



OKLAHOMA STATE
DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The State Department of Education

FROM: Stacy Eden

DATE: July 15, 2025

SUBJECT: Lindsey Nicole Henry Scholarship

St. Mary's Episcopal School requests approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through Southwest Association of Episcopal Schools (SAES) and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

St. Mary's Episcopal School provides the following classroom accommodations: extended time on tests and in-class written assignments, use of a school-provided computer for testing when appropriate, preferential seating, modified or reduced assignments, frequent breaks, and additional support from the classroom teacher, both in-class and one-on-one.

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

- Criteria 1: Fiscal Soundness – St. Mary's Episcopal School Handbook
- Criteria 2: Non-Discrimination – St. Mary's Episcopal School Handbook
- Criteria 3: Teacher Requirement – St. Mary's Episcopal School Handbook
- Criteria 4: Accreditation – SAES 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.***

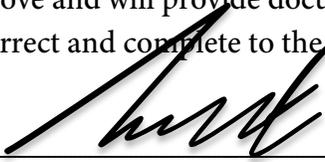
4. The private school must meet the accreditation requirements set by the SDE or another accrediting association approved by the OSDE. ***Please type the name of your accrediting agency in the box below. Save the accreditation approval letter or certificate as a PDF, and label it Criteria 4.***

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.

Mission Statement

St. Mary's Episcopal School provides quality academic programs in an environment fostering respect for faith, family, others, and self.

Philosophy

St. Mary's educational philosophy is founded on the Episcopal tradition of academic excellence, regular worship, service learning, and physical well-being. Our purpose is to foster an education that seeks to develop each student academically while providing a values-centered, character-building education to prepare each student to live a creative, humane, and compassionate life worthy of a child of God. Our curriculum combines the best of educational applications offering an ideal learning environment capable of stimulating the fullest potential within each child. Special care is taken to challenge each child's unique abilities and interests while guiding all students to be respectful, responsible and resourceful.

Non-Discrimination Policy

St. Mary's admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to its students. The school does not discriminate in any of its educational, admission or financial aid policies and programs.

Accreditation and Memberships

St. Mary's School is accredited by the:

- Southwestern Association of Episcopal Schools which is nationally recognized by the National Association of Independent Schools and by the Oklahoma State Department of Education.

St. Mary's Episcopal School is a certified member of:

- The Oklahoma Commission of Episcopal Schools
- The National Association of Episcopal Schools

St. Mary's Episcopal School History

- 1972 - SMES is established at St. Mary's Episcopal Church by Mrs. Kitty Warren.
- 1977 - Mrs. Warren retires, St. Mary's Church Vestry votes to continue the school as a Parish Day School, housed at the old St. Mary's Mission Church Building (Canterbury House).
- 1980 - Early Childhood programs expand to an enrollment of 50 children.
- 1990 - Nancy Heatherington is appointed as the Director of St. Mary's School.
- 1992 - The School enters the accreditation process with the Southwestern Association of Episcopal Schools. The School becomes separately incorporated from the church and begins expansion to a full elementary program.
- 2001 - The School purchases a 51-acre tract of land at 505 E. Covell Rd.
- 2004 - Phase 1 of the building on Covell opens, housing upper elementary and administration.
- 2006 - Phase 2 of construction is completed and the early childhood programs move to Covell.
- 2011 - Four new classrooms are added on to the building and middle school grades open.
- 2013 - Pamela Dockter is appointed as third Head of School.
- 2014 - Middle school closes.
- 2023 - Four new classrooms are added to accommodate school growth.
- 2024 - Michael Zeigler is appointed as St. Mary's fourth Head of School.

Employment Policies and Practices

An employee of St. Mary's School is expected to perform such duties relating to his/her position as stated in the Employment Agreement, the employee's job description and as the Head of School shall from time to time prescribe. As a member of the St. Mary's staff, it is necessary to demonstrate loyalty, fidelity and allegiance to act at all times in St. Mary's best interest and to do no act which would injure St. Mary's interest, reputation or business.

In the event school is closed temporarily due to inclement weather or other causes, the Employer may be required to extend the school term; whereupon the term of the Employee's Agreement shall be extended for a like period of time.

Basic Policy

A person appointed to the teaching faculty will possess a Bachelor's Degree or higher in the academic field of the faculty member's major teaching responsibility or relevant experience. All elementary faculty members are required to hold current certification and/or a state endorsement in their appropriate academic area(s).



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www.swaes.org

June 20, 2025

Mr. Michael Zeigler
Head of School
St. Mary's Episcopal School
505 E. Covell Road
Edmond, OK 73034

Dear Michael,

The SAES Board of Directors, upon the recommendation of the SAES Standards Committee, has granted St. Mary's Episcopal School **FULL ACCREDITATION** for **PK 3 - 5th**, through June 30, 2035, pending submission of satisfactory interim reports and continuing to meet SAES requirements. Please note that SAES only accredits grades PK 3 and higher; programs for students younger than three years old must be licensed by the state. Failure to maintain state licensure may, however, affect the school's SAES accreditation.

The next report requirement is the *One-Year Head's Letter* due May 1, 2026. The letter should include the school's thoughts and conversations reflecting on the *Overarching Recommendations* and the planning and progress that has resulted as a follow-up to the *Report of the On-Site Visiting Team*.

The Standards Committee commends you for your effective leadership in your first year of headship and for your commitment to excellence as reflected in the SAES Standards. The Committee is confident that St. Mary's will continue to grow and thrive as it embraces the recommendations listed in the Report of the Visiting Team.

The Visiting Team was impressed by the lovely facilities and by the school culture as embodied in "The St. Mary's Way." The Team also expressed its appreciation for your thoughtful planning for the visit and for the gracious hospitality of all members of your community.

Thank you for your support of SAES and Episcopal schools, and please do not hesitate to contact me if you have questions. Know that the SAES Board and staff will continue to pray for you and your school.

Warmest Regards,

Christopher R. Carter, D.Min.
Director of Accreditation

cc: Ms. Amy Costner-Lark, Board Chair
The Rev. Mark Story, Rector
Ms. Pat Blevins, SAES Office