



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

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Ryan Walters
DATE: July 27, 2023
SUBJECT: Lindsey Nicole Henry Scholarship

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

Colere Academy makes accommodations and/or modifications for students according to their Individualized Education Program (IEP) or Individualized Service Plan (ISP). Classroom teachers provide weekly interventions and individual learning plans based upon the IEP/ISP. They also work with outside support agencies for occupational therapy, speech services and counseling.

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

- Criteria 1: Fiscal Soundness – 2022-2023 Academic Calendar & history statement
- Criteria 2: Non-Discrimination – Excerpt from 22-23 Handbook
- Criteria 3: Health and Safety – Excerpt from 22-23 Handbook
- Criteria 4: Academic Accountability – Excerpt from 22-23 Handbook
- Criteria 5: Teacher Requirements – Excerpt from 22-23 Handbook
- Criteria 6: State laws and disciplinary procedures – Excerpt from 22-23 Handbook
- Criteria 7: Accreditation – OPSAC certificate

RW/se



LINDSEY NICOLE HENRY SCHOLARSHIP PRIVATE SCHOOL APPLICATION

Colere Academy

K-8

NAME OF PRIVATE SCHOOL

GRADE LEVELS

219 S Dexel

Guthrie

OK

73044

ADDRESS

CITY

STATE

ZIP

(405)549-2611

<https://www.colereacademy.org/>

PHONE NUMBER

WEBSITE ADDRESS

Jacque Cook

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Jacque Cook

jacqucookcep@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.***

Colere Academy is accredited by Cognia and is recognized by OPSAC.
<https://www.opsac.org/associations.html>

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.***

Colere Academy makes accommodations and/or modifications for students according to the IEP or ISP. Students admitted to Colere Academy with an existing IEP or ISP will continue to receive services listed on their IEP or ISP. Classroom teachers provide weekly interventions and individual learning plans based upon the IEP/ISP in addition to conferences with parents and other support personnel. Colere Academy works with outside support agencies (OT, Speech, counseling, etc.) to provide space and time during the school day for students to work with specialized instructors. The NWEA Map Growth is given to all students in the fall, winter and spring. The data is reviewed in order to monitor academic growth and to make adjustments to student's learning plans.

I verify that Colere Academy _____ complies with all the criteria listed
NAME OF PRIVATE SCHOOL

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

SIGNATURE Jacqueline Cook

Jacqueline Cook

July 1, 2023

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



2022-2023 Academic Calendar



July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July						
4	Independence day					

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
1	New Year's Day					
1-3	Winter Break					
3	Planning/PD Day (no school)					
5	First day of 3rd Quarter					
9-13	MAPS					
16	MLK Day - No School					

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
8-9	Planning/PD Day (no school)					
10	First Day of School for students					

February 2023						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February						
2	Groundhog Day					
12	Lincoln's Birthday					
14	Valentine's Day					
20	President's Day					
20	Planning/PD Day (no school)					

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
5	Labor Day - no school					
9	Homecoming 2pm dismissal on Vlas					
19	Planning/PD Day (no school)					
20-23	MAPS					

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March						
17	St. Patrick's Day					
12	Daylight Saving					
10	Last day of 3rd Quarter					
10	Student Showcase Evening					
13-17	Spring Break					
21	First day of 4th Quarter					
20	Planning/PD Day (no school)					

October 2022						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
12	Last day of 1st Quarter					
12	Student Showcase Evening					
13-17	Fall Break					
17	Planning/PD Day (no school)					
18	First day of 2nd Quarter					

April 2023						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April						
1	April Fool's Day					
10	Easter Monday - no school					
22	Earth Day					
24-28	MAPS					

November 2022						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November						
6	Daylight Saving					
7	School Pictures					
11	Veterans Day					
21-25	Thanksgiving Break					
24	Thanksgiving					

May 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May						
14	Mother's Day					
19	Student Showcase Evening					
24	Last day of 4th Quarter					
29	Memorial Day					

December 2022						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December						
20	Last day of 2nd Quarter					
16	Student Showcase Christmas Program					
21-31	Winter Break					
24	Christmas Eve					
25	Christmas Day					
31	New Year's Eve					

June 2023						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June						
14	Flag Day					
18	Father's Day					

☐ First and Last Day of Quarter
 Planning/PD Day (no school for students)
 Days Taught 178 PD Days 6

☐ School Closed
 Professional Days in March & May will be used to make up snow days if needed

☐ Parent Teacher Conferences
 MAPS Testing

☐ Student Showcase Evenings

PROOF OF COMPLIANCE: COLERE ACADEMY

CRITERIA 1: FISCAL SOUNDNESS

History

Colere Academy opened in August of 2020 amidst the height of the pandemic. In January of the same year the stakeholders of St. Mary Catholic School, in Guthrie Oklahoma, began steps to downsize in an effort to keep the school open. Two months later the Archdiocese of Oklahoma City required all parochial schools to move to distance learning. During this time the discussion to downsize changed to discussions of closing the school completely. Many ideas and proposals were made by the school families, but because of the strain of the pandemic and lack of support from the school board, the final decision to close the school was made. As a result, a small group of families along with the principal and reading specialist decided to open their own school and Colere Academy was born.

*Colere Academy operates as an LLC and pays Federal and State Taxes.

*See Certificate of Limited Liability

CRITERIA 2: NON-DISCRIMINATION

Excerpt from 22-23 Handbook

Nondiscriminatory Policy

Colere Academy does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies and other school-administered programs, including student admission.

CRITERIA 3: HEALTH & SAFETY

Excerpt from 22-23 Handbook

Health Services

Accidents and Serious Illness at School

At enrollment, parents complete a medical authorization form giving permission to proceed with emergency medical care for their children if necessary. In addition, parents are provided information about concussion awareness and sudden cardiac arrest. When a student becomes ill or has a serious accident, the Principal, Assistant Principal, or delegate will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention, administrative personnel will call for emergency medical help (911) and will direct standard 1st aid procedures by a qualified person if these are essential to the student's well-being. The date, time, circumstances, witnesses, and action taken will be documented. In the event of accidents or illness involving a student in any grade requiring emergency care, a staff person from the school will accompany the student to the hospital where parents will be met. In case of an accident at school, emergency 1st aid will be administered, and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used. Law enforcement will be notified if deemed appropriate.

Allergy Policy

We recognize that asthma is a serious condition affecting many school children and welcome all pupils with asthma. The school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked to submit the child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are **required** to inform the school.

3. The School Environment

The school does all that it can to ensure its environment is favorable to children with asthma or allergies. **The school is an e-cigarette, vape and tobacco-free environment.** This policy extends to all employees, volunteers, clients, customers, visitors, vendors, contractors, and students. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

We recognize that life threatening food allergies are an important condition affecting many school children and welcome all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, the school will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and *physicians have informed the school in writing* that the student(s) has a potentially life-threatening allergy.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan is activated. The emergency medical services will be called immediately.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Charter for the Protection of Children and Youth

Every adult who has regular contact with students is required to complete a volunteer application and submit to a criminal background check.

Child Abuse & Neglect

Colere Academy abides by the Child Abuse laws of the State of Oklahoma. This law mandates all cases of suspected abuse and/or neglect will be reported immediately to the Oklahoma Department of Human Services. Anyone within the school community is required by law to report suspected cases of child abuse to the Child Abuse Hotline.

Drugs and Alcohol

1. Any teacher who knows or suspects that a student is in possession of, under the influence of, or distributing illegal controlled substances or alcohol must notify the principal immediately.
2. The principal will immediately contact the student's parents/guardians to take the student home.

3. The student will be suspended from school for a period of three (3) days.
4. To be reinstated, the student and at least one parent or guardian must attend an approved Parent-Student Drug Education Program. Evidence of the program's completion must be provided to the principal.
5. Students possessing, using, under the influence of, or distributing illegal controlled substances or alcohol on the school grounds or at a school activity for a second time are subject to expulsion.

Illness / Health Issues / Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as Covid19, measles, chickenpox, tuberculosis, strep throat, pink eye, flu or bronchitis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Parents are to notify the school as soon as possible even if it has not yet been confirmed by a physician.

If a student or anyone the student has come in contact with is diagnosed with Covid19 the school should be notified immediately. The family will be expected to follow all quarantine and safety guidelines and the student will not be allowed back at school until the end of their quarantine and cleared by a physician. If it is determined not to be Covid19 children must be free of vomiting, diarrhea and fever for three full days without fever reducer before returning to school. Children need to be on an antibiotic for a full 24 hours before returning to school from a contagious disease. In some instances, a doctor's release may be requested. *For more information see Covid 19 Release form and Response to Covid 19 flow chart on pages 38-40.

Any child afflicted with head lice may be prohibited from attending school until such time as he/she is free from head lice or nits.

Returning to school after an illness should be considered only when the student is able to fully participate in all activities during the school day, including recess and physical education. When a child is identified as having a temperature or shows obvious signs of illness or unrest, a parent will be notified. Parents are expected to come for the child immediately for their child's welfare and the welfare of other students. Parents are expected to provide the necessary professional medical care for their children. Parents are also expected to notify the school at enrollment of any specific allergies and/or medical conditions.

Immunization Requirements

All students will be appropriately immunized or in the process of being immunized. In accordance with the school policy, Colere Academy will not admit any new families without all state-required immunizations or a medical exemption due to a life-threatening condition as verified by an MD or DO license to practice in the State of Oklahoma. No personal or religious exemptions are accepted. A current record will be kept for every student. (See Admissions) Students will not be allowed to enter school on the 1st day unless they are following the immunization requirements or qualify for a medical exemption and all medical forms required for enrollment are complete.

Medicine

Over-the-counter drugs will not be administered by school personnel without written permission from a treating physician. Parents may bring and give non-prescription drugs to their child as needed. If your child requires daily medication at designated times, please establish a reminder to foster individual responsibility. Neither teachers nor school personnel are responsible for reminding students to take medication. If a child needs medication during school hours, medicine or supplements must be dispensed by one of Colere Academy staff, with the exception of inhalers, insulin and epinephrine. These time-sensitive medications may be kept with each student to be used as needed. All other medication must be sent to school in a pharmacy container that includes the child's name, doctor's name, frequency, dose, and date. This includes minor medications (such as Tylenol, Benadryl, cough medications, etc.) Appropriate forms must be completed and on file prior to medication being dispensed from the school office. The following procedures must be observed:

- The doctor's order must be on file in the school office. These orders expire at the end of each school year.
- The school must be given written authorization from a parent/guardian to dispense medication (upon written authorization by a physician).
- The parent/guardian may come to the school to administer the medication until such time as the written order is received from the doctor.
- The student must go to a school staff member to take the medication. Parents of students requiring inhalers, insulin and epinephrine must complete a Parental Request for Administration of Medication form and return it to the school office. This information will be shared with the child's teachers(s).

Meningococcal Disease and Vaccine

The following information is provided to families in compliance with Oklahoma State Law. Meningococcal disease is a rare, but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these cases could be prevented by vaccine. Vaccines can prevent many, but not all, types of meningococcal disease. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for: adolescents entering high school (15 years of age), college freshmen who live in dormitories, and other people at high risk eleven through fifteen years-of-age. **This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma.** However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Student Health Screenings

A health screening is held once a year to test for hearing and vision difficulties for students in Kindergarten through Grade 8. Oklahoma Senate Bill 1765 requires students in kindergarten, first, and third grades to undergo a vision screening. The parents may arrange this screening with a qualified doctor or choose to have their student participate in the school screening, Scoliosis screening should be arranged by the parent for students in Grade 5.

Tobacco-Free Policy

In accordance with Oklahoma state law, our school campus is a 24/7 tobacco-free campus. Tobacco use, including electronic cigarettes and vapor products, is prohibited by law anywhere on the school campus, at school events (including sporting events and evening events), in school vehicles and at all school-sponsored activities, held on or off campus.

CRITERIA 4: ACCEDEMICALLY ACCOUNTABLE

Excerpt from 22-23 Handbook

Academic Information

Grade Placement

Students are assigned a grade level based upon their academic performance, testing, teacher observation and age. Since students have areas of strength and weakness students may be working at various levels from one curriculum area to the next. Since Colere Academy is a student-centered learning environment the needs of individual students are more easily met.

Cheating

Cheating of any type will not be tolerated. Cheating will be viewed as an opportunity for teaching how it affects the cheater and the people around them.

Conferences - Parent/Teacher/Student

Parent-teacher conferences are held each year. The conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Because learning is ultimately the responsibility of the student, students are encouraged to attend the conferencing sessions. Parents requiring additional conferences during the school year may make arrangements with the teacher.

Curriculum

Colere Academy curriculum is consistent with the State of Oklahoma guidelines. Colere Academy offers students opportunities for growth in the following major subjects: Math, English Language Arts, Science, Social Studies, Computer Literacy, Fine Arts, and Handwriting.

Grading Scale

Students will receive feedback regarding their progress towards meeting their academic goals. Should a student transfer, an academic transcript can be provided upon request.

Homework

Formal homework will not be assigned; however, students may be asked or choose to continue working on projects or assignments at home.

Vacations/Planned Absences

A minimum of one week's notice is required for vacations or planned absences. A distance learning plan will be developed in order to minimize disruption to learning.

Homework Policy Due to Illness

For short absences, students should be encouraged to continue working on ongoing projects or online assignments if they are able.

Promotion and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Report Cards/Progress Reports

Report Cards will take the form of portfolios and will be discussed at scheduled conferences. Ongoing progress and academic issues will be discussed as needed.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act. The child's records and cumulative files are available for inspection by parents/guardians. Colere Academy abides by the *Buckley Amendment*. If parents wish their child's academic progress to be shared with other professionals (tutors, etc.) or alternate family members (stepparents, grandparents, etc.), a signed release form must be on file in the school office.

Study Trips (Field Trips)

Study trips are scheduled during the school year to enhance the curriculum and to expose our students to cultural opportunities, community service and the resources of the community. These trips are re-evaluated each year to determine their compatibility with curricular goals. The children will be transported according to all federal, state, and city safety regulations and laws regarding the transportation of children. The teacher may refuse to allow any student to participate or may request that a student's parent accompany their child on the study trip to insure everyone's safety. Parents may be required to pick up a student from a study trip destination if the student engages in any behavior that endangers the student(s) or jeopardizes the reputation of our school. The use of seatbelts is required for all passengers. Unscheduled stops and viewing of any videos while in transit are prohibited. An official school permission form signed by the parent or legal guardian is required for every study trip in which a student participates. Verbal permission, a phone call, fax, or handwritten note to go on a trip are not acceptable. A blank copy of the Study Trip form is available at the end of this handbook. The official form must be signed and returned to school by the date identified on the form. Unless otherwise specified, students will wear their school t-shirt on all study trips. An adequate number of responsible adults will accompany the students in accordance with safety guidelines. Parents volunteering to chaperone and drive students are required to have a background check on file with the school and have no siblings in attendance. Drivers must be 25 years of age, sign a Study Trip Driver Agreement form (at the end of handbook), supply a copy of their driver's license and current vehicle insurance. The driver must be

named on the insurance verification. Parents volunteering to drive must have all paperwork in the office no later than return date for the permission slip. A trip may be cancelled if there are not enough validated drivers. All money collected for field trips is non-refundable. Cell phones are not permitted for students during study trips unless otherwise directed by the teacher or administration. **Beginning November 1, 2015, any student four years of age or younger may only be transported on a school study trip in a properly installed car seat with a harness provided by the student's family. Any student under the age of 8 years may only be transported on a school study trip with a booster seat provided by the student's family on the day of the off-campus trip. The school cannot transport any student without the proper child restraint.**

CRITERIA 5: TEACHER REQUIREMENTS

Excerpt from 22-23 Handbook

Required Education & Experience

Education: degree from an accredited university

Experience: experience teaching in a multi grade classroom

CRITERIA 6: DISCIPLINARY PROCEDURE

Excerpt from 22-23 Handbook

Discipline

Colere Academy understands self-discipline to be empowering students to reflect on their attitude, actions, behaviors and feelings in such a way that they were able to change and grow.

In the same way, our style of discipline is an approach toward self-disciplineship. Through discipline, we empower our students to reflect on their behaviors, attitudes, decisions, and actions so they can choose to change, establish healthy boundaries and limits, and grow in tolerance and become productive citizens.

With that goal in mind, our school implements the 15 skills of the developmental process called, "Discipline with Purpose."

Basic Skills: Listening, Following Instructions, Questioning, Sharing, Social Skills

Constructive Skills: Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication

Generative Skills: Organization, Resolving Problems, Initiating Solutions, Fact versus Feeling, Service to Others

Opportunities to teach students the 15 self-discipline skills abound within any school day. The teachers model the skills, pre-teach ways to demonstrate the skills, infuse skill language in other curricula, and they use prepared lesson plans to directly teach the skills. An excellent time to teach the

skills is when disruptive behavior occurs. Because teachers believe that confrontation (coming face to face) is a part of their task as disciplinarians, they welcome opportunities to help students help themselves. All disruptive behaviors are routinely handled on the spot by the adult witnessing the behavior. Each teacher works with the students to make sure rules are understood and the reasons for the rules are taught.

Code of Conduct

No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. However, this is the main outline of all school and classroom rules:

1. Respect yourself, others, and things.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

School Discipline Cycle

Occasionally removal from the group or externally imposed discipline is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Puts self or others in physical or psychological danger.
2. Is irrational or unreasonable.
3. Persists with unacceptable behavior after completing the classroom management cycle.
4. Goes far beyond the bounds of respect.

Discipline Policy

Colere Academy meets the children at their individual stage of development and helps each child reach challenging and achievable learning goals. In order to do this, teachers provide meaningful, relevant, and respectful learning experiences for each child. Our students are expected to follow certain behavioral guidelines including, but not limited to the following: follow directions given by all school staff, respect the rights and property of others in actions and words, keep hands, feet, and objects to self, and use all areas and equipment safely.

Discipline Guidelines

The following general guidelines are to be implemented when a student **purposefully** engages in behaviors that are against the expectations set forth above.

The administration and staff of Colere Academy recognizes that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to take into account individual circumstances. Factors to be considered include, but are not limited to: developmental stage of student (age, maturity, etc.), seriousness of the offense (length, intensity, severity), the frequency of misconduct, the effect of the misconduct on the school environment, the requirements of a student's Individual Education Plan (for students with disabilities). *Exceptions may be made by the teachers, in consultation with the parents, based on specific student needs. These will be outlined in an Individual Behavior Plan.*

Physical Aggression

Physical aggression definition: a willful act that physically harms another student or staff member, such as but not limited to hitting, kicking, biting, spitting, pinching, pushing, choking, throwing, etc.

*After each offense a Physical Aggression form will be filled out and the parents will be notified. **The parent will sign and return the form.**

Harmful Play

Harmful Play definition: an act that physically harms another student or staff member, such as but not limited to hitting, kicking, biting, spitting, pinching, pushing, choking, throwing, etc., but is determined to be done without intent to harm or is accidental and has been warned against doing by a teacher and/or peer.

*After each offense a Harmful Play form will be filled out and the parents will be notified. **The parents will sign and return the form.**

Verbal Aggression

Verbal Aggression: deliberately harmful behavior that is typically both unprovoked and repeated. Examples of verbal aggression include but are not limited to character attack, competence attack, physical appearance attack, self-concept attacks, implicit threats, insults, scolding, teasing, mockery, profanity, etc.

*After each offence a Verbal Aggression form will be filled out and the parents will be notified. **The parents will sign and return the form.**

Inappropriate Behaviors

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school or during school activities, the school will take disciplinary action. This list is not intended to be all-inclusive. Students may be disciplined, suspended or expelled for any of the following:

1. Possession, transmission and/or use of tobacco, drugs, or alcohol.
2. Insolence, disrespect, or dishonesty
3. The use of improper language.
4. Fighting or aggressive behavior
5. Rowdy behavior: running, pushing, shoving, yelling, etc.
6. Leaving the classroom or grounds without permission.
7. Class tardiness.
8. Vandalizing, damaging, or stealing school/private property.
9. Threatening, intimidating, or causing bodily harm to any person.
10. Academic integrity such as cheating on tests, quizzes, projects, assignments
11. Possession of potentially dangerous objects.
12. Possession of obscene materials (including electronically)
13. Any form of physical or sexual harassment.
14. Any activity that attempts to destroy the good order of the school.
15. Misuse food or drink.

17. Repeated put-downs.
18. Forging a parent's signature.
19. Any infraction deemed severe by the administration.

DETENTION: Detention may be issued for a breach of classroom and/or school rules. Parents are provided with an emailed Detention Form notification. If email is not available, the parents will be notified by phone. The day, date, and time of the detention are at the discretion of the principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

OUT OF SCHOOL SUSPENSION: Suspension is a step that will be taken only as a last resort when a student's behavior, even with the implementation of a behavior intervention plan, continues to significantly disrupt the educational program of other students and/or presents a danger to the student or to other individuals.

The principal will take into consideration all circumstances when making the decision to suspend a student. There is no appeal in the principal's decision to suspend a student.

EXPULSION: Students may be expelled from the school for serious violation after the above suspension procedures are followed. Expulsion can occur without first using suspension. The principal will take into consideration all circumstances when making the decision to expel a student. There is no appeal of a decision to expel a student.

EXCEPTIONS TO THE DISCIPLINARY PROCEDURES

The principal may make exceptions to the written disciplinary procedures where in his/her judgment such an exception is warranted.

*After the 3rd in-school suspension the student will be suspended from school for 2 days.

CRITERIA 7: ACCREDITATION

*See attached certificates

OPSAC Commission

CERTIFICATE OF MEMBERSHIP

This certificate is issued to

Colere Academy
Oklahoma City, Oklahoma

Kindergarten—Grade 8

By the OPSAC Commission.

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

Effective 2022 - 2023

Katherine McGrew

Chairman

Katherine McGrew

Dr. Donnie Peal

Executive Director

Dr. Donnie Peal

OPSAC

OKLAHOMA
PRIVATE SCHOOL
ACCREDITATION
COMMISSION