



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

MEMORANDUM

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

Private School Glory Christian School OK, Inc. request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through Cognia and recognized by the Oklahoma Private School Accreditation Commission (OPSAC) charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

Glory Christian School offers small class sizes, individualized instruction with a special education teacher on staff and modifications for students with disabilities.

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

- Criteria 1: Fiscal Soundness – Incorporation certificate
- Criteria 2: Non-Discrimination – Family & Student Handbook page 4
- Criteria 3: Health and Safety – Faculty & Staff Handbook pages 38-40
- Criteria 4: Academic Accountability – Family & Student Handbook page 6
- Criteria 5: Teacher Requirements – Faculty & Staff Handbook page 17
- Criteria 6: State laws and disciplinary procedures – Family & Student Handbook page 7
- Criteria 7: Accreditation – OPSAC certificate

RW/se



OKLAHOMA
Education

LINDSEY NICOLE HENRY SCHOLARSHIP PRIVATE SCHOOL APPLICATION

Glory Christian School OK, Inc.

PK3-7th grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

817 N. Cemetery Rd

Yukon

OK

73099

ADDRESS

CITY

STATE

ZIP

(405) 467-0768

glorycs.com

PHONE NUMBER

WEBSITE ADDRESS

Richard Nix

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Adeline Nix

glorycsok@gmail.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. ***Proof of compliance required.***
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. ***Proof of compliance required.***
3. The private school must meet state and local health and safety laws and codes. ***Proof of compliance required.***
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. ***Proof of compliance required.***

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

Glory Christian School is a member of OPSAC (Oklahoma Private Schools Accreditation Commission)

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.***

1. Special Education teacher on staff.
2. Small class sizes.
3. Individualized instruction.
4. Appropriate modifications for students with disabilities.

I verify that Glory Christian School OK, Inc. 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.

Richard Thi

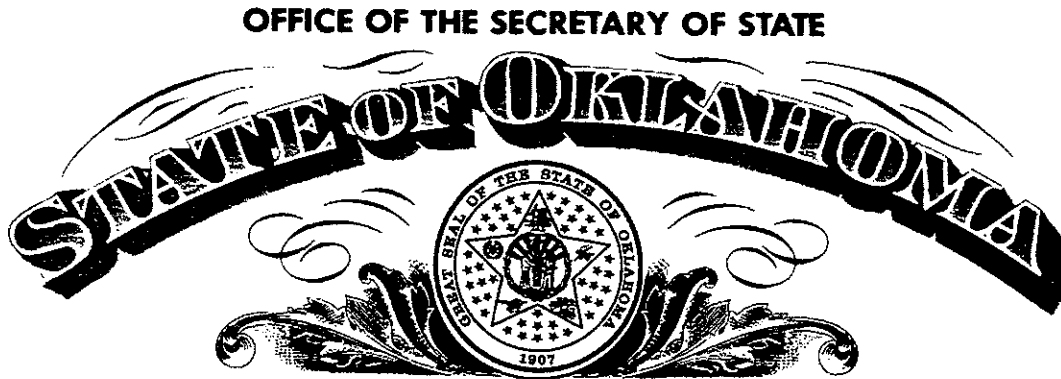
SIGNATURE

6/1/2023

DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.



**NOT FOR PROFIT
CERTIFICATE OF INCORPORATION**

WHEREAS, the Not For Profit Certificate of Incorporation of

GLORY CHRISTIAN SCHOOL OK, INC

has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
20th day of April, 2021.*

Brian B. Blanton

Secretary of State

GLORY CHRISTIAN SCHOOL MISSION STATEMENT

The mission of Glory Christian School is to assist families and the Church in providing a God-centered Christian education for our students to prepare them as Christian leaders within the world. Our goal is to establish a Christian school, governed by biblical truth, rather than a secular school offering a Bible class.

PURPOSE OF HANDBOOK

This handbook was adopted by the Administration and Board Members of Glory Christian School (GCS). The entire document is considered official Board Policy. GCS reserves the right to change portions of this document throughout the course of the school year as necessary.

GCS is governed by the GCS Board Members, comprised of responsible Christians, whose function is to set policy for the operation of GCS. The Administration of GCS is assigned to the Principal who oversees the total school program, and the staff who supervise academic programs, student activities, and disciplinary procedures.

When a student applies and is accepted by GCS, it is understood that the student and student's parent(s)/guardian will accept the policies outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until the student terminates attendance at GCS. Acceptance into GCS is on a per year basis. The GCS and staff are dedicated to Christian education and seek to help all students realize their full potential.

ACCREDITATION AND AFFILIATIONS

GCS is working toward accreditation for Kindergarten through 5th grade in accordance with the Oklahoma Private School Accreditation Commission (State recognized).

GCS EXPECTATIONS

It is expected that GCS students will:

- Honor God in all they do.
- Do what is right.
- Respect self and others.
- Take pride in our school.

ADMISSIONS

GCS is a non-profit organization that admits students of any race, color or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the GCS.



School Calendar

The calendar for the school is determined annually by the GCS Board Members. The school calendar includes the days the school is open for teaching children, as well as in-service days, workdays before and after the start of school, and conferences.

A significant part of the Student experience is participation in extracurricular activities. It is understood that in order to carry out the school's program, faculty and staff shall be asked to undertake various activities and/or extracurricular assignments that fall within your sphere of competence. Members of the faculty and staff periodically perform duties such as: testing, after-school help, playground duties, parent information nights, open house, class trips, committee assignments, and other school-related functions on weekends and evenings.

For the effective operation of our school, every Employee shall be required to take on a reasonable slate of extra duties based on the needs of the school. This shall be communicated directly by his/her supervisor or other authorized members of the school administration.

All activities of the classes and clubs must be approved by the Principal to whom they are responsible and be put on the calendar in the office by the Administrative Assistant. No one else should enter any activity on the calendar. Be sure to get the activity on the calendar because the activity recorded on the calendar first shall have priority. The administrative assistants must know the details of each school function to answer the phone intelligently. Use the Calendar Request Form to reserve a date on the calendar. This should be done a minimum of two weeks before the desired date.



Security

Security of our facilities is of utmost importance to the school, and constant vigilance is expected of all Employees. Specifically, this includes ensuring that the following parameters are observed at all times.

- Teachers and Staff shall carry their outside door keys with them at all times.
- Teachers shall check-out room/outside door keys. All keys are to be checked back into the Principal at the end of the school year if they are not returning the following year. Should a key be lost, immediate notification to the office is required so the key can be replaced and necessary security arrangements made. It is prohibited to give keys to Students and/or individuals.
- Visitors—All Parents and visitors must check-in at the office upon entering the building. Direct visitors and Parents to the office for visitor badges. If visitors or parents do not have a badge, send them to the office.
- Employees are required to wear name badges at all times.
- Challenging Any Unknown Person—If an unfamiliar person is noticed on school property, ensure they are, indeed, supposed to be here. Do not place yourself (or anyone else) in harm's way. If belligerence or danger is encountered or sensed, notify the office immediately.
- After-Hours/Holiday Access—Entrance is required through the proper door and sign-in

Criteria 3: Health & Safety

- electronically at the office. When leaving sign-out at the office.
- Securing Valuables—All personal articles are required to either be locked away or kept out of sight for safety.

Firearm Policy

The Firearm Policy at GCS requires that Teachers, Employees and Students shall not bring or carry guns into GCS property. However, the West Gate Christian Assembly does allow the concealed carry of firearms in the building and does have its own Security Program and/or Policy. As a shared facility, at times, members of the church may be in the building and may be carrying a concealed firearm.

Health/Safety/Accidents

GCS is committed to providing a safe working environment for all Employees and one that is free of physical hazards. .

All Employees are expected to:

- exhibit safe work behaviors at all times (serving as role models to Students and fellow Employees in doing so)
- exercise active concern in the course of their work to prevent injuries to themselves, colleagues, and Students
- take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so)

All potentially hazardous or unsafe circumstances should be reported immediately to the Executive Director. All workplace injuries should be reported immediately. Complete an Incident Report Form (*Exhibit G*) and submit it to the Principal and President.

Accident Report Forms should be completed (for Students and/or Employees) on all accidents that occur on campus or on school sponsored trips.

Emergency Plans

FIRE-BUILDING EVACUATION

- The Principal will notify over the intercom, "This is a fire drill". When the fire alarm is sounded, all teachers, students, and staff should proceed to your designated area and/or safety spot.
- The signal and signal lights are stationed by all exits. In case of a fire, the signals shall sound and the lights shall flash.
- Teachers shall make sure all of the Students are out of the classroom.

Criteria 3: Health & Safety

- Teachers shall ensure the classroom door is closed after the last person exits the room (do not lock the door.)
- Teachers ensure the lights in the room were turned off.
- All shall exit the building according to the route indicated on the map in your classroom.
- Teachers shall take their class list and take roll upon arriving at your designated area.
- The goal is for everyone to be outside in 1-2 minutes.

TORNADO-EVACUATION TO ASSIGNED TORNADO SAFE AREA

- When there is a tornado warning/drill, all shall be alerted over the intercom for approximately 5 seconds. As the alarm is sounding Teachers shall hear over the intercom—"This is a tornado drill". Seek cover in designated safety spots
- Each class shall take shelter in their designated safe area indicated on the maps in your classroom.
- Teachers shall take their class list and take roll when they get to their designated area.
- Line up in the designated area with adequate space to be in a kneeling position with heads tucked between the knees and arms wrapped around the back of the head.
- Stay as far away from the door as possible. All doors should be closed.

All may return to your classrooms/offices when given the all clear.

CODE RED (LOCKDOWN) PROCEDURES

The Principal shall notify of a Code Red situation over the intercom.

VISITORS

We welcome visitors at GCS. All visitors must be admitted through the office and wear a visitor's badge. To avoid disruption of classes, only potential students who are applying for admission may visit classes. Parents are allowed to observe without interference in the classroom their child attends after contacting the teacher and principal to arrange the observation time. Lunch visitations will be allowed for family members only (exceptions may be approved by the principal). On campus guests should:

1. Follow all handbook policies (dress, food, etc.),
2. Not cause disruption of regular activities in halls or classrooms, and
3. Get permission from the principal for classroom visits.

INSURANCE

The school does not furnish health or accident insurance for students. All families, students, and anyone associated with GCS are required to provide their own insurance. GCS will not be liable for injuries or medical assistance to students.

SEARCH AND SEIZURE

Administrators may search or authorize a search of the property of any student, including but not limited to backpacks and other types of bags and related items.

ACADEMIC INFORMATION

Wednesday Night Homework

We understand and appreciate the importance of time spent with families. Therefore, homework will not be assigned on Wednesday nights to allow families to attend mid-week Bible study. If there has been an appropriate amount of time given to a student to finish his/her work or study for a test, some assignments may be due on Thursday. Make-up work will be due at the teacher's discretion. Grade reports will be given at the end of each nine weeks.

Grading Scale

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 & Below	

PROBLEM RESOLUTION

Grievance Policy

The following steps will be followed for grievances.

Introduction

In 2021, Glory Christian School (GCS) was established. GCS started with grades Pre-K 3's through 5th grade. It was the intent to add a grade each year until the 12th grade was attained. The undergirding purpose of the GCS is to teach young people in a Christian environment. Therefore, we are, by our own design, a unique community. Above all, our goal is for each Student and their family to be Christ-centered and to become valuable participants in their community and beyond, while obtaining a quality education.



Teacher & Hourly Employee Qualifications

Pre-K and above Teachers shall have a degree and certification, in their respective major teaching fields to be completed within their first year of teaching.

The following must be on file (or a plan of completion) in the Personnel Office by the first Friday of the current school year.

- Completed employment application
- An official (up-to-date) transcript of all college hours. Must show the degree earned.
- Valid teaching certificate
- Signed Certified Employee Employment Agreement (*Exhibit A*)
- Withholding forms for Federal and State taxes
- Handbook Acknowledgement of Receipt (signature required annually)

The following must be on file in the Personnel Office prior to hire date.

- Completed employment application
- Signed Hourly Employee Employment Agreement (*Exhibit B*)

Basic Salary Schedule

The salary schedule for teachers is based on seventy-five percent (75%) of the state minimum salary, teaching years of experience, added duties,

Social Security and Medicare are to be deducted from each check according to the existing federal regulation; GCS shall pay a matching amount on social security and Medicare. State and Federal withholding taxes are to be deducted from each paycheck. The amount is determined by the number of exemptions claimed and the rates set forth in the existing state and federal regulation.

Personnel & Employment Policies

GENERAL POLICY

It is recommended that Employees of GCS send their child/children to GCS.

Criteria 6: State Laws & Disciplinary Procedures



Grievance Process

1. A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the principal, if needed using the Grievance Policy Form (Exhibit A).
2. If the grievance requires escalation, the principal investigates the grievance.
3. The principal determines if the grievance has merit.
 - a. If merit is determined, the grievance and recommended action are reviewed with the GCS board review committee for approval.
 - b. If no merit is determined, the complainant may submit the grievance for appeal to the GCS board review committee.
4. The principal informs the complainant.
5. The complainant may submit the decision of the GCS board review committee to the GCS board president for appeal consideration. If the GCS board president determines the appeal has merit, the full GCS board members will review the appeal.
6. The GCS board president will inform the complainant of the decision in writing with a copy to the GCS board members.
7. If you need to contact a board member, you may email

The GCS board review committee will consist of the following during any review:

- School board president
- Principal
- Board member

RIGHT OF ACCESS TO RECORDS

Access must be granted within forty-five days of a parent's written request, and this request must be submitted to the principal. Available records include grades, evaluations, and standardized test results. Parents or guardians may request that their student's records be released to persons and institutions outside of GCS. GCS reserves the right to hold records due to unmet financial obligations.

Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies.

GCS must have written permission from the parent in order to release any information from a Student's education record to the following:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Oklahoma State law.

OPSAC Commission

CERTIFICATE OF MEMBERSHIP

This certificate is issued to

Glory Christian School

Yukon, Oklahoma

Pre-Kindergarten—Grade 5

By the OPSAC Commission.

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

Effective 2022 - 2023

Katherine McGrew

Chairman

Katherine McGrew

Dr. Donnie Peal

Executive Director

Dr. Donnie Peal

OPSAC

OKLAHOMA
PRIVATE SCHOOL
ACCREDITATION
COMMISSION