



OKLAHOMA STATE
DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The State Department of Education

FROM: Stacy Eden

DATE: August 5, 2026

SUBJECT: Lindsey Nicole Henry Scholarship

Beyond the Spectrum Academy (BSA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through Cognia.

Beyond the Spectrum Academy is a specialized private school dedicated exclusively to serving students with disabilities. Every student receives an individualized learning plan, that integrates special education services throughout the school day. Instruction is tailored to each student's needs and includes explicit teaching in academics, communication, behavior, self-help, and functional life skills. The school also partners with licensed related service providers to deliver school-based therapies, including Occupational Therapy and Speech-Language Pathology, ensuring students receive comprehensive support to meet their educational goals.

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

- Criteria 1: Fiscal Soundness – Western Surety Bond
- Criteria 2: Non-Discrimination – BSA Handbook
- Criteria 3: Teacher Requirement – BSA Handbook
- Criteria 4: Accreditation – Cognia Email

SE



Beyond the Spectrum Academy

Elementary (PK-6)

NAME OF PRIVATE SCHOOL

GRADE LEVELS

3838 NW 36th Street

OKC

OK

73112

ADDRESS

CITY

STATE

ZIP + 4

405-305-0712

<https://beyondthespectrumok.com/>

PHONE NUMBER

WEBSITE ADDRESS

Dr.JasmineJustus

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Dr. Jasmine Justus

jasmine@beyondthespectrum.info

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 policies 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.***

Cognia – Initial Accreditation (Non-Public School), awarded by the Cognia Global Commission effective July 31, 2026, for Beyond the Spectrum Academy, Oklahoma City, OK.

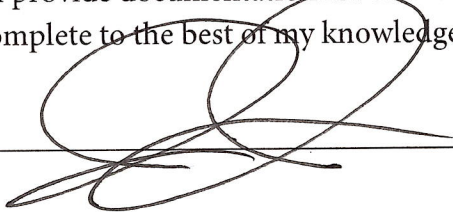
5. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

Beyond the Spectrum Academy is a specialized private school exclusively serving students with disabilities. We align our program with Oklahoma Academic Standards and DLM/OAAP standards and use the OATECA functional skills curriculum. All students have individualized learning plans (ILPs) and, when applicable, IEPs that embed special education services throughout the day, including explicit instruction in academics, communication, behavior, self-help, and functional life skills. We collaborate with LEAs under Policy 104 for Child Find, evaluations, and OAAP participation, and partner with related-service providers (e.g., OT and speech) to deliver school-based therapies. Our comprehensive policy manual covers admissions, discipline and due process, positive behavioral supports, restraint and seclusion (no seclusion), crisis response, records/confidentiality, nondiscrimination, and complaint/grievance procedures, ensuring we can provide appropriate services and accommodations for students with disabilities.

I verify that Beyond the Spectrum Academy complies with all the criteria listed 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.

NAME OF PRIVATE SCHOOL

SIGNATURE



8/5/2026.

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.

BEYOND THE SPECTRUM ACADEMY

LINDSEY NICOLE HENRY SCHOLARSHIP APPLICATION

CRITERIA 1

Fiscal Soundness

This document is submitted as proof that Beyond the Spectrum Academy meets the fiscal soundness requirement for participation in the Lindsey Nicole Henry Scholarship Program. Supporting documentation demonstrates the school's financial capacity to operate and serve anticipated students for the upcoming school year in accordance with OSDE requirements.

SUBMITTED BY

Beyond the Spectrum Academy

SCHOOL DIRECTOR

Jasmine Justus, PhD, BCBA-D, LBA-OK

SCHOOL ADDRESS

3838 Northwest 36th Street, Oklahoma City, Oklahoma 73112

STATE OF OKLAHOMA
OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS
3700 N. CLASSEN BOULEVARD, SUITE 250
OKLAHOMA CITY, OKLAHOMA 73118-2864
PHONE: 405-528-3370



PRIVATE SCHOOL BOND

KNOW ALL MEN BY THESE PRESENTS:

NO: 89001162

That we, BEYOND THE SPECTRUM OK, INC (School Owner),

d/b/a BEYOND THE SPECTRUM ACADEMY (School Name)

of OKLAHOMA CITY, OK (City & State), as Principal, and WESTERN SURETY COMPANY

(Surety Company) authorized to do business in the State of Oklahoma, as surety, are held and firmly bound into the State of Oklahoma in the sum of: Fifty Thousand and 00/100 Dollars (\$ 50,000.00)

lawful money of the United States of America, for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns, firmly by these present.

WHEREAS, under 70 O.S. Section 21-101 et seq., as amended, the above name private school is required to be licensed by the Oklahoma Board of Private Vocational Schools before it may operate as a private school; the private school hereby files a bond as required by Title 70 O.S. Section 21-106 (B).

NOW, ~~THEREFORE~~, the condition of this obligation is such that if said Principal shall faithfully perform each and all of the terms and conditions of all contracts entered into between said Principal and all persons enrolling in said private school, then this obligation shall be null and void; otherwise to remain in full force and effect.

Period of coverage beginning August 3rd, 2026, and continuing through June 30th, 2027,

Witness our hands and seals this 3rd day of August, 2026.

BEYOND THE SPECTRUM OK, INC DBA
BEYOND THE SPECTRUM ACADEMY

WESTERN SURETY COMPANY

School Name

Name of Surety Company

(School Corporate Seal, if any):

(Surety Seal):

Scott Batchelor

Larry Kasten

Signature of School Owner or Corporate Officer

Signature of Attorney-In-Fact for Surety Company

Scott Batchelor, Co-Founder

Larry Kasten, Vice President

Type or Clearly Print Name & School Position

Typed Name of Attorney-In-Fact

On this 3rd day of August, 2026, appeared before me Larry Kasten (Attorney-In-Fact) a person known by me to be one and the same individual as the person by the same name designated as attorney-in-fact on the attached Power-of-Attorney; and, Being duly sworn, the said person did under oath state that the said power-of-attorney is now in full force and effect; whereupon, the said power-of-attorney did sign this surety bond in my presence.

SOUTH DAKOTA

State of

MINNEHAHA

Country of

S. Petrik
Signature of Notary Public

Commission Number: _____

My Commission Expires: August 11, 2028

(Notary Seal):



Signature of State Agent for Surety NOT NEEDED

Typed Name of State Agent for Surety _____

P. O. Box 549, Weatherford, OK

Address of State Agent for Surety 73096-0549

Accompany this Bond with Attorney-In-Fact's Power of Attorney

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Private Vocational School

bond with bond number 89001162

for BEYOND THE SPECTRUM OK, INC DBA BEYOND THE SPECTRUM ACADEMY

as Principal in the penalty amount not to exceed: \$ 50,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 3rd day of August,
2026.

ATTEST

L. Bauder

L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

By

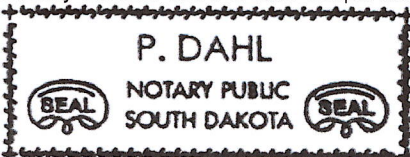
Larry Kasten

Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 3rd day of August, 2026, before me, a Notary Public, personally appeared
Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 18, 2031

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





SURETY BOND TRANSMITTAL

Agent: Please deliver this Transmittal to the bond principal and its owners. You may keep a copy for your records.

BOND INFORMATION

Bond Number: 89001162

Principal/Bondholder: BEYOND THE SPECTRUM OK, INC DBA BEYOND THE SPECTRUM ACADEMY

Address: (Address line 1) 3838 NW 36TH ST

(address line 2) _____

(City, State, Zip) OKLAHOMA CITY, OK 73112

Effective Date: August 3rd, 2026

Anniversary Date: June 30th, 2027

Description: Private Vocational School

Bond Amount: \$50,000.00

Writing Company: Western Surety Company

Agent: (name) Magill Insurance Agency, Inc.

(Address line 1) P. O. Box 549

(address line 2) _____

(City, State, Zip) Weatherford, OK 73096-0549

Premium: \$500.00

PROVISIONS

The submission of the application for this Bond, along with subsequent execution of the surety bond by the Bond Principal and its owners, authorizes the Company to obtain a credit report on the Bond Principal and its owners. The Company reserves all rights, legal remedies and duties associated with this and any other bonds issued as a result including, but not limited to, the right to handle or settle any claim or suit in good faith, and the Company's decisions shall be binding on the Bond Principal and its owners. These provisions shall be in addition to, and not in lieu of any other rights the Company may have.

NOTE TO BOND PRINCIPAL AND ITS OWNERS: A surety bond is not insurance. You remain responsible for performing or fulfilling the underlying obligations covered by your surety bond. Please keep a copy of this transmittal page, but do not attach it to the original bond or file the Transmittal page with the Obligee.

CNA Surety

By: _____

Larry Kasten, Vice President



The State of Oklahoma requires we inform you of the following:

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

BEYOND THE SPECTRUM ACADEMY

LINDSEY NICOLE HENRY SCHOLARSHIP APPLICATION

CRITERIA 2

Anti-Discrimination Compliance

This document is submitted as proof that Beyond the Spectrum Academy complies with the antidiscrimination provisions of 42 U.S.C. § 2000d. Supporting documentation includes board-approved policies and procedures addressing nondiscrimination, equal opportunity, and complaint resolution consistent with applicable law.

SUBMITTED BY

SCHOOL DIRECTOR

SCHOOL ADDRESS

Beyond the Spectrum Academy

Jasmine Justus, PhD, BCBA-D, LBA-OK

3838 Northwest 36th Street, Oklahoma City, Oklahoma 73112



Policy 1202: Anti-Discrimination Complaint Procedures

Beyond the Spectrum Academy (“BTS Academy”) provides a prompt, fair, and accessible process for addressing complaints of discrimination, harassment, and retaliation based on any legally protected characteristic, consistent with federal civil-rights laws and applicable Oklahoma guidance.

Beyond the Spectrum Academy is a recipient of federal financial assistance and must comply with the antidiscrimination provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) and related regulations. The School Director shall maintain documentation demonstrating proof of compliance, including executed assurances, required notices, training records, and any civil-rights reviews or findings issued by federal or state agencies.

I. Purpose and Scope

This policy is intended to:

1. Outline procedures for students, parents/guardians, and others to report and seek resolution of alleged discrimination, harassment, or retaliation in BTS Academy programs or activities.
2. Ensure that complaints are investigated promptly and equitably, with appropriate remedies when violations are found, and without retaliation against complainants or witnesses.

This policy applies to all complaints of discrimination involving BTS Academy students, programs, or activities, including but not limited to claims related to race, color, national origin, sex (including sexual harassment), disability, religion, and other protected characteristics.

II. Reporting and Initial Response

1. Any student, parent/guardian, or other individual who believes they have experienced or observed discrimination, harassment, or retaliation is encouraged to report the concern as soon as possible to:
 - The School Director or designee; or
 - The designated civil-rights/Title IX coordinator identified in BTS Academy’s non-discrimination notice.
2. Complaints may be made orally or in writing; a written complaint is preferred for formal investigation, and staff will assist complainants in documenting their concerns when needed.
3. At the time a complaint is filed, the complainant will be provided a copy of this policy and information about available supports or interim measures (e.g., schedule adjustments, no-contact directives, supportive counseling referrals) as appropriate.

III. Informal Resolution (When Appropriate)

1. For some discrimination-related concerns, and when legally permitted, informal resolution (such as facilitated conversation or mediated agreement) may be offered if:
 - The complaint does not involve severe or violent conduct; and

- The complainant voluntarily agrees to an informal approach.
- 2. Informal resolution is optional and may be ended by either party at any time, at which point the complaint will proceed through the formal procedure.
- 3. Informal processes will not be used in situations where law or best practice prohibit them (for example, certain serious sexual harassment allegations under Title IX).

IV. Formal Complaint and Investigation

1. Filing a Formal Complaint
 - A formal complaint should typically be submitted in writing to the School Director or civil-rights/Title IX coordinator within a reasonable time after the alleged incident (e.g., within 180 days), although BTS Academy may accept complaints beyond that period for good cause.
 - The complaint should describe the alleged discrimination, including dates, locations, persons involved, and any witnesses, and state the relief sought.
2. Investigation
 - Upon receipt of a formal complaint, BTS Academy will promptly begin an impartial investigation, which may include interviews, document review, and other fact-finding steps.
 - The investigator will be free from conflict of interest and trained, as appropriate, on relevant civil-rights and Title IX procedures.
 - The school will aim to complete investigations and issue a written decision within a reasonably prompt timeframe (e.g., within 60–90 calendar days), while allowing for extensions when necessary and communicating any delays to the parties.
3. Findings and Outcome
 - At the conclusion of the investigation, BTS Academy will issue a written decision to the complainant (and, where applicable, the respondent), summarizing the allegations, key findings of fact, conclusions, and any remedies or corrective actions.
 - When a violation is found, BTS Academy will implement appropriate remedies to stop the discrimination, prevent its recurrence, and remedy its effects on the complainant and school community.

V. Appeals

1. A complainant (and, where applicable, a respondent) may appeal the outcome of a formal discrimination investigation on limited grounds, such as:
 - Procedural error that materially affected the outcome;
 - New evidence that was not reasonably available at the time of the decision;
 - A claim that the outcome or remedy is clearly inconsistent with the evidence or applicable policy.
2. Appeals must be submitted in writing to the Board of Education or its designee within a specified timeframe (e.g., 10–30 calendar days) after receipt of the written decision.
3. The Board or designee will review the record and issue a written appeal decision within a reasonable period; this decision will be final within BTS Academy's internal process.

VI. Non-Retaliation and Support

1. BTS Academy strictly prohibits retaliation against any person who, in good faith, reports discrimination, files a complaint, participates in an investigation, or supports another person's complaint.
2. Allegations of retaliation will be investigated and addressed under this policy or related policies, and may result in disciplinary action where appropriate.
3. Where needed, the school will offer reasonable supportive measures to complainants and, when appropriate, to respondents, regardless of whether a formal complaint is filed.

VII. External Complaint Options

1. Use of BTS Academy's internal procedures is encouraged but not required; individuals may also file discrimination complaints directly with external agencies such as:
 - U.S. Department of Education, Office for Civil Rights (OCR);
 - Relevant state or federal agencies with jurisdiction over specific civil-rights matters.
2. OCR complaints generally must be filed within 180 days of the last alleged discriminatory act, subject to agency rules on extensions or waivers.

VIII. Policy Coordination and Review

1. Policy 1202 coordinates with BTS Academy's non-discrimination notice, Title IX procedures, special education dispute-resolution processes, and general complaint/grievance policy (Policy 1201).
2. This policy will be reviewed at least every three (3) years, or sooner if civil-rights regulations, Title IX rules, or Oklahoma guidance change significantly, and any proposed revisions will be submitted to the Board of Education for approval.

Policy 1203: Anti-Harassment Policy and Reporting

Beyond the Spectrum Academy (“BTS Academy”) is committed to providing an environment free from harassment, intimidation, and bullying of any kind, including conduct based on race, color, national origin, sex (including sexual harassment), disability, religion, or any other legally protected characteristic. Harassment is prohibited in all BTS Academy programs and activities, whether occurring on campus, at school-sponsored events, or in school-related online spaces.

I. Purpose and Scope

This policy is intended to:

1. Prohibit harassment of students by other students, staff, or third parties, and to define expectations for respectful conduct.
2. Establish clear reporting, response, and investigation procedures so that harassment concerns are addressed promptly, effectively, and without retaliation.

This policy applies to all BTS Academy students, staff, volunteers, and third parties in connection with school programs and activities.

II. Definitions

1. Harassment: Unwelcome verbal, written, visual, or physical conduct based on a protected characteristic that is sufficiently severe or pervasive that it interferes with a student’s ability to participate in or benefit from school services, activities, or opportunities, or creates an intimidating, hostile, or offensive educational environment.
2. Sexual Harassment (Title IX): Conduct that meets Title IX definitions, which may include quid pro quo harassment by an employee, sexual assault, dating violence, domestic violence, stalking, or unwelcome sex-based conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity.
3. Bullying / Harassment Overlap: Certain bullying behaviors may also constitute harassment when based on a protected characteristic; such conduct will be addressed under both anti-bullying and anti-harassment frameworks as appropriate.

III. Prohibited Conduct

1. BTS Academy prohibits harassment, intimidation, bullying, and retaliation by any student, staff member, or third party on school property, at school-sponsored activities, and in school-related electronic communications.
2. Prohibited conduct includes slurs, jokes, derogatory comments, threats, physical aggression, unwanted touching, unwelcome sexual comments or advances, displaying offensive materials, or other conduct that meets the definition of harassment in this policy.

IV. Reporting Harassment

1. Any student, parent/guardian, or other person who believes harassment has occurred is strongly encouraged to report it as soon as possible to:
 - A teacher or staff member;
 - The School Director or designee; or
 - The designated Title IX/civil-rights coordinator identified in BTS Academy's non-discrimination notice.
2. Reports may be made orally or in writing; staff who receive a report must promptly forward it to the School Director and, when sex-based harassment is alleged, to the Title IX coordinator.
3. Staff who witness harassment, intimidation, or bullying are expected to intervene when it is safe to do so and to report the incident according to this policy.

V. Immediate Response and Safety

1. Upon receiving a report, BTS Academy will take reasonable steps to ensure the immediate safety and well-being of the student(s) involved, which may include separating parties, adjusting seating or schedules, or providing access to supportive resources.
2. School officials will comply with any applicable mandatory-reporting laws (e.g., suspected abuse or neglect) by notifying appropriate authorities when required.

VI. Investigation and Resolution

1. BTS Academy will conduct a prompt, fair, and impartial review of harassment reports, which may include:
 - Interviews with the complainant, respondent, and witnesses;
 - Review of relevant documents, messages, or recordings;
 - Coordination with the Title IX coordinator where sex-based harassment is alleged.
2. For allegations that fall under Title IX sexual harassment rules, BTS Academy will follow its Title IX grievance procedures, including required notices, opportunities to present evidence, and a written determination.
3. The school will aim to complete investigations and provide a written outcome within a reasonably prompt timeframe, consistent with complexity of the case and any applicable Title IX or civil-rights requirements.

VII. Outcomes, Remedies, and Discipline

1. If a violation of this policy is found, BTS Academy will implement remedies reasonably calculated to stop the harassment, prevent its recurrence, and remedy its effects on the affected student(s) and school community.
2. Disciplinary actions may include, but are not limited to: warning, restorative measures, changes in class or activity assignments, suspension, or expulsion for students; and corrective or disciplinary action for staff or third parties, consistent with applicable policies and contracts.

VIII. Confidentiality and Non-Retaliation

1. To the extent practicable, BTS Academy will protect the privacy of individuals involved in harassment reports and investigations, sharing information only with those who have a legitimate need to know.
2. Retaliation against any person who, in good faith, reports harassment, files a complaint, participates in an investigation, or supports another individual's complaint is strictly prohibited and will be treated as a separate policy violation.

IX. Training and Prevention

1. BTS Academy will provide periodic training and information to staff and, as appropriate, students regarding this policy, how to recognize harassment, how to report concerns, and how to support a safe and respectful school climate.
2. The Title IX coordinator and other designated personnel will receive specialized training consistent with Title IX and related civil-rights guidance.

X. External Complaint Options

1. In addition to using BTS Academy's internal procedures, individuals may file complaints of discrimination or harassment with external agencies such as the U.S. Department of Education's Office for Civil Rights (OCR) or other appropriate state or federal bodies.

XI. Policy Review

1. Policy 1203 shall be reviewed at least every three (3) years, or sooner if federal or state harassment, bullying, or Title IX requirements change significantly.
2. Recommended revisions will be presented to the Board of Education for consideration in accordance with BTS Academy's policy development procedures.



Policy 1204: Anti-Retaliation Policy

Beyond the Spectrum Academy (“BTS Academy”) strictly prohibits retaliation against any student, parent/guardian, or staff member who in good faith reports concerns, files a complaint or grievance, participates in an investigation, or otherwise exercises rights under school policies or applicable civil-rights laws.

I. Purpose and Scope

This policy is intended to:

1. Protect individuals from retaliation related to complaints or reports made under BTS Academy policies (including Policies 1201–1203) and under federal and state civil-rights laws.
2. Ensure that students, families, and staff can raise concerns, participate in investigations, and support others without fear of adverse consequences.

This policy applies to all BTS Academy programs and activities, and to all students, parents/guardians, employees, volunteers, and third parties acting in connection with the school.

II. Definition of Retaliation

1. “Retaliation” is any adverse action taken against an individual because that individual, in good faith:
 - Reported or opposed discrimination, harassment, bullying, or other misconduct;
 - Filed a complaint or grievance;
 - Participated in or cooperated with an investigation, hearing, or proceeding;
 - Requested an accommodation or exercised another protected right.
2. Retaliation may include, but is not limited to: intimidation, threats, coercion, social or academic punishment, exclusion from activities, unwarranted negative evaluations, or other actions that would discourage a reasonable person from reporting or participating in the complaint process.

III. Prohibited Conduct

1. BTS Academy prohibits retaliation regardless of whether the original complaint is ultimately substantiated; good-faith reporting or participation is protected even if no violation is found.
2. Retaliation is a separate policy violation and may result in disciplinary action independent of the outcome of the underlying complaint.

IV. Reporting Retaliation

1. Individuals who believe they have experienced or witnessed retaliation are encouraged to report it promptly to:
 - The School Director or designee; and/or
 - The designated civil-rights/Title IX coordinator, if the retaliation is connected to a discrimination or harassment matter.

2. Reports may be made orally or in writing; staff who receive a report of possible retaliation must promptly forward it to the appropriate administrator or coordinator for review.

V. Response and Investigation

1. BTS Academy will review reports of retaliation promptly and, where appropriate, conduct an impartial investigation consistent with its complaint and grievance procedures (Policies 1201–1203).
2. If retaliation is substantiated, the school will take appropriate corrective and disciplinary action and implement measures reasonably calculated to prevent further retaliation and to remedy its effects.

VI. Supportive Measures

1. As needed, BTS Academy will provide non-punitive, reasonable supportive measures to individuals who report retaliation or participate in related investigations (e.g., schedule adjustments, no-contact directives, access to supportive resources), consistent with safety and program needs.
2. These measures are available regardless of whether a formal complaint is filed, and will be designed to avoid unnecessary hardship to the person receiving support.

VII. External Protections

1. Federal civil-rights laws enforced by the U.S. Department of Education's Office for Civil Rights (OCR) and other agencies prohibit retaliation against individuals who oppose discrimination or participate in civil-rights processes.
2. Individuals may file retaliation complaints directly with OCR or other appropriate agencies, in addition to using BTS Academy's internal procedures.

VIII. Policy Review

1. Policy 1204 shall be reviewed at least every three (3) years, or sooner if federal or state guidance on retaliation or civil-rights protections changes significantly.
2. Recommended revisions will be presented to the Board of Education for consideration in accordance with BTS Academy's policy development procedures.

Policy 1205: Resolution and Appeals Process

Beyond the Spectrum Academy (“BTS Academy”) provides a clear, multi-step resolution and appeals process so that student and parent/guardian complaints, including those under Policies 1201–1204, are addressed promptly, fairly, and consistently.

I. Purpose and Scope

This policy is intended to:

1. Describe the levels of review and appeal available to students and parents/guardians when they are dissatisfied with a decision or outcome under BTS Academy’s complaint and grievance procedures.
2. Establish reasonable timelines and documentation expectations to support timely, orderly resolution of concerns.

This policy applies to formal complaints and grievances brought by students or parents/guardians under Policies 1201–1204 and related school policies, unless a more specific appeal process is required by law (e.g., certain special education or Title IX matters).

II. Levels of Resolution and Appeal

1. Level 1 – School Director/Designee: Initial formal review and decision at the school level.
2. Level 2 – Board or Board Designee: Final internal appeal within BTS Academy when allowed by this policy.

Additional internal steps or committees may be used by procedure, but all appeals will culminate in a clearly identified final decision within the school’s process.

III. Level 1: School Director Review

1. When a formal complaint is submitted under a relevant policy (e.g., 1201, 1202, 1203, or 1204), the School Director or designee will review the complaint, investigate as needed, and issue a written decision.
2. The written decision will generally:
 - Summarize the complaint;
 - Outline key findings of fact;
 - State conclusions and any remedies or actions to be taken;
 - Provide information on how to appeal to Level 2, including the deadline.

IV. Level 2: Appeal to Board or Designee

1. A student or parent/guardian who disagrees with the Level 1 decision may file a written appeal to the Board of Education or its designated representative within a specified timeframe (for example, within 10–15 school days of receiving the Level 1 decision).
2. The appeal should be concise and must:
 - Identify the decision being appealed (attach the Level 1 decision);

- State the specific grounds for appeal (e.g., procedural error, new evidence, or a claim that the decision was clearly inconsistent with the evidence or policy);
 - Include any supporting documentation not previously available, if applicable.
3. The Board or designee may:
 - Review the written record only; and/or
 - Offer the opportunity for a meeting or hearing with the appellant and relevant staff, consistent with Board procedures.
 4. A written Level 2 decision will be issued within a reasonable timeframe (for example, within 30 calendar days of receiving a complete appeal), unless additional time is needed for further review; any extension will be communicated to the appellant.
 5. The Level 2 decision is final within BTS Academy's internal process, subject to any rights to external review under law.

V. Timeliness and Failure to Meet Deadlines

1. Complaints and appeals should be filed within the specified timelines so that concerns can be addressed promptly and relevant information is still available; late filings may be dismissed unless good cause for delay is shown.
2. If a school official fails to issue a decision within the time limits at any step, the complainant may advance the complaint to the next level of review, consistent with this policy.

VI. Records and Communication

1. At each level, decisions and key communications will be documented and retained in accordance with BTS Academy's records policies, including Policy 1102.
2. Complainants are encouraged to keep copies of all submissions, decisions, and supporting documents related to their complaint or appeal.

VII. External Options and Special Procedures

1. Certain matters (e.g., special education disputes, civil-rights complaints, Title IX issues) may also be subject to specific external complaint or due-process options through state or federal agencies; use of BTS Academy's internal process does not limit these rights.
2. Where law or regulation prescribes a specific complaint or appeal process (for example, under IDEA or Title IX), BTS Academy will follow those requirements, which may supplement or in some respects supersede the general framework in this policy.

VIII. Policy Review

1. Policy 1205 shall be reviewed at least every three (3) years, or sooner if legal requirements or best practices regarding complaint resolution and appeals change.
2. Recommended revisions will be presented to the Board of Education for consideration in accordance with BTS Academy's policy development procedures.

BEYOND THE SPECTRUM ACADEMY

LINDSEY NICOLE HENRY SCHOLARSHIP APPLICATION

CRITERIA 3

Teacher Qualification Requirements

This document is submitted as proof that Beyond the Spectrum Academy employs or contracts with teachers who meet the educational and experience requirements of the Lindsey Nicole Henry Scholarship Program. Supporting documentation includes policy language and/or handbook excerpts stating minimum qualifications for instructional staff.

SUBMITTED BY
SCHOOL DIRECTOR
SCHOOL ADDRESS

Beyond the Spectrum Academy
Jasmine Justus, PhD, BCBA-D, LBA-OK
3838 Northwest 36th Street, Oklahoma City, Oklahoma 73112

Policy 1601: Equal Employment Opportunity / Non-Discrimination

Beyond the Spectrum Academy (“BTS Academy”) is an equal opportunity employer and does not discriminate in employment decisions or conditions on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, age, veteran status, or other status protected by applicable law.

I. Purpose and Scope

This policy is intended to:

- Affirm BTS Academy’s commitment to equal employment opportunity in recruitment, hiring, assignment, promotion, compensation, and all other employment practices.
- Prohibit discrimination, harassment, and retaliation in employment, consistent with federal and Oklahoma law.

This policy applies to all employees and applicants for employment at BTS Academy.

II. Prohibited Conduct

BTS Academy prohibits:

- Discrimination in any employment decision or practice based on a protected characteristic.
- Harassment, including verbal, physical, or visual conduct, that creates an intimidating, hostile, or offensive work environment or interferes with an individual’s work performance.
- Retaliation against any individual who reports discrimination or harassment, participates in an investigation, or exercises rights under this policy or applicable law.

III. Reasonable Accommodations

BTS Academy will provide reasonable accommodations to qualified individuals with disabilities and to employees for sincerely held religious beliefs and practices, in accordance with applicable law, unless doing so would impose an undue hardship on the Academy’s operations.

Employees or applicants requesting an accommodation should contact the Executive Director or designated Human Resources representative.

IV. Reporting Procedures

Any employee who believes they have experienced or witnessed discrimination, harassment, or retaliation should promptly report the concern to:

- Their immediate supervisor; or
- The Executive Director; or
- A designated Human Resources representative.

Reports may be made verbally or in writing. BTS Academy encourages prompt reporting to allow for timely investigation and resolution.

V. Investigation and Response

BTS Academy will:

- Promptly and impartially investigate all reports of alleged violations of this policy.
- Maintain confidentiality to the extent possible, consistent with the need to conduct a thorough investigation.
- Take appropriate corrective action if a violation is substantiated, up to and including termination of employment.

VI. Prohibition of Retaliation

Retaliation against any individual for making a good faith complaint or participating in an investigation is strictly prohibited. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

VII. Enforcement

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

VIII. Policy Administration

The Executive Director or designee is responsible for implementing, monitoring, and enforcing this policy and ensuring compliance with applicable federal and state laws.

IX. Acknowledgment

All employees will receive a copy of this policy and are expected to comply with its provisions as a condition of employment.

Policy 1602: Job Classifications and Definitions

Beyond the Spectrum Academy (“BTS Academy”) establishes job classifications and definitions to clarify roles, responsibilities, and employment status for all staff positions. This includes distinguishing certified and non-certified roles and defining key positions specific to BTS Academy’s program.

I. Purpose and Scope

This policy is intended to:

1. Distinguish between certified and non-certified positions, exempt and non-exempt status, full-time and part-time roles, and temporary or substitute positions.
2. Define core instructional and support roles used at BTS Academy, including special education and behavioral support positions.

This policy applies to all BTS Academy staff and is further detailed in job descriptions and employment documents.

II. Major Classifications

1. Certified Staff
 - Positions requiring appropriate educator licensure or certification under applicable standards (or school-approved alternative credentials).
 - Includes classroom teachers, certified special education teachers, and other certified instructional/administrative roles.
2. Non-Certified Staff
 - Positions that do not require educator licensure but may require other training or credentials.
 - Includes paraprofessionals, teacher’s aides, Registered Behavior Technicians (RBTs), secretarial/clerical positions, and other support roles.
3. Employment Status
 - Full-time, part-time, temporary, and substitute categories, as defined in contracts or appointment letters.

III. Position Definitions (Selected Key Roles)

1. Certified Special Education Teacher (Certified)
 - A licensed teacher who holds appropriate special education certification and is responsible for planning, delivering, and documenting specialized instruction and supports for students with disabilities in alignment with individualized plans and applicable standards.
2. School Director Secretary (Non-Certified)
 - An administrative support position that provides clerical, scheduling, communication, and record-keeping support to the School Director and front office; may be non-exempt and hourly.
3. Registered Behavior Technician (RBT) (Non-Certified for Teaching, Credentialed Support Role)

- A paraprofessional or support staff member who holds a current RBT credential and implements behavior-analytic services under the supervision of a qualified behavior analyst or designated supervisor, following students' behavior support plans.
4. Teacher's Aide (Non-Certified)
 - A classroom support position that assists a certified teacher with instructional activities, supervision, preparation of materials, and classroom management, under the direction of the teacher.
 5. Paraprofessional (Non-Certified)
 - A support role that may work in general or special education settings, providing instructional, behavioral, and/or personal-care assistance to students under the supervision of a certified teacher or service provider; duties may include small-group or one-to-one support, implementation of accommodations, and data collection.

Policy 1603: Recruitment and Hiring Procedures

Beyond the Spectrum Academy (“BTS Academy”) recruits, screens, and hires employees using fair, mission-aligned, and research-informed practices that support the selection of highly qualified staff, including certified special education teachers, school office staff, Registered Behavior Technicians (RBTs), teacher’s aides, and paraprofessionals.

I. Purpose and Scope

This policy is intended to:

1. Establish consistent procedures for recruiting and hiring all staff classifications defined in Policy 1602, including certified and non-certified roles.
2. Ensure compliance with equal employment opportunity, background check, and certification requirements applicable in Oklahoma.

This policy applies to all BTS Academy positions, including certified special education teachers, the School Director’s secretary, RBTs, teacher’s aides, paraprofessionals, and other staff.

II. Position Planning and Posting

1. Before posting a vacancy, the School Director (or designee) will review program needs and the relevant job description (see Policy 1602) for roles such as certified special education teacher, School Director secretary, RBT, teacher’s aide, and paraprofessional.
2. Vacancies will be posted through appropriate channels (e.g., school website, job boards, university partners) using clear, accurate descriptions of responsibilities, required qualifications, and preferred experiences.

III. Application, Screening, and Interviews

1. Applicants will submit a standard application package (e.g., application form, résumé, references, copies of certifications or credentials).
2. Screening will consider minimum qualifications (including required licenses/certifications for certified teachers and any required credentials for RBTs), relevant experience, and alignment with BTS Academy’s mission and student population.
3. Selected candidates will be invited to participate in structured interviews, which may include:
 - Behavior-based questions;
 - Demonstration lessons or practical scenarios (for instructional and behavioral roles);
 - Input from multiple stakeholders when appropriate.

IV. Background Checks and Reference Checks

1. All recommended candidates, including certified special education teachers, secretarial staff, RBTs, teacher’s aides, and paraprofessionals, must successfully complete required background checks and fingerprinting before final hire, consistent with Oklahoma guidance.

2. Reference checks will be conducted to verify prior employment, professional conduct, and suitability to work with children; when feasible, BTS Academy will seek information on whether the candidate left prior positions in good standing.

V. Selection and Job Offers

1. Final hiring decisions will be based on overall qualifications, background and reference results, and fit with BTS Academy's program and student needs (including specialized skills for special education and behavioral roles).
2. Selected candidates will receive a written offer or contract detailing position title (e.g., certified special education teacher, School Director secretary, RBT, teacher's aide, paraprofessional), classification, compensation, work year, and key terms, consistent with Policies 1602, 1604, and 1605.

VI. Onboarding

1. New hires will participate in an onboarding process that may include orientation to BTS Academy's mission, policies (including child abuse reporting and confidentiality), technology systems, and role-specific expectations.
2. For specialized positions (e.g., RBTs, paraprofessionals supporting special education), onboarding will emphasize student safety, behavior support practices, data collection, and collaboration with certified staff.

Policy 1604: Staff Qualifications and Certification Requirements

Beyond the Spectrum Academy (“BTS Academy”) ensures that all staff meet appropriate qualification, licensure, and/or certification standards for their roles, with particular attention to Oklahoma expectations for teachers, paraprofessionals, and specialized support staff.

I. Purpose and Scope

This policy is intended to:

1. Define minimum qualifications and certification requirements for key BTS Academy positions, including certified special education teachers, School Director secretary, Registered Behavior Technicians (RBTs), teacher’s aides, and paraprofessionals.
2. Align staffing practices with Oklahoma educator certification requirements and recognized credentialing standards where applicable.

This policy applies to all BTS Academy employees and applicants.

II. Certified Teachers (Including Certified Special Education Teachers)

1. Classroom teachers, including certified special education teachers, are expected to:
 - Hold at least a bachelor’s degree;
 - Complete an approved teacher preparation program (or an approved alternative route);
 - Hold a valid Oklahoma teaching certificate in the appropriate area and grade range, or an approved equivalent;
 - Meet all required Oklahoma certification assessments (e.g., OGET, OSAT, and pedagogy exam such as APK/OPTE, as applicable at time of certification).
2. Certified special education teachers must hold, or be working toward, appropriate Oklahoma special education certification consistent with the assignments and student needs they serve.

III. Paraprofessionals and Teacher’s Aides

1. Paraprofessionals and teacher’s aides working in instructional or special education roles must meet minimum state requirements for paraprofessional credentials where applicable (e.g., education level and/or qualifying assessment).
2. BTS Academy expects paraprofessionals and teacher’s aides to meet at least one of the following, consistent with Oklahoma guidance:
 - Completion of at least 48 hours of college coursework or two years of study at an institution of higher education;
 - An associate degree or higher;
 - Passing score on an approved assessment (e.g., OGET, ACT WorkKeys, or ParaPro) when required for the role.

IV. Registered Behavior Technicians (RBTs)

1. RBTs must hold current RBT certification from the Behavior Analyst Certification Board (BACB) or an equivalent recognized credential, including completion of required training hours, competency assessment, and ongoing supervision requirements.
2. RBTs must work under the supervision of a qualified behavior analyst or designated supervisor and comply with applicable ethical codes and BTS Academy behavior-support procedures.

V. School Director Secretary and Other Non-Certified Support Roles

1. The School Director secretary and similar clerical/support positions must meet job-specific qualifications established by BTS Academy, which may include:
 - High school diploma or equivalent (minimum);
 - Prior office or customer-service experience;
 - Proficiency with required software and communication tools.
2. Additional training (e.g., confidentiality, records handling, mandated reporting) will be required as part of onboarding and ongoing professional development.

VI. Verification, Renewal, and Documentation

1. BTS Academy will verify required licenses, certifications, and credentials at hire and maintain documentation in personnel files, including tracking renewal dates for certified staff.
2. Staff are responsible for maintaining their credentials in good standing (including timely renewal and required professional development hours), with support from the school for documentation and reminders where feasible.

BEYOND THE SPECTRUM ACADEMY

LINDSEY NICOLE HENRY SCHOLARSHIP APPLICATION

CRITERIA 4

Accreditation

This document is submitted as proof that Beyond the Spectrum Academy meets the accreditation requirement for participation in the Lindsey Nicole Henry Scholarship Program. Beyond the Spectrum Academy holds Initial Accreditation through Cognia as a non-public school, effective June 30, 2026. Supporting documentation includes the Cognia registry summary and accreditation notification.

SUBMITTED BY

Beyond the Spectrum Academy

SCHOOL DIRECTOR

Jasmine Justus, PhD, BCBA-D, LBA-OK

SCHOOL ADDRESS

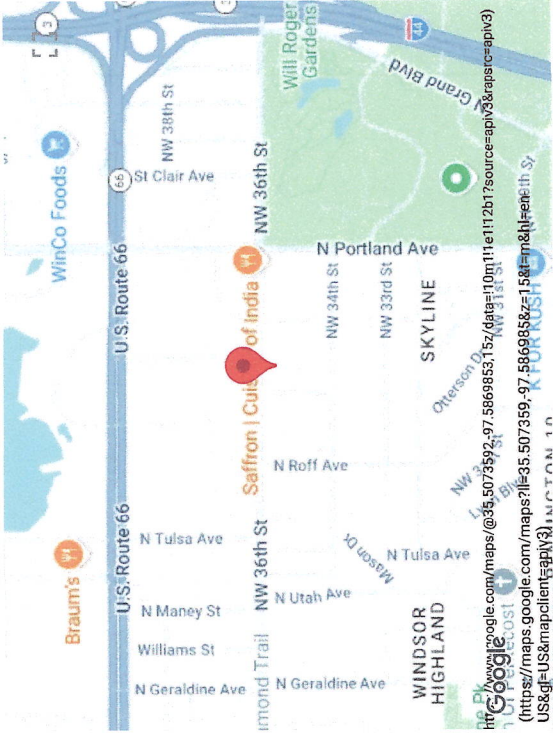
3838 Northwest 36th Street, Oklahoma City, Oklahoma 73112

Institution Summary Overview

Name:	Beyond the Spectrum Academy
Institution Type:	School
Public/Non-Public	Non-Public
System Name:	
Address:	3838 Northwest 36th Street Oklahoma City, Oklahoma 73112 https://www.beyondthespectrumok.com/
Head Of Institution:	Jasmine Justus
Grades:	Fourth, Fifth, Sixth
Accredited:	Yes
Actual Accreditation Status	Initial Accreditation
Initial Accreditation Date:	2026-06-30

Return to search

Map





Jasmine Justus <justusbehavior@gmail.com>

Beyond the Spectrum Academy – Congratulations on Your Cognia Initial Accreditation!

3 messages

Cognia Accreditation <policyandaccreditation@cognia.org>

Fri, Jul 31, 2026 at 3:50 PM

To: "justusbehavior@gmail.com" <justusbehavior@gmail.com>

Cc: "justusbehavior@gmail.com" <justusbehavior@gmail.com>, Jeremy Stinson <Jeremy.Stinson@cognia.org>

Greetings from Cognia!

We hope this email finds you and your family, your students, parents, and staff in good health. We are delighted to inform you that your institution was awarded Initial Accreditation status by the Cognia Global Commission on July 31, 2026. Cognia bestows the recognition and authority of three of the U.S. regional accrediting agencies, the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The three listed U.S. regional agencies provide your institution with a highly regarded accreditation that is recognized throughout the world.

Approximately 6-8 weeks from the date of this email, you will receive an official certificate and letter of accreditation via post. In the meantime, we welcome you to verify your institution's status by visiting www.cognia.org. Please click on FIND AN ACCREDITED SCHOOL (located at the top of the page in the black bar) and enter the name of your institution as recorded with Cognia (the other fields (city and postal code) may be left blank).

To further celebrate and promote your Cognia Initial Accreditation, we are providing you with access to the [Cognia Accreditation](#) resource page; please enter the **passcode: Cognia30009**, which includes a press release you may share with your local media, access to the Cognia Accreditation Seal (use of the Cognia logo is prohibited), usage guidelines, and access to the [Cognia Promo Shop](#) so you may immediately announce, celebrate, and display your pride and commitment to continuous improvement. If you need assistance with login or access, please contact [Client Care](#).

For support with your continuous improvement journey, please contact the [Accreditation Services Team](#). We look forward to partnering with you for many years to come.

Congratulations again and very best wishes,

Cognia

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Jasmine Justus <justusbehavior@gmail.com>

Fri, Jul 31, 2026 at 4:28 PM

To: Cognia Accreditation <policyandaccreditation@cognia.org>

Cc: Jeremy Stinson <Jeremy.Stinson@cognia.org>

Thank you so much for the great news!

Sincerely,

Jasmine Justus, PhD, BCBA-D, LBA-OK

School Director, Beyond the Spectrum Academy

Main Office: (405) 305-0712

[Questions or Concerns? Book Here](#)

<https://www.beyondthespectrumok.com>

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Jeremy Stinson <Jeremy.Stinson@cognia.org>

Mon, Aug 3, 2026 at 1:58 PM

To: Jasmine Justus <justusbehavior@gmail.com>

Congratulations, Beyond the Spectrum Academy!

Best regards,

Jeremy Stinson, Ph.D. | Director Southeast Region

9115 Westside Parkway

Alpharetta, Georgia 30009

(888) 413-3669 ext. 9709

To book an appointment with me, please use [Zoom Scheduler](#). For technical support on the new Cognia Improvement Platform, please contact client.care@cognia.org or call 1-888-413-3669.

Register Today!



November 12 – 13, 2026

Grand Hyatt Buckhead, Atlanta, GA

To register for additional in-person and web-based events, visit [Cognia Events](#).

From: Jasmine Justus <justusbehavior@gmail.com>

Sent: Friday, July 31, 2026 4:29 PM

To: Cognia Accreditation <policyandaccreditation@cognia.org>

Cc: Jeremy Stinson <Jeremy.Stinson@Cognia.org>

Subject: Re: Beyond the Spectrum Academy – Congratulations on Your Cognia Initial Accreditation!

This Message originated outside your organization.

[Quoted text hidden]