



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: October 24, 2024

SUBJECT: Lindsey Nicole Henry Scholarship

Evergreen Christian Academy (ECA) 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.

ECA offers personalized academic services to meet the diverse needs of students, utilizing smaller class sizes and a highly qualified faculty. Their tailored approach includes strategies like visual aids, assignment modifications, and flexible seating to accommodate various learning styles. Committed to collaboration with parents and educational professionals, the academy promotes an inclusive environment that empowers students and supports their overall success.

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

- Criteria 1: Fiscal Soundness – Certified Public Accountant Statement and copy of Workman’s Comp Insurance
- Criteria 2: Non-Discrimination – ECA Handbook
- Criteria 3: Health and Safety – Certificate of Occupancy and ECA Handbook pages 1-12
- Criteria 4: Academic Accountability – ECA Handbook
- Criteria 5: Teacher Requirements – ECA Handbook
- Criteria 6: State laws and disciplinary procedures – ECA Handbook
- Criteria 7: Accreditation – OPSAC Certificate and ACTS Certificate and memo

RW/se



NAME OF PRIVATE SCHOOL

GRADE LEVELS

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

WEBSITE ADDRESS

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

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.***
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.***

I verify that _____ 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 

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

W. BRET JACKSON, CPA, PLLC

225 W PATTI PAGE BLVD.
P.O. BOX 2546
CLAREMORE, OK 74018

OFFICE: (918) 342-0491
FAX: (918) 342-0494

MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

September 27, 2024

Oklahoma State Board of Education
c/o Stacy Eden
2500 North Lincoln Blvd.
Oklahoma City, OK 73015

re: Evergreen Christian Academy

Dear Ms. Eden,

I have met with Jeff Keeney, head of Evergreen Academy. He provided me with access to the school's insurance policies. I have verified that the school has current worker's compensation and liability insurance policies in force. He also provided access to the school's budget and accounting records. I have verified that the school has sufficient capital and financial resources to operate for the upcoming school year by serving the number of anticipated students.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Bret Jackson", with a stylized flourish at the end.

W. Bret Jackson, CPA

Criteria 1: Fiscal Soundness

Evergreen Christian Academy, Inc dba Evergr

ACCIDENT INSURANCE FOR K-12 CHRISTIAN SCHOOLS BASE PLAN



Review the **Accident Plan Options** from the chart below, then complete the **Student Coverage** section for desired coverage.

ACCIDENT PLAN OPTIONS	PLAN 1	PLAN 2	PLAN 3*
Accident medical expense maximum	\$25,000	\$25,000	\$25,000
Basis of benefit**	Full Excess	Full Excess	Full Excess
Deductible	\$0	\$100	\$100
Benefit period	2 Years	2 Years	1 Year
Usual and customary percentage	100%	100%	80%
Accidental death benefit	\$25,000	\$25,000	\$25,000
Accidental dismemberment benefit—maximum	\$50,000	\$50,000	\$25,000
Accidental paralysis benefit	\$10,000	\$10,000	\$10,000
AD&D aggregate limit of liability per accident	\$1,000,000	\$1,000,000	\$1,000,000
Crisis death benefit (\$100,000 aggregate limit)**	\$10,000	\$10,000	\$10,000
Coverage on and off premises	Included	Included	Included
Field trips—domestic, up to ten days	Included	Included	Included

*Coverage for the following medical expenses are payable at 80% of usual and customary up to the stated limit: ambulatory medical center or outpatient surgical facility charges, up to \$3,000; physician's surgical services, up to \$1,500; assistant surgeon and anesthesiologist services, up to 25% of surgical benefit; physician's outpatient treatment in connection with physical therapy, up to \$500; hospital emergency room, up to \$300; and ambulance services, up to \$600.

**Basis of benefit is \$100 primary excess in PA. Crisis death benefit is not available in MN, NY or WA. This insurance plan is not available in NH.

If higher limits are needed, contact your agent. Coverage underwritten by QBE Insurance Corporation (Company).
For coverage description, please visit www.brotherhoodmutual.com/insurance/accident-medical-insurance.

ADDITIONAL BENEFITS

These additional benefits are included with each policy.

INCLUDED	COVERS	LIMITS
Heart and circulatory conditions*	Heat exhaustion, heart attack, stroke, burst aneurysm	Included, up to accident medical expense maximum
Re-aggravation of existing injuries	Re-injury of a previously treated condition	Included, up to accident medical expense maximum
Expanded medical benefit*	Bursitis, sprains, hernia, muscle tear, tendinitis, and repetitive motion injuries	Included, up to accident medical expense maximum
Deferred dental	Treatment that can't be completed within the policy benefit period, up to age 21	\$2,000
Medical evacuation	Covered accidents that occur 100 miles from the covered person's principal residence	\$25,000
Repatriation*	Covered accidents that occur 100 miles from the covered person's principal residence	\$25,000

*Heart and circulatory is limited to a death benefit in NY. Heart and circulatory and Repatriation benefit not available in MD.

STUDENT COVERAGE

1. Select a plan from the **Accident Plan Options** chart on page 1.
2. Decide whether to include or exclude sports coverage for pre-K-8 and grades 9-12. **Note:** All plan options include coverage for students while attending school supervised and sponsored activities.
3. Decide whether to include or exclude football for grades 9-12.
4. Enter total number of students for selected plan option, including both student athletes and students not participating in sports.
5. If applicable, add coverage for **before/after school care, educational summer camp, day care, and school volunteers**. Enter the number of students for each group selected.

	Includes All Sports	Includes Interscholastic Football	Enter total number of students under desired Plan		
			PLAN 1	PLAN 2	PLAN 3
Pre-K-8	☒ Yes ☐ No		30		
Grades 9-12	☐ Yes ☐ No	☐ Yes ☐ No			
Before/After school care					
Educational summer camp					
Day care, for infant to pre-K					
School volunteers (includes non-students)					

MULTIPLE LOCATIONS

If your policy covers students in multiple locations, provide a list of all school names and addresses.

School Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL ANNUAL PREMIUM

Your Total Annual Premium is: \$ 107.40 Minimum premium of \$250 applies.

Note: When the Total Annual Premium is over \$10,000, answer the following question and submit the requested documents with this form for review.

Do you currently have, or have you had, Student Accident coverage? ☐ Yes ☒ No

If **Yes**, provide:

1. a copy of your current policy's schedule page, and
2. a currently valued paid claims report for current and last 3 years.

If **No**, submit this form for approval and pricing confirmation.

ACCOUNT INFORMATION

School name* Evergreen Christian Academy, Inc dba Evergreen Academy

Church affiliation Evergreen Baptist Church

Contact person* Jeff Keeney Title Head of School

Street address* 10301 E 111th St S

City* Bixby State* OK Zip* 74008

Email* jkeeney@evergreen.academy Phone* (918) 923-3433

School website evergreen.academy

First day of school 08/14/2024 Requested effective date* 08/12/2024
(Effective date requested must be a future date.)

Do you currently have Accident Insurance with QBE?* ☒ Yes ☐ No

* Required fields

AGENT / AGENCY INFORMATION

Agent name* Guy Landes

Agency name LandesBlosch Insurance

BMIC agency number 3507

* Required field

QUOTE ACCEPTANCE / REQUEST

- ☒ I have read the coverage details at www.brotherhoodmutual.com/insurance/accident-insurance about the student accident insurance program for K-12 schools.
- ☒ All the information on this form is true and complete to the best of my knowledge. I understand that coverage will not go into effect until this form is received and accepted by the Company, and the required premium is paid.

Authorized Representative*	Title*
<u>Jeffrey K Keeney</u>	<u>Head of School</u>
Signature	Date
<u>Jeffrey K Keeney</u>	<u>07/19/2024</u>

* Required fields

1. Click "Save" to save your completed form to your computer.
2. Once you have saved your completed form, click "Next."
3. A prompt automatically appears that enables you to directly email the form to Brotherhood Mutual.
If you do not receive this prompt, please send the form from your email account to accident@brotherhoodmutual.com.

Save

Next

Minimum premium is \$250. Minimum premium is fully earned and non-refundable. Covered expenses must be incurred within the time period specified in the policy form. This information is a brief description of the important benefits and features of the Blanket Accident Medical Insurance underwritten by QBE Insurance Corporation (QBE) and made available in coordination with Brotherhood Mutual Insurance Company and Brotherhood Mutual Insurance Services, LLC. It is not a contract and does not provide insurance coverage of any kind, nor does it modify the terms of any Brotherhood Mutual policy. Full terms and conditions of coverage, including effective dates of coverage, benefits, limitations and exclusions, are set forth on policy form, BAM-03-1000 et seq. Any policy QBE offers to issue will be subject to the laws of the jurisdiction in which it is issued. QBE may (1) not be able to offer this coverage in all states and (2) elect at its sole discretion not to offer or quote any specific benefit amount or risk. Please contact your agent or local administrator for the availability of coverage in your state.

Insuring America's Churches and Related Ministries® | www.brotherhoodmutual.com | 800.333.3735

Property & Liability Insurance | Commercial Auto | Workers' Compensation | Mission Travel Services | Ministry Payroll



"Educating Students...Training Leaders...Commissioning Warriors"

Lower School Family Handbook 2024-2025

Nondiscriminatory Policy: Evergreen Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin, or disability in administration of its educational policies, admissions policies, scholarship programs, athletic and other school administered program.

Certificate of Occupancy

NOTE: Issued Date Below is the Date the Building Permit was Issued, Signature Date Reflects Official Issue Date for this Certificate

City of Broken Arrow

Permit No.: BLD-003157-2022

Property Address: 10301 E 111TH ST S
BROKEN ARROW, OK 74011

Owner: Evergreen Baptist Church

Contractor: Lowry Construction Services, Inc.

Issued Date: January 19, 2023

Zoning: R-2 - Single Family Residential -2

Additional Information:

Subdivision: Evergreen Baptist Church Amd

Legal Description: LT 1 BLK 1

Occupancy Type: A3 - Church, Gyms, Halls, Museum

Occupant Load: 1918

Construction Type: 5A - Approved Materials Protected (Wood)

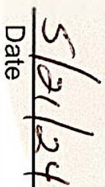
Remodel/Addition (SQFT): 54800

Does the building have fire protection?: Yes

If YES, to what standard?: nfpa 13

Description of proposed work: Preschool Kindergarten Education Wing


Building Official (void unless signed)


Date

HEALTH & SAFETY SERVICES

HEALTH POLICIES

A medical form is to be completed yearly for each student and be on file in the front office. Please notify the office during the school year to update your child's information. Whenever your child is unable to attend school due to illness, the parent shall call the school office to report the absence and the nature of the illness.

1. **Starting the Day** - Please check your child's health each morning, and if they have a fever of 100 degrees or higher, vomiting, diarrhea, a severe cold, or a contagious condition like strep throat, keep them home from school and consult a doctor.
2. **Fever at School** - If a child feels unwell, they will be sent to the office, where their temperature will be checked, and parents will be called if it's 100 degrees or higher, requiring pickup within an hour. A child may be re-admitted when temperature has been below 100 degrees F. for 24 hours without the use of fever suppressing medication.
3. **Aches & Pains at School** - Children with complaints of ailments like headaches or stomach aches without a fever (or a temperature below 99 degrees) will be encouraged to remain in the classroom. Parents will be contacted for pickup if the child is unable to participate in class activities.
4. **Returning to School** - Children who stay home with a fever should wait 24 hours after their temperature returns to normal without fever-reducing medication before returning to school, and it's advised not to administer such medication and send them back to school without this 24-hour period.
5. **Communicable diseases** – Children who contract communicable diseases must meet public health regulations listed below before returning to school.
 - **Chickenpox** – Children should remain home until 7 days after the first crop of eruptions and may return to school after scabs have formed over all eruptions. These scabs are not infectious.
 - **Head Lice** – Students with lice infestations must be treated with anti-parasitic shampoo, have all nits removed, and undergo a hair examination at school before being re-admitted to class; if lice or nits persist, parents may need to repeat treatment.
 - **Impetigo** – Children should remain at home until recovery.
 - **Measles** – Children should remain home until four (4) days after the rash appears.
 - **Mono** – Children may return to school when fever free.
 - **Mumps** – Children should remain home for ten (10) days until the swelling of the glands subsides.
 - **Pinkeye** – Children should remain home until there is no discharge from the eye and 24 hours after medical treatment has begun.
 - **Ringworm of the skin and scalp** – Children must stay home until they are actively treated by a physician who certifies their ongoing medical care at two-week intervals until they are cured.
 - **Rubella (German Measles)** – Children should remain home for seven (7) days after the onset of the rash, 13-15 days to onset of rash.
 - **Scabies** – Children should remain home until adequately treated with scabicide.
 - **Strep Throat** – Children should remain at home until 24 hours of appropriate antibiotic therapy has begun.

ADMINISTERING MEDICATIONS

Prescription medicines, excluding rescue inhalers, are to be kept and given only through the school office, with no self-administration allowed, requiring parental consent and a labeled container with specified details. Non-prescription medicines need prior written consent from a parent or guardian, or verbal consent when written permission isn't immediately available. Non-prescription medicines should be administered following label instructions or as advised by the student's physician if provided. The label must include medication name, purpose, dosing schedule, duration, any specific instructions or side effects, and a parent's signature.

MEDICATION STORAGE PROCEDURES

This policy outlines the procedures for the storage and administration of medications at EA:

1. **Medication Administration Authorization:** Only authorized school personnel are permitted to administer medications to students. Parents or legal guardians must provide written authorization for each medication, specifying the dosage and frequency.
2. **Storage Requirements:**
 - **Prescription Medications:** Prescription medications must be stored securely in their original containers labeled with the student's name, medication name, dosage instructions, and prescribing physician's name.
 - **Over-the-Counter Medications:** Over-the-counter medications should also be kept in their original packaging, clearly labeled with the student's name, medication name, and dosage instructions.
3. **Storage Location:** Medications will be stored in a locked and secure location, accessible only to authorized personnel.
4. **Temperature Control:** Medications requiring refrigeration will be stored in a refrigerator designated for medication storage only.
5. **Emergency Medications:** Emergency medications, such as epinephrine auto-injectors or asthma inhalers, prescribed to students with specific medical conditions will be easily accessible.
6. **Documentation and Records:** Accurate records will be kept for each medication administered, including the date, time, dosage given, and any observations or reactions noted. These records will be maintained confidentially and securely.
7. **Disposal of Medications:** Expired or discontinued medications will be disposed of promptly and according to safe disposal practices recommended by local.
8. **Training and Communication:** Staff members responsible for medication administration will receive training on proper procedures, including medication storage, handling, administration, and emergency response protocols.
9. **Compliance and Review:** This policy will be reviewed periodically to ensure compliance with current regulations, best practices, and the school's commitment to providing a safe and supportive environment for all students.

POLICY FOR TYLENOL

Tylenol will only be given if an **Approval to Dispense Tylenol Form** is on file in the administrative offices and will only be given for minor aches and pains. If your child receives Tylenol at school, a note will be sent home telling you how much was given, when and why, unless you had to be called prior to administering.

POLICY FOR INHALERS

Children with asthma that use inhalers must keep the inhaler in the Head of School office unless they have been properly trained to administer the inhaler themselves. Inhalers can remain with the student with a parent or doctor's note. Children with asthma requiring breathing treatments due to a flare up or cold will need to stay inside during recess unless directed otherwise by the parents. All children required to stay inside will go to the administrative offices.

MINOR INJURY/ILLNESS

School personnel will aid sick students, offering minor first aid and assessing their condition. They will check student information to determine the right care. If necessary, appropriate care will be given, and parents will be contacted. Parents will also receive an email notification if their child is administered medication, detailing the medication type, dosage, and time. When a student has a fever above 100 degrees Fahrenheit or cannot return to class for any reason, parents or designated alternates will be called to arrange for the child's transportation home.

SERIOUS INJURY/ILLNESS

If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), school personnel will call 911 to obtain professional emergency services. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the administrator and/or the appropriate coach. The parents/guardians will be notified as soon as possible. At all times the safety and wellbeing of the child will take priority.

COMMUNICABLE DISEASES

The term "communicable disease" refers to illnesses caused by specific infectious agents that can spread directly or indirectly from a susceptible host, infected person, or animal to others. If a teacher or school official suspects a student or staff member has a communicable disease, they must promptly inform the school's main office. School officials will adhere to the guidelines provided by the Oklahoma Department of Health, which define communicable diseases, identify symptoms, specify reporting protocols, and determine when school exclusion is necessary. If there are common symptoms indicating a possible epidemic or outbreak among Evergreen Academy students or staff, a school official will report this to the local Health Department.

ACCIDENTS AND EMERGENCIES

Accidents and emergencies must be reported immediately to the school office. Emergency numbers must be on file for all families. Parents will be notified of all visits to the office via email. In the event of an emergency, parents will be called immediately. **It is the responsibility of each parent to keep the school informed of all current telephone numbers (home, work & cell) and emergency contact designees.**

BOMB/VIOLENCE THREATS

Any student who calls-in a bomb threat or threatens violence in any way (verbal or written) will be subject to criminal prosecution and immediate permanent expulsion from Evergreen Academy.

LOCKDOWN PROCEDURES

A lockdown is initiated in response to a threat or potential threat inside or near the school premises. This may include but is not limited to intruders, violent incidents, or other emergencies requiring lockdown for safety. The decision to initiate a lockdown will be made by designated school administrators or authorized personnel based on the nature and severity of the threat. The lockdown may be announced via a predetermined signal (e.g., announcement over intercom, bell) or through direct communication to staff members via designated channels (e.g., text alerts, walkie-talkies).

Lockdown Procedures: Immediate Action: Upon notification of a lockdown, all staff and students will immediately move to secure locations. **Locking and Securing:** Doors to classrooms and other secure areas will be locked and barricaded if possible. Windows and blinds may be closed to obscure visibility. **Silence and Concealment:** Everyone will remain quiet and out of sight from windows and doors. Cell phones and electronic devices should be silenced to avoid attracting attention. **Attendance and Accountability:** Teachers or designated staff members will take attendance to ensure all students are present and accounted for. This information will be relayed to designated personnel as part of the response. **Communication Silence:** Communication within the school will be minimized to preserve security and prevent potential threat escalation.

Local law enforcement will be notified immediately by designated personnel or through pre-established communication protocols. School administrators or designated staff members will coordinate with emergency responders to provide necessary information and facilitate a safe resolution. After the lockdown is lifted and the premises are deemed safe by law enforcement, school administrators will initiate appropriate procedures. Communication with parents or guardians will be coordinated through established channels to provide updates and instructions. Lockdown drills will be conducted to familiarize students and staff with procedures and to evaluate the effectiveness of the response. Training sessions for staff members will be conducted to review protocols, communication strategies, and response roles.

GRIEF COUNSELING

Grief counseling services are offered to students, staff, and their families facing the challenges of losing a loved one, experiencing significant life changes, or navigating other grief-related situations. These services include referrals to specialized grief counseling centers as well as support from the pastoral staff at Evergreen Church. Our goal is to provide compassionate support tailored to the unique needs of everyone. Through these resources, we aim to help individuals process their emotions and find healing during difficult times. Participants will have access to trained professionals who understand the complexities of grief. We encourage those in need to reach out for assistance and guidance. Additionally, our programs emphasize a supportive community environment. We recognize that grief can be a isolating experience, and we are committed to fostering connection and understanding. By utilizing these services,

individuals can gain valuable tools for coping and resilience. We invite anyone in need of support to take advantage of these resources.

CONCUSSION PROTOCOL

We prioritize the safety and well-being of our students through our concussion protocol policy, rooted in our Christian values of compassion and stewardship. Any student suspected of sustaining a concussion during school activities or events will be immediately removed from participation, and our trained coaches, teachers, or staff will assess the student and initiate appropriate actions. Following assessment, the student will be promptly referred to a healthcare professional specializing in concussion management for thorough evaluation. Parents or guardians will be notified immediately and encouraged to seek medical evaluation from a qualified healthcare provider. Throughout the recovery process, we provide academic accommodations and support tailored to each student's needs, ensuring their continued academic success while adhering to the recommendations of healthcare professionals. Our commitment to proactive communication among school administrators, teachers, coaches, parents, and healthcare providers ensures a coordinated and compassionate approach to student care.

HEALTH, ACCIDENT, & EMERGENCY MEDICAL FORMS POLICY

This policy outlines our procedures regarding health, accident, and emergency medical forms to ensure preparedness and effective response to medical situations: **Health Forms:** Parents or legal guardians are required to complete health information forms annually for each student. These forms will include details such as medical history, allergies, current medications, and any relevant health conditions. **Emergency Contact Information:** Emergency contact forms must be completed to provide updated contact details for parents or legal guardians, as well as alternative contacts in case of emergencies.

Health, accident, and emergency medical forms must be submitted to the school's health office or administrative staff annually or upon enrollment. All health information and emergency medical forms will be kept confidential and securely stored. Access to these records will be limited to authorized school personnel involved in student health services, emergency response, and administration. Parents or legal guardians must authorize emergency medical treatment on these forms, granting consent for necessary procedures, transportation to medical facilities, and communication with healthcare providers during emergencies. It is the responsibility of parents or legal guardians to promptly update these forms with any changes in their child's health status, medical conditions, medications, or emergency contacts.

STUDENT HEALTH RECORDS POLICY

Student health records, including medical history, immunizations, allergies, medications, chronic conditions, and other relevant health information, are essential for providing appropriate care during school hours and activities. Parents or legal guardians must provide accurate and updated health information upon enrollment and annually thereafter. These records are treated as confidential and protected under federal and state laws such as HIPAA and FERPA, with access limited to authorized school personnel involved in student health services, emergency response, and administration. Parents or legal guardians have the right to access and review their child's health records upon request. Records are securely maintained, retained according to legal and

school policy guidelines, and securely destroyed when no longer needed. It is the responsibility of parents or legal guardians to promptly inform the school of any changes to their child's health information, including medical conditions, medications, allergies, and emergency contacts. The school ensures that emergency contact information and pertinent health details from student records are readily accessible to authorized personnel during emergencies requiring immediate medical intervention, with parental authorization granted for school personnel to seek medical treatment for their child in emergency situations.

FIRST AID, CPR, BLOOD BORNE PATHOGENS TRAINING POLICY

This policy reflects our commitment to ensuring a prepared and responsive school community through comprehensive training in First Aid, CPR (Cardiopulmonary Resuscitation), and Blood-Borne Pathogens. Faculty, staff, and administration will undergo training led by certified instructors from organizations like the American Red Cross or the American Heart Association. Training covers prevention, response, and management of Blood-Borne Pathogens, with participants required to pass certification exams demonstrating proficiency in all areas. Initial training is provided upon hiring or assignment to relevant positions, supplemented by regular refresher courses. Adequate First Aid supplies, including automated external defibrillators (AEDs), are maintained across the school premises, and staff trained in Blood-Borne Pathogens procedures receive necessary personal protective equipment (PPE) for their safety.

FOOD/DRINK NUTRITION REQUIREMENTS

This policy promotes healthy eating guidelines on school premises, aligning with Christian principles of stewardship and care for our bodies. Meals, snacks, and beverages provided by the school will prioritize nutritious options that enhance overall health and well-being, minimizing foods high in added sugars, artificial sweeteners, fats, and sodium. The school will accommodate students and staff with food allergies or dietary restrictions, ensuring their safety and inclusion with alternative meal options. Water will be encouraged as the primary beverage choice, particularly during meals and school events, to promote hydration. Nutrition education will be integrated into the Health & P.E. curriculum and school activities, fostering awareness of healthy eating habits and their positive impacts on health.

CHILD ABUSE

The State of Oklahoma requires employees of schools to report any suspicion of child abuse. In the event an employee of EA becomes aware of potential child abuse occurring to a student enrolled at EA, they must immediately inform the Head of School or designee and contact The Department of Human Services. Employees cannot use their own judgment in determining whether the injuries or marks are the result of child abuse activity.

SCHOOL CLOSINGS

Should it become necessary to cancel school or dismiss early due to inclement weather, information will be communicated through the following means:

- Evergreen Academy Facebook & Instagram Page
- Email Alerts
- Evergreen Academy Website

- TV stations: KJRH Channel 2, KOTV Channel 6, KTUL Channel 8, and KOKH Fox 23

SCHOOL VISITORS

To avoid interruptions to the educational process and maintain a level of security for the students, please adhere to the following policy for visiting the school. Parents may make prior arrangements to visit and observe the classroom for a short period of time. It is requested that drop-in visits do not occur in the first three weeks of school. Drop-in visits to meet with teachers during school hours **are not permitted**. Classes begin at 8:10am and we ask that parents not engage teachers in conversations. Appointments may be made with teachers before or after school hours to discuss concerns.

Prohibited Persons on Campus

Registered sex offenders, those facing child sexual crime charges, people with restraining orders involving our students or staff, or those seen as potential threats are not allowed on our premises. If a parent with custodial rights, not under a court order, needs to pick up their child at dismissal, they can do so, but they cannot attend other school events or be on the premises.

SEARCH AND SEIZURE

School authorities may search a student, student use areas, student lockers/cubbies or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The Head of School or another staff person designated by the Head of School may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent.

SECURITY

All visitors are required to check in at the main office to obtain a visitor's badge. Any person not listed on the child's visitation account will not be allowed access. The visitor badge must always be worn in an easily visible spot while on the school grounds. All badges issued will be returned to the office upon signing out. All volunteers must check in with the office.

SUICIDE PREVENTION

EA is dedicated to promoting mental health and preventing suicides among students through a culture of care, empathy, and support across the school community. Education initiatives will equip staff, parents, and students with the ability to recognize warning signs of suicidal behavior and respond effectively. Staff members will undergo training to identify risk factors and signs of suicidal ideation, with established protocols for early intervention and referral to school counselors, mental health professionals, or crisis hotlines as needed. EA will foster an environment where students feel safe discussing mental health concerns without fear of stigma, complemented by pastoral care and spiritual support grounded in biblical principles of hope and healing. A crisis response plan will be implemented, outlining procedures for addressing suicidal threats or emergencies, including contacting emergency services, notifying parents/guardians, and coordinating follow-up care while prioritizing student safety and confidentiality.

UNINHABITABLE BUILDING PLAN

This policy outlines procedures for responding to and managing situations where a school building becomes uninhabitable due to unforeseen circumstances. Upon discovery or notification of conditions such as structural damage or environmental hazards, designated personnel will promptly assess the situation to ensure campus-wide safety. Safe evacuation of occupants will be prioritized, with activities relocated to designated alternative areas or nearby facilities to minimize disruption to education and operations. Clear communication channels will inform students, parents/guardians, staff, and stakeholders about the uninhabitable status and relocation arrangements via email, text alerts, social media, and direct contact as necessary. Security measures will secure the building to prevent unauthorized access, with ongoing monitoring until it is safe for reentry or repair. Temporary arrangements for classroom instruction, administrative functions, and extracurricular activities will ensure continuity, with plans for restoration or relocation developed in collaboration with authorities, contractors, and insurers. Transparent communication of timelines for inspections, repairs, and reoccupancy will guide the school community throughout the process.

LEAVING CAMPUS DURING SCHOOL

Evergreen Academy observes a “closed campus” policy including lunch and break times. Students can leave campus if checked out by a parent/guardian or the authorized pickup list.

HANDGUN CARRY POLICY

Evergreen Academy prohibits any person, including handgun carry permit holders, from carrying handguns anywhere on its campus, except for qualified personnel or members of a campus safety team who are specifically and individually issued written authorization by the Head of School, under authority granted by Evergreen Baptist Church pastoral leadership.

COVID-19 INFORMATION

If a student is positive the current CDC protocol requires the person to quarantine for five days from symptom onset. If a student/parent has COVID and has a sibling who attends Evergreen Academy who lives in the household, that sibling must also quarantine for five days unless they are vaccinated. If they are vaccinated, they may come to school wearing a mask where appropriate. Students may return to school after they have met the quarantine requirements and are symptom free.

FOOD DELIVERY SERVICES

For security reasons, EA **DOES NOT** allow food deliveries from delivery services such as Door Dash, Grub Hub, Uber Eats, Instacart, and other delivery service. All deliveries will be turned away. EA is not responsible for any loss of cost or food. Food deliveries should be made by parents or other family members.

LIABILITY INSURANCE POLICY

EA maintains comprehensive liability insurance coverage that encompasses general liability, professional liability (errors and omissions), property damage, personal injury, and other relevant

risks. This coverage applies to all school-owned properties, facilities, equipment, vehicles, and activities, including off-campus events like field trips, sports events, and community service initiatives. Insurance policies are regularly reviewed and adjusted based on risk assessments and consultations with insurance advisors to ensure adequate coverage limits. Procedures are established for promptly reporting incidents, accidents, or claims to both the insurance provider and school administration. Annual reviews by school administration and insurance brokers assess coverage adequacy, evaluate evolving risk exposures, and negotiate competitive premiums, ensuring timely policy renewals to maintain uninterrupted protection.

CONFLICT OF INTEREST POLICY

The Conflict-of-Interest Policy at Evergreen Academy guides school board members, administrators, employees, volunteers, and representatives in identifying, disclosing, and managing conflicts of interest to uphold decision-making integrity and public trust. A conflict of interest occurs when personal interests or relationships could improperly influence actions or decisions. All individuals must promptly disclose any actual or potential conflicts, detailing financial interests or affiliations that could impact impartiality. The Head of School and school board review disclosures to assess their significance and potential effects on school operations and reputation. Strategies for managing conflicts may include abstaining from decisions, seeking alternative opinions, or implementing safeguards. It is essential that board members, administrators, and staff prioritize the school's interests, avoid compromising fiduciary duties, and maintain public confidence. All disclosures and actions taken will be documented confidentially; non-compliance may result in disciplinary measures to uphold organizational integrity and accountability consistently.

LENGTH OF SCHOOL YEAR/INSTRUCTIONAL HOURS

The Oklahoma State Department of Education sets the minimum instructional hours per school year. Generally, schools must provide at least 1,080 hours of instructional time per year for students in grades 1-12. Evergreen Academy meets or exceeds all state requirements.

BACKGROUND CHECK POLICY

Evergreen Academy's policy outlines the background check procedures for anyone who will interact with students, including prospective employees, contractors, and volunteers. Background checks, which are a key part of the hiring or screening process, cover criminal history, sex offender status, employment verification, and references. Written consent from individuals is required before background checks are conducted, and the information is handled confidentially and shared only with authorized personnel.

The school reserves the right to disqualify individuals based on background check results that may compromise student safety, such as criminal convictions or a history of child abuse. For roles with ongoing student interaction, background checks may be repeated periodically as required by school policies or regulations. All background check data is securely managed and kept confidential, accessible only to authorized staff for legitimate purposes.

PLAN OF TRANSFER OF RECORDS ON CLOSURE

This policy covers all student records at Evergreen Academy, including academic transcripts, health records, special education files, and disciplinary records. If the school closes, parents, guardians, and eligible students will be promptly informed about how to transfer records. A designated custodian will handle the secure packaging, labeling, and transfer of records in compliance with state and federal laws, including FERPA. Before and after the closure, parents and eligible students will be notified of their rights to access and request copies of records. All records will be kept confidential and securely stored to prevent unauthorized access or damage. Electronic records will be transferred securely to protect sensitive information.

VEHICLE INSURANCE & INSPECTION POLICY

All vehicles owned, leased, or operated by the school, including buses, vans, and personal vehicles used for school purposes, must have adequate insurance. This coverage includes liability for bodily injury, property damage, and uninsured/underinsured motorist protection as required by state laws. Drivers must show proof of current insurance and only those with valid licenses and clean driving records are allowed to drive school vehicles. Vehicles will be regularly inspected using a standardized checklist to evaluate their condition, including exterior and interior, tires, lights, electrical systems, fluids, engine performance, and emergency equipment. Inspections will be conducted by designated school personnel, and any issues found will lead to immediate repairs by certified mechanics. Detailed records of inspections, maintenance, and repairs will be kept securely to ensure compliance and accountability.

POSTING OF BUILDING EVACUATION PLANS

Evacuation plans are developed for each building or facility, considering the layout, occupancy, and specific hazards or risks identified through a risk assessment. Evacuation plans will be prominently displayed in each building. Plans will be posted near building entrances, in common areas such as hallways and stairwells, and in rooms where occupants regularly gather (e.g., classrooms, offices, meeting rooms). Evacuation plans will be reviewed annually. Regular drills and exercises will be conducted to practice evacuation routes, assembly procedures, and coordination with emergency responders. Each evacuation plan will clearly outline:

- Primary and alternate evacuation routes marked with arrows indicating directions to exits.
- Locations of fire extinguishers, first aid kits, and emergency equipment.
- Procedures for notifying occupants of an emergency and directing them to evacuate calmly and swiftly.

DRILLS (FIRE, TORNADO, LOCKDOWN, NATURAL GAS LEAK, BOMB THREAT)

Fire Drill:

- A buzzer with a continuous fire alert will be sounded
- Follow the Evacuation Plan on the wall
- **Primary Exit:** students will proceed calmly and quietly in a straight line down the north stairwell and proceed to the parking lot near the EA playground and stand in line.
- Teachers will take roll and hold up the appropriate card:
 1. **Green** - all students accounted for
 2. **Red** - a student or students missing

- 3. Yellow - have an extra student
- **Secondary Exit:** if a fire exists near the north stair well, students will exit through the south main glass doors, proceed down the stairs and exit out the southwest doors near the green awning proceeding to the field. Teachers will take roll using the same card procedures.
- Dr. Jeff Keeney and/or Cynthia Robinson will check classrooms, bathrooms, and other areas.

Tornado Drill:

- Administration or teachers will alert to a tornado Teachers and students will exit through the north stairwell and proceed to the tornado shelter.
- Students remain together as a class until the “All Clear” is given.
- Teachers will take roll and hold up the appropriate card:

Lock Down Drill:

- A lockdown will be announced
- Check hallway and bring all students into the room.
- Close and lock classroom door.
- Turn off all lights.
- Gather the children in the corner out of eye sight of the door (on the floor away from the doors and windows)
- Students should remain calm and QUIET.
- Remain in position until the “Secret Words” are given.
- DO NOT UNLOCK THE DOOR FOR ANYONE!!!

Natural Gas Leak:

- An announcement will be made
- Students will proceed calmly and quietly in a straight line down the north stairwell and proceed to the parking lot near the EA playground and stand in line.
- Teachers will take roll and hold up the appropriate card:
 1. Green - all students accounted for
 2. Red - a student or students missing
 3. Yellow - have an extra student

Dr. Jeff Keeney and/or Cynthia Robinson will check classrooms, bathrooms, and other areas.

Bomb Threat Drills:

- An announcement will be made Follow the Evacuation Plan on the wall
- **Primary Exit:** students will proceed calmly and quietly in a straight line down the north stairwell and proceed to the parking lot near the EA playground and stand in line.
- Teachers will take roll and hold up the appropriate card:
 1. Green - all students accounted for
 2. Red - a student or students missing
 3. Yellow - have an extra student
- **Secondary Exit:** if a bomb threat exists near the north stair well, students will exit through the south main glass doors, proceed down the stairs and exit out the southwest doors near the green awning proceeding to the field. Teachers will take roll using the same card procedures.

- Dr. Jeff Keeney and/or Cynthia Robinson will check classrooms, bathrooms, and other areas.

FIRE INSPECTIONS POLICY

This policy applies to all buildings and facilities owned or operated by Evergreen Academy including classrooms, administrative offices, recreational areas, and any other structures on the premises. EA has emergency response plans that includes procedures for fire emergencies. Fire evacuation drills shall be conducted periodically to ensure that all students, faculty, and staff are familiar with evacuation routes and procedures. All staff members shall receive training on fire safety protocols, including evacuation procedures. Records of all fire inspections, drills, and maintenance of fire safety equipment shall be maintained and kept readily available for review by authorized personnel and regulatory authorities.

DOCUMENTATION OF REQUIRED DRILLS POLICY

This policy applies to all drills mandated by regulatory authorities and additional drills conducted for emergency preparedness within Evergreen Academy, including but not limited to fire drills, lockdown drills, tornado drills, and other emergency response exercises. A record of each drill conducted shall be documented, including the date, time, type of drill, duration, and any observations or notes relevant to the drill's execution. Documentation shall be completed by designated personnel. All faculty, staff, and students shall be informed of drill procedures and expectations through regular training sessions and communication.

FIRE EXTINGUISHERS/AED LISTINGS & LOCATIONS

These extinguishers will undergo regular inspection and maintenance by qualified personnel to ensure operational readiness in emergencies. AED units will be stationed in designated locations across the school, clearly marked with signage indicating their accessibility. Their placement will adhere to local regulations regarding accessibility and proximity, with locations communicated to faculty, staff, and students. Training in the proper use of both fire extinguishers and AED units will be provided to faculty, staff, and designated personnel. An updated inventory detailing the locations and maintenance records of all fire extinguishers and AED units will be meticulously maintained and regularly reviewed for accuracy.

FOOD/HEALTH INSPECTION POLICY

All food handling practices shall adhere to guidelines set forth by the local health department and other relevant authorities. Food shall be stored, prepared, and served under conditions that prevent contamination and ensure hygiene. Inspections shall cover cleanliness, food storage temperatures, sanitation practices, and overall compliance with health regulations. Records of health inspections shall be maintained, and documentation shall be included. The school's emergency response plan shall include procedures for responding to food-related emergencies, such as outbreaks of foodborne illness.

Criteria 4: Academic Accountability

3 pages

GRADING POLICY F/FAMILY HANDBOOK

ACADEMIC INFORMATION

CURRICULUM, TEXTBOOKS, & SCHOOL SUPPLIES

Evergreen Academy tailors its curriculum to different grade levels, incorporating diverse materials and sources as needed to create an engaging learning experience. The curriculum is routinely reviewed by the administration, with input from teachers and staff, to ensure it consistently promotes a biblical worldview, kingdom living, and Christian values in both the curriculum and school activities.

FACTS SIS

Evergreen Academy uses the FACTS Student Information System (SIS). The FACTS Family Portal provides parents and students a convenient way to access student grades, lesson plans, homework assignments, attendance, and behavior reports.

GRADE SCALE & GPA

Reporting student progress is important. The reporting process is designed to convey the development and growth of each student based upon the following standards:

- Kindergarten: M = Mastery
 D = Developing
 NI = Needs Improvement
 NC = Not Covered
- 1st through 3rd Grade.
 - A 90 - 100
 - B 80 – 89
 - C 70 – 79
 - D 60 - 69
 - F 0 – 59

HOMEWORK POLICIES

Kindergarten: No homework should be given other than encouraging students to work on reading skills with their parents and a weekly memory verse. **Grades 1-3:** Math & Reading; 3 to 4 times per week; Language & Spelling: 2 - 3 times per week. Due to church worship services, no homework should be assigned on Wednesday nights.

- First grade: 10 - 20 minutes per night
- Second grade: 20 – 30 minutes per night
- Third grade: 30 - 40 minutes per night

MAKE-UP WORK

Materials can be picked up after 2:30 p.m. in the office or sent home with a sibling during the office hours from 7:30 a.m. to 3:30 p.m. Students are required to make up missed work, with

those excused for illness given twice the days absent. Vacation planning during regular school days is discouraged, but, if necessary, assignments should be requested a week in advance, and all work is due on the student's first day back.

VIRTUAL LEARNING DAYS (VLD's)

Virtual Learning Days (VLD's) are used for inclement weather. During VLD's, teachers will post plans on the FACTS portal. Teachers may also use other methods to disseminate schoolwork. Notifications about closures and delays are sent to families and staff via text and email, with the Head of School's discretion based on factors like the school calendar and weather severity. The following schedule will be used to facilitate a Virtual Learning Day:

- Teachers will post VLD assignments on FACTS by 9 a.m.
- Teachers will be available by email to address student questions during VLDs.
- All work for lower school grades must be submitted by the next school day.

EA also has Virtual Learning Days built in each semester for faculty training and accreditation work. Teachers may not be readily available to answer family questions during these VLDs. See the 24-25 calendar for the scheduled Virtual Learning Days.

TRANSCRIPTS & REPORT CARD RELEASE

Evergreen Academy report cards are in FACTS for year-round access. Parents can obtain transcripts through the FACTS portal. Interim reports are provided for students with D or F mid-quarter, and those with multiple Ds or one F by the quarter/semester's end go on academic probation, necessitating a meeting to create an intervention plan.

ACADEMIC AWARDS & HONOR ROLL

Students (1st – 3rd Grade) who meet the following criteria are placed on one of two honor rolls at Evergreen Academy.

1. “Excellence in Academics” Honor Roll – All A's in core academic subjects
2. Academic Honor Roll – All A's and B's in core academic subjects

ACADEMIC PROMOTION/RETENTION

Evergreen Academy's promotion and retention policy is flexible, considering the unique growth of each child. For grades K-3, if retention is contemplated, the teacher will assess the student's work, meet with the Head of School and parents, and collectively determine the child's best interests in terms of maturity, social adjustment, emotional stability, and academic progress.

ACADEMIC PROBATION

Academic probation aims to support struggling students. School administration, in consultation with teachers, decides if a student goes on academic probation, typically lasting one to two semesters before a parent conference. If a student's grades don't improve and their GPA stays below 1.9, they may be withdrawn from EA. Students on probation can't participate in extracurricular activities, and the goal is to motivate them to take personal responsibility for their academic success. The following is Evergreen Academy's criteria for academic probation:

- A student fails two or more subjects in a semester.

- A student has one failing grade in two consecutive semesters.
- A student's cumulative grade point average is below a C average (1.9)

STANDARDIZED TESTING

EA students take a series of standardized tests designed to measure student achievement. The tests provide dependable achievement measurements that assist in improving instruction, evaluating progress, matching test content and instructional objectives, and provide meaningful information for teachers, administrators, and parents. Parents are given their child's test results at the end of the school year.

LEARNING SUPPORT SERVICES

The extent of support we can offer is contingent on student needs and resource availability. In some cases, it may not be feasible to maintain a supportive learning environment for some students. If parents or teachers suspect a student requires extra learning support, they should get in touch with the Head of School. When a student with a suspected disability is identified, we will initiate the referral process, notify the student's parent/teacher in writing, and arrange a collaborative meeting to assess the need for an evaluation.

INDIVIDUALIZED EDUCATIONAL PLANS (I.E.P.'S)

Evergreen Academy does not create I.E.P.'s or use I.E.P.'s for current or new/transferring students and expects all students to be able to integrate into a traditional school setting but retains the discretion to evaluate and formulate a specialized plan when deemed essential.

ACCOMODATIONS & MODIFICATIONS

Students receiving accommodations study the same material, complete the same type of assignments, are expected to demonstrate the same competencies or learning outcomes, and are assessed with the same grading scale as the regular classroom. A granted accommodation will be based on observation, assessment screenings conducted by school staff. Accommodations are not granted solely based on parent or student request.

TUTORING

While private tutoring may benefit students, Evergreen Academy currently doesn't offer tutoring services beyond the general classroom, so families seeking tutoring should seek external providers. There might be opportunities for independent tutoring with EA teachers for a fee.

ACADEMIC DISHONESTY

Evergreen Academy students must not engage in any form of academic dishonesty, including cheating, plagiarism, or any actions that would unfairly impact academic progress, and such behavior is not tolerated within the school community. When academic dishonesty is clear, the teacher can take the following actions:

1. Record a "0" for any test or assignment given.
2. In cases of severe or repeated academic dishonesty, a recommendation for suspension or expulsion may be made to the administration, with the recommendation detailing the specific incidents and any supporting documents.

Criteria 4: Academic Accountability

POLICIES AND INFORMATION FROM THE FAMILY HANDBOOK

PARENT/TEACHER CONFERENCES POLICY

Parent/teacher conferences will be scheduled twice a year. The dates of parent/teacher conferences are located on the school calendar. If at any time during the year a parent wishes to have a conference with the child's teacher, we encourage them to do so

COMMUNICATION W/PARENTS PROCEDURES

The following methods have been instituted as a means with which to keep the lines of communication between home & school open:

- 1) **Evergreen Academy Website:** a full range of information on many aspects of the school is provided on our website.
- 2) **Email Communication:** Email is the primary means of communication at Evergreen Academy, with teachers sharing grade-specific information and administrators conveying school-wide updates. It's crucial for parents/guardians to check their email daily and keep their contact information up to date with the school.
- 3) **Signal Text Alerts:** Signal is the main texting platform used by EA for sending text messages to families, and it's requested that at least one parent signs up for their child's grade-level text alerts, with parents automatically added upon enrollment.
- 4) **Social Media (ie. Facebook, Instagram):** You can find Evergreen Academy on Facebook at <https://www.facebook.com/tulsaevergreenacademy/> and on Instagram at <https://www.instagram.com/evergreenacademy.tulsa/>. Additionally, each grade level has its own Facebook page for grade-specific information and updates.
- 5) **"THE GRIZZLY GAZETTE"**– Each Friday, families will receive an email containing important updates and information about Evergreen Academy, and it's strongly recommended that parents take a moment each week to read this email.
- 6) **Parent/Teacher Conferences:** Parent-teacher conferences are held to evaluate student progress and foster a good teacher-parent relationship, with additional conferences available upon request.

Criteria 4: Academic Accountability

GRADING INFORMATION IN EMPLOYEE HANDBOOK

PROGRESS

Examination and Grading

Grading is very important and must be accomplished with the highest level of accuracy and fairness or the school's credibility is undermined. Student work must be graded often and in a timely fashion. The following minimum guidelines are established:

1st Grade

Bible	1-2/week	9-18/Qtr.
Math	3/week	27/Qtr.
Science	1-2/week	9-18/Qtr.
Reading	3/week	27/Qtr.
Spelling	1-2/week	9-18/Qtr.
Language Arts	1-2/week	9-18/Qtr.
Handwriting	1-2/week	9-18/Qtr.

A math test or quiz should be given regularly to better assess learning and understanding.

2nd Grade

Bible	1-2/week	9-18/Qtr.
Math	3/week	27/Qtr.
Science	1-2/week	9-18/Qtr.
Reading	3/week	27/Qtr.
Spelling	1-2/week	9-18/Qtr.
Language Arts	1-2/week	9-18/Qtr.
Handwriting	1-2/week	9-18/Qtr.

A math test or quiz should be given regularly to better assess learning and understanding.

3rd Grade

Bible	2/week	18 Qtr.
Math	3/week	27/Qtr.
Science	1-2/week	9-18 Qtr.
Reading	3/week	27/Qtr.
Spelling	1-2/week	9-18/Qtr.
Language Arts	2/week	18/ Qtr.
Handwriting	1-2/week	9-18/ Qtr.

A math test or quiz should be given regularly to better assess learning and understanding.

Grading Periods

Grading Scale

Kindergarten:

M = Mastery
D = Developing
N = Needs Improvement
NC = Not Covered

Grades 1-3:	90-100	A = Excellent
	80-89	B = Above Average
	70-79	C = Average
	60-69	D = Below Average
	59-Below	F = Failing

EXCERPT FROM THE EA EMPLOYEE HANDBOOK

PERSONNEL

FULL-TIME FACULTY

Qualifications, Recruitment, & Selection of Faculty and Staff

The first step in the application process is completing an application form, which is thoroughly reviewed. References and previous employers are contacted. An applicant for any position must meet the general requirements for the position:

1. Spiritual - Must have a saving relationship with Jesus Christ and be a strongly committed Christian, demonstrate Christian character and principles in daily life, agree with the school's Statement of Faith, be active in a Bible believing church, and provide pastoral contact information on the application as a part of reference checks.
2. Education/Training - Faculty positions require a baccalaureate degree in their content area from an accredited college/university, and in most cases, a state teaching certificate. Education/training requirements for other positions vary according to the knowledge and skills needed.
3. Applicants for all positions are interviewed by the Head of School.

Covenants and Records.

Covenants

All faculty will be required to sign a covenant (contract) prior to the first day of employment. A copy of the signed covenant will be provided to all hired personnel.

Records

Before their first day of employment, all faculty must submit relevant educational documents, including teaching certificates and transcripts of college and graduate studies.

Certifications

Full-time teachers are required to have an earned bachelor's degree from an accredited college or university in their content area and a teaching certification from a state or accrediting agency.

Salary Schedules and Benefits

Compensation and Benefits

Salaries are established annually by the Head of School and the board. Duties for each position are set forth in the job description. All employees are paid on the last day of the month. If the last day occurs on Saturday or Sunday, employees will be paid the Friday before. All employees are covered by workman's compensation as required by law.

Paid Time off Policy

Full-time salaried employees get eight days per school year, but extra absences result in pay deductions at a substitute teacher rate. If you're sick, notify the Head of School or designee the evening before or by 6:30 a.m. on the day of your absence.

Criteria 5: Teacher Requirements

POLICY FROM EA POLICY & PROCEDURE MANUAL

3013. CERTIFICATIONS

.10 Evergreen Academy hires, at minimum, faculty who have college degrees in the content teaching area sought. Faculty are expected to obtain a teaching certification. In majority of cases, state level teaching certifications are required.

.20 All licensed/certified teachers are expected to maintain a teaching license.

Criteria 5: Teacher Requirements

EXCERPT FROM THE FAMILY HANDBOOK FOR PARENTS

FACULTY CREDENTIALS POLICY

Teacher qualifications encompass a saving relationship with Jesus Christ, a calling to teach at Evergreen Academy, a strong passion for God, teaching, and their subjects, alongside reference and background checks and a degree and/or certification in the content area taught.

POLICY FROM THE FAMILY HANDBOOK

CODE OF CONDUCT

PHILOSOPHY

In our Lower School, we focus on fostering students' growth through self-discipline and a positive learning atmosphere. We base our approach on Christian values, encouraging students to embrace and model qualities like love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control, as outlined in Galatians 5:22-23 known as the “Fruits of the Spirit.” We teach students to embody these virtues in their thoughts, words, and actions, promoting behaviors such as showing compassion, maintaining joy, seeking peace, being patient and understanding, acting kindly and generously, demonstrating integrity, remaining loyal, responding gently and empathetically, and practicing self-discipline. Modeling the Fruits of the Spirit involves students striving to align their behavior with these virtues, allowing the fruits to shape their character and interactions with others.

1. **Love** – A new command I give you: Love one another, As I have loved you, so you must love one another. John 13:34
2. **Joy** – “These things I have spoken to you, that my joy may be in you, and that your joy may be full.” Romans 15:13 (ESV)
3. **Peace** – “do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made know to God. And let the peace of God, which surpasses all understanding, guard your hearts and your minds in Christ Jesus.” Philippians 4:6-7 (ESV)
4. **Forbearance (Patience):** – “with all humility and gentleness, with patience, bearing with one another in love.” Ephesians 4:2 (ESV)
5. **Kindness** – “Put on then, as God’s chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, patience.” Colossians 3:12 (ESV)
6. **Goodness** – “And let us not grow weary of doing good, for in due season we will reap, if we do not give up.” Galatians 6:9 (ESV)
7. **Faithfulness** – “Let not steadfast love and faithfulness forsake you: bind them around your neck; write them on the tablet of your heart”. Proverbs 3:3 (ESV)
8. **Gentleness**– “But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.” 1 Peter 3:15 (ESV)
9. **Self-Control** – “For God gave us a spirit not of fear but of power and love and self-control.” – 2 Timothy 1:7 (ESV)

At the start of the year, teachers will clarify expectations aligned with Christ's example, aiming for clear understanding to minimize issues. We actively observe and commend Christ-like behavior, informing parents of positive instances, while redirecting and guiding instances of dishonorable conduct. Our discipline system categorizes infractions into **Minor** and **Major**, with **Minor Infractions** addressed in the classroom or through "**Handbook Demerits**", and **Major Infractions** handled via "**Behavioral Referral Forms**."

IMPORTANT: Any EA student placed on Disciplinary or Academic Probation is ineligible to participate in extracurricular activities such as student leadership, athletics, musical groups, etc. during their time on disciplinary or academic probation.

MINOR INFRACTIONS

Although not exhaustive, the following are examples of minor infractions:

- Disruption or talking without permission.
- Running in halls.
- Being rude or unkind.
- Failure to obey class rules.
- Dress Code Violations. *Repeated violations could result in Behavioral Referral.*
- Hallway/Restroom/Playground/Lunchroom infractions and disturbances.
- Chewing gum/Eating candy.
- Being unprepared for class.
- Other activities deemed inappropriate by school faculty, staff, or Head of School.

Minor Infraction Consequences:

Each elementary classrooms use a 0 to 6 character conduct card system on a weekly basis. When student behavior does not align with EA standards and expectations, students cut a strip off their conduct card. The following are results of students cutting strips on their conduct card:

0=Warning, 1=5 min. of recess, 2=Various Consequences, 3=Email/Phone Call Parents, 4=Demerit, 5 & 6=Visit w/Dr. Keeney.

What happens when students receive demerits week after week?

The following is the progression for those students that receive more than one demerit throughout a school year.

1st Time: Meet with Dr. Keeney

2nd Time: Meet with Dr. Keeney

3rd Time: Meeting with Dr. Keeney, Parents, and Teacher

4th Time: Meeting with Dr. Keeney, Parents, and Teacher

5th Time: ½ to full day in school suspension

6th Time: 1 to 3 days out of school suspension

7th Time: lengthier suspension or dismissal. This decision is made by Dr. Keeney

**EA administration reserves the right to dismiss a student earlier in the process if deemed appropriate.*

MAJOR INFRACTIONS

Major infractions involve clearly breaking school rules and regulations. Students that commit a major infraction will receive a behavioral referral. All behavioral referrals will be sent to the Head of School's office. Major Infractions will count against a student for the entire academic year (fall to spring).

Although not exhaustive, the following are examples of major infractions:

Behaviors not allowed at EA include disobedience or disrespect towards students, physical or verbal intimidation, profanity, damaging school property, lying, misusing school technology, unauthorized social media use, using electronic devices without permission, leaving campus without consent, inappropriate displays of affection, unauthorized building entry, minor verbal or physical altercations, bullying, plagiarism, disrespect for authority, substance use, violent threats, obscene material possession, profanity, indecency, inappropriate content on social media, vandalism, theft, possessing a weapon with harmful intent, and any other actions considered inappropriate by the Head of School or EA Personnel.

Major Infraction Consequences:

- 1) Parent & Student Conference
- 2) After School Detention
- 3) In-school suspension (ISS)
- 4) Out of school suspension (OSS)
- 5) Expulsion

DETENTIONS

Students must attend detention when assigned and failure to attend will result in serving the detention period and an additional behavior demerit assigned.

SUSPENSIONS

In School Suspension (ISS): Students serving in-school suspension must complete assigned classwork and homework, with their grades based on completed assignments, and they must report to the front office at the designated time.

Out of School Suspension (OSS): Students who receive a suspension will not be allowed to attend school during that time, with parents notified. Students may or may not be permitted to make up tests or assigned work, and they cannot participate in extracurricular activities.

EXPULSION

Expulsion may result from a pattern of serious offenses. Consideration may be given to the student's age and attitude towards correction. An expulsion entails dismissal for the remainder of the current school year, with parents notified by phone and in writing. Re-enrollment may be considered following a full semester of suspension, contingent upon a satisfactory student evaluation from another school system with final approval coming from the Head of School.

Criteria 7: Accreditation



911 S. Parsons Ave., Suite G
Brandon, FL 33511
(813) 684-2024 - www.actsschools.org



September 18, 2024

Dr. Jeff Keeney
Evergreen Christian Academy dba Evergreen Academy
10301 East 111th St S
Bixby, OK 74008

Dear Dr. Keeney, Faculty, and Staff of Evergreen Academy,

The Accreditation Commission of the Association of Christian Teachers and Schools (ACTS) has officially accepted the report of the school's Candidacy Visit and has voted to extend the status of **Preliminary Accreditation** to your school. You may refer to your school as Preliminary Accredited with our organization, with the expectation of completing the Accreditation process within the next 18 months.

You may now begin the second step of the process, writing a self-study describing how your school meets each of the ACTS accreditation standards. The link for your Self-Study Folder on the ACTS Google drive has been sent to your inbox from our office. You will use this folder to complete the self-study document and to upload all supporting evidence documents. Your self-study must be completed 30 days prior to the scheduled Accreditation Team Visit. Once a team chair has been assigned, that person will be in touch to discuss the logistics of the visit.

Please feel free to contact our office by phone or by email anytime you have questions concerning the ACTS accreditation process. Thank you for your dedication to Christian education and ask for your support as we strive to set a new standard of Christ-centered academic excellence!

Strength and Honor in Christ,

Steve Lindquist
Chief Operations Officer
slindquist@actsschools.org

Cc: File

Affiliations:

Accreditation International – Arkansas Department of Education, Office of Non-Public Education
Coalition of Christian School Accreditors – Cognia (NCA, SACS, NWA) – Council for American Private Education
Florida Association of Academic Non-Public Schools – Georgia Private School Accreditation Council
Hawai'i Council of Private Schools/Hawai'i Association of Independent Schools – Middle States Association – Minnesota Nonpublic Education Council
National Council for Private School Accreditation – New Mexico Non-Public School Commission – Oklahoma Private School Accreditation Commission
Pennsylvania State CAPE – Tennessee Department of Education, Office of Non-Public Schools – Texas Private School Accreditation Commission
Virginia Council of Private Education – Western Association of Schools and Colleges

Criteria 7: Accreditation

Certificate of Preliminary Accreditation

Awarded to:

Evergreen Christian Academy

10301 East 111th St. S., Bixby, OK 74008

Grades: Kindergarten through 5th

Based on recommendation through peer evaluation, Preliminary Accredited Status is conferred by the ACTS Accreditation Commission and Board of Directors for successful completion of the stipulated requirements for Preliminary Accreditation.

Compliance is measured through continued Annual membership and Progression towards full Accreditation.

September 13, 2024

Date of Accreditation

June 30, 2026

Date of Expiration

ACTS

ASSOCIATION OF CHRISTIAN
TEACHERS AND SCHOOLS

Steve Lindquist
Steve Lindquist, Chief Operations Officer

Ike Stokes
Ike Stokes, Chair, Accreditation Commission

Criteria 7: Accreditation

OPSAC Commission

CERTIFICATE OF MEMBERSHIP

This certificate is issued to

Evergreen Christian Academy

Effective 2024-2025

~~Kindergarten~~ Grade 12

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 .



Chairman

Colin Yocum



Executive Director

Chris Belyeu



POLICIES & INFORMATION OUT OF THE FAMILY HANDBOOK

LEARNING SUPPORT SERVICES

Evergreen Academy provides academic services tailored to meet the diverse needs of students at their individual learning levels. With smaller class sizes and a highly qualified faculty, the academy is well-equipped to accommodate various learning styles and requirements. This personalized approach ensures that each student receives the attention and support necessary to thrive in their educational journey.

To address the unique needs of students, Evergreen Academy implements a range of strategies, including the use of visual aids, assignment modifications, and extended time for assessments. Additionally, the school offers flexible seating arrangements and adjustments to meet both visual and multi-sensory learning needs. By employing a diverse curriculum that incorporates different types of learning experiences, Evergreen Academy facilitates success for each student, promoting an inclusive learning environment.

Furthermore, Evergreen Academy is committed to collaboration with external teams, including parents and educational professionals, to support students effectively. This partnership ensures a comprehensive approach to education, focusing on achieving the best possible outcomes for every student. By fostering strong communication and collaboration, Evergreen Academy strives to empower students and enhance their overall success.

INDIVIDUALIZED EDUCATIONAL PLANS (I.E.P.'S)

Evergreen Academy does not create I.E.P.'s or use I.E.P.'s for current or new/transferring students and expects all students to be able to integrate into a traditional school setting but retains the discretion to evaluate and formulate a specialized plan when deemed essential.

ACCOMODATION & MODIFICATION PLANS

As Evergreen Academy (EA) is not classified as a public school, we do not issue Individualized Education Programs (IEPs). Instead, we focus on creating accommodation plans tailored to the specific needs of our students. These plans are informed by the recommendations outlined from various sources as well as EA's capacity to effectively implement the suggested accommodations. These plans are developed through a collaborative effort involving parents, teachers, and administration. This partnership ensures that multiple perspectives are considered, fostering a comprehensive approach to student development and support.

The development and management of these accommodation plans fall under the purview of the Head of School and Elementary Academic Dean. EA also partners with outside experts to develop and manage these plans. To ensure their ongoing effectiveness, these plans are reviewed annually, allowing for necessary adjustments based on the student's progress and changing needs. This approach underscores our commitment to providing supportive educational

environments tailored to individual student requirements. Some examples of IEP accommodations at EA could include:

- Preferential seating
- Pairs visuals with auditory
- Allow for additional thinking/processing time
- Extended time on assignments and tests
- Flexible seating and accommodations for testing as needed
- Accommodated classwork and homework as needed.
- Read test questions
- Etc....

ACADEMIC TUTORING

EA students benefit from academic assistance in either a one on one or a small group setting from a teacher or volunteer. During these tutoring sessions, we focus on the remediation of academic skills, re-teaching, pre-teaching, the implementation of accommodations, and organizational support. This targeted approach is designed to help students effectively grasp and retain essential academic material.

CURRICULUM ADAPTATION

EA students can have their educational content and instructional strategies modified to effectively address their needs. This process ensures that each of our students can engage with the material at their own level, promoting inclusivity and enhancing overall learning outcomes. By tailoring the curriculum, EA faculty can support various learning styles, strengths, and challenges, ultimately fostering an environment where every student can succeed.

DIAGNOSTIC & STATE TESTING

Diagnostic Testing

At Evergreen Academy, students participate in the i-Ready diagnostic assessments from Curriculum Associates each fall, winter, and spring. These assessments are designed to evaluate students' proficiency in mathematics and reading, providing a comprehensive overview of their current academic standing. The data collected from the i-Ready diagnostics serves multiple purposes. Primarily, it establishes a baseline for each student's skills at the beginning of the academic year. This initial assessment is crucial for identifying individual learning needs and tailoring instructional strategies accordingly.

Moreover, the i-Ready assessments enable teachers to monitor student progress over the course of the year. By regularly reviewing assessment results, educators can adjust their teaching approaches, ensuring that each student receives the support necessary to advance their skills in both math and reading. This continuous monitoring fosters an environment of growth and achievement at Evergreen Academy.

State Testing

The Iowa Tests, administered each spring, serve as a vital tool for assessing student achievement and progress in various academic domains. These standardized assessments provide EA faculty and administration with valuable data that reflect student learning outcomes across a wide range of subjects. By aligning the tests with state educational standards, the Iowa Tests facilitate a comprehensive evaluation of students' skills and knowledge, enabling Evergreen Academy to identify areas of strength and opportunities for improvement. This data-driven approach supports targeted instruction and intervention strategies, ultimately enhancing educational quality.

By consistently measuring student performance over time, Evergreen Academy can track progress and make informed decisions regarding curriculum development and resource allocation. In this way, the Iowa Tests play a crucial role in promoting transparency and continuous improvement in education, ensuring that all students receive the support they need to succeed academically.

WHEELCHAIR ACCESS

Evergreen Academy is situated on the second floor of a newly constructed building, developed by Evergreen Baptist Church. The second floor is fully accessible via an elevator designed to accommodate wheelchairs, ensuring ease of access for all individuals. Additionally, every classroom and meeting room features doorways wide enough to accommodate wheelchair users, promoting inclusivity within the learning environment. Restroom facilities are also equipped to meet the needs of those using wheelchairs, further enhancing accessibility throughout the facility. This commitment to accessibility reflects Evergreen Academy's dedication to providing an inclusive and supportive environment for all students and staff. The thoughtful design of the building demonstrates a proactive approach to ensuring that every individual can navigate the space comfortably and independently. Overall, Evergreen Academy prioritizes accessibility as a fundamental aspect of its mission to foster an equitable educational experience.