeschool students are evaluated so to be placed in the appropriate class.

2. Describe the counseling services that are available to students and their parents.

Counseling is provided by a volunteer counselor and Pastor Moeller.

3. What orientation strategies are used to ensure a satisfactory bridge between home and school at the entrance of each new student?

Mt. Olive holds Open House in the evening before school starts. Parents may bring students to bring supplies and meet their teacher. Mt. Olive has an enrollment period the 1st two weeks of August for parents and students to enroll and become acquainted with faculty.

4. What strategies are in place to ensure a satisfactory student transition to the next level of schooling?

Criteria 6: State Laws & Disciplinary Procedures

The first 2 days of school are used as an orientation time for students. Several times during those days, our students meet in Luther Hall for different "get-acquainted" activities. New students are matched with a student who has been enrolled at Mt. Olive before orientation activities begin for assistance in becoming orientated with schedules.

5. List and describe any extracurricular activities sponsored by your school.

Mt. Olive is lacking in extra-curricular activities. The long-term plan is to begin the year 2017-2018 to form new activities, especially for 5th, 6th, and 7th grade students. Those plans include academic teams and sports teams. In 2017, Mt. Olive began transporting Middle School students to swimming and bowling. Several students engage in local sport teams.

6. Describe ways students demonstrate their faith through student activities.

School begins each morning with Chapel. All students participate in chapel. All students participate in chapel. Students have flag pledges and the Lord's Prayer each morning.

7. How are supervisors prepared for supervising students during activities?

Supervisors are staff and have a schedule, and the schedule is approved by the Principal. Duties are discussed and revised as needed.

8. Describe any school-sponsored before-or-after-school care program.

Mt. Olive offers before and after programs. Students may be dropped off at 7:30 am and have breakfast or activities in Luther Hall. They are supervised by the staff of Mount Olive. An afterschool program called MOSES (Mount Olive School Extended Services) is held from 3:00 PM to 5:30 PM. MOSES is supervised by the staff of Mount Olive.

9. Describe any child-care services that are part of, or affiliated with, the school.

After-school programs are from 3:00 PM to 5:30 PM and are supervised by the staff.

10. How are child-care personnel selected, trained and equipped?

Child-care is supervised by the teachers and teacher's aide. They are trained and equipped during in-service in August.

11. Describe and list the dates and times of drills for possible emergencies in the past year.

Fire: 8/24/14, 10/18/16, 2/6/17, 4/20/17;

Lock Down: 10/14/16; and Tornado/Severe Weather: 9/20/16, 4/19/17

12. How have your teachers been trained to ensure the safety and protection of their students and to handle medical emergencies and crisis intervention?

Criteria 6: State Laws & Disciplinary Procedures

Teachers are trained in First Aid every other year. CPR classes are held with the fire department every 2 years. Faculty are trained on procedures to follow in the event of an emergency or in safety situations. Drills are conducted at different times throughout the school year.

13. How are student health records maintained and used?

For medical concerns, the secretary is in charge of health records and disburses medication as needed. Allergy concerns are handled by teachers, the secretary, and cook.

14. Describe the food services provided.

Food services are catered by Charlie's Chicken. The secretary disburses the food. MOSES (after school) students also have an after-school snack.

Required Evidence — This evidence must be attached to the self-study document.

- Nondiscrimination policy (See Tab R6 — Required Evidence)
- Enrollment/admission policy (See Tab R6 — Required Evidence)
- Crisis emergency plan (See Tab R6 — Required Evidence)

Potential Evidence

Potential evidentiary documents provide support as the subcommittee determines the rating for each general indicator. The list included provides suggestions but is not all-inclusive. Begin with the list of suggested evidence. Determine those present at your school. Seek additional evidence (not listed in the potential listing). Ratings are based on the actual condition related to the evidence and practices in place at the school. Evidence, or the lack thereof, will assist the subcommittee in reaching an agreement on a rating rubric. Potential evidence does not need to be included with the self-study, but should be available for the visiting team to review.

- Policies related to student admissions
- Admissions counselor
- Policies related to student matriculation
- Policy for preparing volunteers
- Athletic handbook
- Samples of student cumulative records
- List of counselors referred by the school
- Evidence of background checks for staff and volunteers
- List of first-aid materials
- Wellness plan

Criteria 6: State Laws & Disciplinary Procedures

Potential Practices

Like potential evidences, potential practices are collected to show how the school is meeting the indicators. A practice describes something that is being done at the school. It is often supported with written documentation, but it can be observed in classroom activities or daily routines at the school. Identify the practices in place at your school. Practices listed provide suggestions, but this is not an all-inclusive list. The identification of practices allows the subcommittee to arrive at a rating that reflects the condition currently in place at the school. The combination of evidence and practices provides the support needed to arrive at an indicator rating.

- The school administration or staff meets with families before enrolling students.
- Procedures for administering medicine
- Policies or procedures related to matriculation
- Teachers or supervisory personnel are actively are involved in recess supervision.
- Annual training for coaches and school volunteers
- Daily cleaning and sanitizing schedules for areas where food is served or consumed
- Safety precautions when working with special materials, tools and equipment

Required Indicator of Success

Indicate whether or not the school meets the required indicators of success by indicating "yes" or "no."

6A:01* ~~YES~~ **NO** Services offered by the school meet or exceed federal, state and local requirements.

General Indicators of Success

General indicators of success help the school quantify its compliance with the required standard. Quantify your school's compliance by evaluating the criterion defined below. Provide and attach specific evidence and/or practices for each indicator that led to your rating selection. In the "Comments" section related to that indicator, you must specify why your school falls short of full compliance ("highly functional") for any of the general indicators of success. Schools do not need to provide comments if they rank themselves a "4."

Highly Functional — This is an area of outstanding strength at the school. The preferred condition is documented, understood and accepted by staff, students and school constituents and is easily

Criteria 6: State Laws & Disciplinary Procedures

observable throughout the school. It is supported by observable practices, written documentation and

Operational — This is the expected operating condition. The condition is in place and functionally supported and practiced. The school performs consistently in this area.

Emerging — Improvement is required in this area. The condition is recognized as important by the school but is inconsistently or irregularly applied. It is not supported with sufficient practices, evidence or documentation.

Not Evident — There is observable conflict or deficiency with the condition at the school. The school does not enact this condition.

Section 6A: Guidance and Counseling

6A:02: Admission policies, guidance services, and behavior management programs provide a protective framework of necessary support to complete the Mount Olive Program.

Schools must demonstrate with documented evidence and practice that they comply with the following in order to function at the "operational" level.

- Student applicants are admitted according to established written admission criteria.
- Permanent cumulative records for each student are maintained, stored and shared as appropriate in adherence with state and federal law.
- The school administers and practices written procedures for handling students' emotional, social and psychological needs.
- The school has established procedures for evaluating students for promotion and/or graduation.

Highly Functional (4) Operational (3) Emerging (2) Not Evident (1)

Attach supporting Evidence or Practices:

Cumulative record samples, admission policy and practices for promotion.

Comments:

Mt. Olive has no counselor, but Pastor Moeller and a parent volunteer (who is a licensed counselor) assist with counseling needs.

Criteria 6: State Laws & Disciplinary Procedures

✦ Discipline Policy:

Learning cannot take place in an atmosphere of disorder or disrespect. We will encourage all students to have respect for themselves, property and others. In the event that a student does not comply with the school and classroom rules, his/her action will be looked upon as needing guidance, which is given according to individual needs.

With God forgiving us through our Savior Jesus Christ, we also forgive any wrong that has been done. As Christians, we want to live our faith and show our love to God and one another. Since our sinful natures get in the way, we need some direction on what is right and wrong. Besides the Ten Commandments, which provide the best and basic guidelines regarding behavior at Mt. Olive Lutheran School.

- 1.) Students must obey and show proper respect for all teachers, all members of the staff and other students out of love of the Lord.
- 2.) Property is to be respected. This includes anything belonging to the church, a teacher, other students, etc. Replacement or repair costs will be assessed for any willful damage done to property.
- 3.) Do not bring weapons of any kind into the school. This includes knives, guns (even toy guns), etc. If a student does not follow the school and classroom rules, items from the list below are used to correct behavior:
 - 1.) Verbal reprimand
 - 2.) Loss of Privilege (s)
 - 3.) Suspension or expulsion

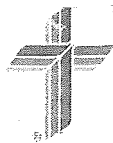
Each problem will be dealt with on an individual basis.

Dress Code: The appearance and dress of the student is to be appropriate for Christian boys and girls. Shorts or skirts must be fingertip length and no spaghetti straps. Decency and moderation should be given by you as a parent. Possible areas of concern would be wearing short shorts and short skirts, T-shirts with inappropriate wording and tube or halter tops. **Students must be prepared to go outside for recess.** (The students will not be outside in inclement weather). Students must be able to undo their own clothing when they need to use the restroom. Three year olds must be self-sufficient in the restroom.

Please make sure all backpacks, jackets, sweaters, lunch boxes, etc. are labeled in a prominent place with the student's name.

Enrollment: It is to your advantage to pre-enroll during spring enrollment to be assured of your student's placement Mt. Olive Lutheran School. The school reserves the right to determine if a student is developmentally ready to be admitted into the program. At the enrollment the parents should have the student's birth certificate, immunization record, a completed enrollment card, transfer records (if needed) and payment of initial enrollment costs.

Criteria 7: Accreditation



NLSA

National Lutheran School Accreditation

August 15, 2019

Linda Oleman
Mt. Olive Lutheran School
2337 N. Main
Miami, Oklahoma 74354

Dear Linda Oleman:

Greetings in the name of our Lord, Jesus Christ. Congratulations! On August 1, 2019, during the annual meeting of the National Lutheran School Accreditation (NLSA) National Accreditation Commission (NAC), the commission officially acted to remove the provisional status of Mt. Olive Lutheran School and reinstate it to *Accredited in Good Standing*.

During the past year, Mt. Olive Lutheran School successfully addressed the concerns identified by the NLSA Validation Team. The progress of the school was monitored and reported by the Oklahoma accreditation commission. Mt. Olive Lutheran School is highly commended for intentionally addressing and correcting the concerns. With accreditation, Mt. Olive Lutheran School is connected to a network of 682 accredited Lutheran schools who are working to serve students better in sharing the Gospel message and mission throughout their communities. A strong commitment to ongoing improvement is an expectation of all accredited schools and it is our prayer that through the work of NLSA Mt. Olive Lutheran School continues to thrive.

Sincerely in Christ,

Dr. Rebecca Schmidt
Director of School Ministry

c: Oklahoma District

A service of LCMS School Ministry

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