



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

MEMORANDUM

TO: The Oklahoma State Department of Education
FROM: Stacy Eden
DATE: June 10, 2025
SUBJECT: Lindsey Nicole Henry Scholarship

Nature Field Creative Academy request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma State Department of Education.

Nature Field Creative Academy offers a supportive, nature-based learning environment that embraces individuality and is especially well-suited for neurodivergent students or those who struggle in traditional school settings. With small class sizes and a student-centered approach, the academy provides personalized instruction that highlights each child's strengths while fostering confidence and growth. Its sensory-friendly, hands-on, and movement-rich environment supports executive functioning, social-emotional development, and self-regulation. Through the use of visual aids, movement breaks, structured routines, and dedicated teachers, Nature Field creates a space where all learners are seen, understood, and celebrated.

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

- Criteria 1: Fiscal Soundness – Zardo CPA Letter and Liability Insurance Certificate
- Criteria 2: Non-Discrimination – Policy Statement
- Criteria 3: Teacher Requirements – Teacher Handbook
- Criteria 4: Accreditation – OSDE Letter

SE



NAME OF PRIVATE SCHOOL

GRADE LEVELS

ADDRESS

CITY

STATE

ZIP + 4

PHONE NUMBER

WEBSITE ADDRESS

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

PRIVATE SCHOOL CONTACT FOR LNH

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires participating schools to be physical, brick-and-mortar institutions in Oklahoma and meet certain approval criteria. Schools must provide documentation to show they comply, which will be reviewed by the Oklahoma State Department of Education (OSDE). This documentation is often found in the school’s policies or handbook. Please prepare a PDF for each item listed below to email with your application.

The OSDE will approve a private school for the scholarship program if it meets the following criteria:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the OSDE with a statement by a certified public accountant confirming that the private school 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. Save in a PDF, and label it Criteria 1.***

2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. ***Proof of compliance required. Save in a PDF, and label it Criteria 2.***

3. 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 polices or handbook stating the educational requirement for the teaching staff is acceptable documentation. Save in a PDF, and label it Criteria 3.***

4. The private school must meet the accreditation requirements set by the SDE or another accrediting association approved by the OSDE. ***Please type the name of your accrediting agency in the box below. Save the accreditation approval letter or certificate as a PDF, and label it Criteria 4.***

5. 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 OSDE is correct and complete to the best of my knowledge.



SIGNATURE

DATE

How to Submit the Private School Application to participate in the LNH Scholarship

1. Save each criterion as an individual PDF, labeling them as "Criteria 1," "Criteria 2," and so on.
2. Email the complete application, along with all required PDF attachments to stacy.eden@sde.ok.gov. You may also contact Stacy at (405) 521-4876.

Zardo CPA PLLC

905 24th Ave NW Suite B · Norman, OK 73069

PH (405) 605-3716 · Fax (405) 857-2090

roxi@amrtax.com

May 6, 2025

To Whom it May Concern:

Nature Field Creative Academy LLP has been in operation since 2019. Based on projected revenues and expenses, Nature Field Creative Academy LLP is expected to remain in operation for the foreseeable future.

I have attached a copy of their insurance verification.

Please let me know if you need additional information.

Thank You,



Roxanne Zardo, CPA

Nature Field Creative Academy Title IX Statement Nature Field Creative Academy is committed to fostering an inclusive, safe, and equitable learning environment for all students, faculty, and staff. In accordance with Title IX of the Education Amendments of 1972, which prohibits sex-based discrimination in federally funded education programs, we uphold policies that ensure equal opportunities and prevent harassment or discrimination based on sex, gender identity, or sexual orientation.

We do not tolerate discrimination, harassment, or retaliation in any form. Any concerns or complaints related to Title IX should be reported to our designated Title IX Coordinator, who will oversee investigations and ensure appropriate measures are taken to address violations.

Owner & Director,

Abigail Prescott Ramirez

2025 - 2026

Teacher Handbook

- Teachers must have a bachelor's degree in an education related field OR five years or more experience.
- I have read and understand that no student shall be excluded by the school as a whole or individual teachers on ground of race, color, or national origin
- Teachers must arrive on time to ensure that there is adequate time to prepare for the day, including disinfecting, setting up activities, and equipping the room with any necessary supplies. Please ensure you arrive *at least* thirty minutes before start time and allow thirty minutes at the end of the school day to thoroughly clean and disinfect classroom items.
- Tending to text messages, phone calls or personal emails while school is in session is strictly prohibited. Cell phones may be used for photography with the intention of sharing in the Bloomz app to provide parents with a look at what is going on in the classroom.
- Please maintain a professional yet friendly relationship with guardians and family members. In an effort to keep everyone comfortable, please do not share religious or political beliefs with students or their family members. Keep all conversations focused on the student and their studies.
- It is never appropriate to discuss another student or staff member with guardians or family members. If a guardian or family member ever tries to comment on another child or family member, promptly redirect the conversation. (If a parent was to say something along the lines of “Wow, that child must be a lot of work.” an appropriate response would be “I’m so happy they are in my class. We are learning so much together!” and then promptly moving on.)
- All hard surfaces must be disinfected every morning upon arrival and afternoon before leaving.
Daily procedure:
AM: Spray all hard surfaces with either diluted hydrogen peroxide or diluted vinegar. Allow spray to set for thirty seconds to one minute and wipe with either a clean rag or paper towel. Ensure that there is a fresh trash bag in the trash can.
Ensure that cubbies are orderly and ready for students to arrive.
PM: Spray all hard surfaces with diluted bleach and allow to set for thirty seconds to one minute and wipe with either a clean rag or paper towels.
Clean any trash from students cubbies.
Take the trash bag to the dumpster.
Sweep the floor and mop with bleach water when necessary (at least twice per week. More during the cold and flu season.)
- Screens are not to be used by children in the classroom. Any videos you wish to show your class must correlate to your current study and must be previewed off campus before showing to students.
- Teachers must maintain a classroom that is in line with the Nature Field Creative Academy philosophy (Reggio Emilia, Montessori, Loose Parts etc.) Keep plastic toys to a minimum and ensure that the materials in your classroom are truly “loose parts” (can be used for many different

things.) If you have any questions regarding whether or not an item is a loose part, please direct those questions to the school directors. We are here to help!

- Keep the items in your classroom fresh. Don't allow items to remain in the classroom for so long that the children become uninterested in them. Utilize the resources we have available, ask parents to donate specific items that you need in your classroom or "swap" with another teacher.
- Documentation is required. Note taking, photographs, and (some) art work must be saved to compile a portfolio by the end of the school year.
- Attendance must be taken every morning and turned in to the office.
- Teachers must be knowledgeable about lockdown, tornado and fire drill procedure (see student handbook.) Drills must be performed every three months. You will be notified by school directors on dates that drills will be performed.
- Teachers need to take the first aid kit from their classroom everytime they take their class outside. If any type of first aid is administered, the office must be notified.
- We are a rain or shine school. To ensure that you are comfortable during outdoor times, please dress appropriately. Layer up for cold weather with a coat, scarf and gloves, wear rainboots and a rain jacket on rainy days etc. We must ensure we are giving our students ample opportunity to explore outside in all types of weather.
- Teachers must give at least a 24 hour notice for days they are unable to work. You may contact substitutes from our sub list in an attempt to find someone to work for you on your missed day. Please let us know the days you intend to miss with as much notice as possible.
- At Nature Field Creative Academy we want to be mindful of the way we discipline our students. It is **never okay** to touch a child while they are being disciplined. We utilize redirection. Appropriate phrases to use are "I didn't like it when you yelled at me. Please re-do that." or "I see that you hurt your friend's feelings. Let's find out how we can fix that." Under no circumstances is "time out" okay. If a child is being disruptive there are two options: 1.) Require the child to be your partner until they have self regulated and are able to rejoin the class. This means the child may work near you while they are your "partner" until they show you they are able to work independently again. 2.) If a child is being disruptive past the point of being redirected you may call the front desk worker and ask them to take the child to calm down in the office with them. We want to include ourselves in the self regulation process until our students learn how to self regulate on their own. **Isolation is not a technique we implement at NFCA.** If you are having trouble with a specific student, notify the directors. We are here to help you.

Oklahoma State Department of Education

6/4/2025

Abigail Ramirez
Nature Field Creative Academy
220 E Franklin Rd
Norman, OK 73071

Dear **Abigail Ramirez**,

On behalf of the Oklahoma State Department of Education (OSDE), I am pleased to inform you that **Nature Field Creative Academy** has successfully achieved **accreditation, with the OSDE**. This recognition reflects your commitment to providing a high-quality educational environment that meets the rigorous standards set forth by the OSDE.

Your efforts in developing and submitting a comprehensive application, along with your dedication to excellence in governance, curriculum, operations, and student services, have been commendable. As an accredited institution, your school is now recognized as meeting the standards necessary to deliver a robust and supportive educational experience for your students.

Please be advised that accreditation is an ongoing process. The OSDE will continue to provide support and guidance as you maintain compliance with state requirements and pursue continuous improvement. Your Regional Accreditation Officer will be in contact to schedule any necessary follow-ups or provide further assistance.

Congratulations to you, your staff, and your school community on this significant accomplishment. We look forward to partnering with you in your ongoing journey to uphold the standards of excellence in education.

If you have any questions or need further assistance, please do not hesitate to contact our office at **405-522-1643**.

Sincerely,

John Tautfest
Director of School Choice
Oklahoma State Department of Education
405-533-1643