OKLAHOMA STATE
DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The State Department of Education

FROM: Stacy Eden

DATE: August 4, 2026

SUBJECT: Lindsey Nicole Henry Scholarship

Funk's Learning Lab (FLL) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through The Oklahoam State Department of Education (OSDE).

FLL is a small microschool that provides a personalized, whole-child educational experience tailored to each student's unique learning needs. Every student receives an Individualized Learning Plan developed collaboratively with their family. These plans address academic, social-emotional, and developmental goals while allowing flexibility in pacing, instructional methods, alternative assignments, and individualized accommodations.

For students who require additional support, FLL contracts with licensed Oklahoma professionals to provide specialized services, including Occupational Therapy and Speech-Language Pathology. This collaborative approach ensures students receive the targeted interventions and supports necessary to achieve their educational goals and reach their full potential.

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

- Criteria 1: Fiscal Soundness – 2025-2026 School Calendar; Insurance Policy
- Criteria 2: Non-Discrimination – FLL Handbook
- Criteria 3: Teacher Requirement – FLL Handbook
- Criteria 4: Accreditation – OSDE Approval Letter

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LINDSEY NICOLE HENRY SCHOLARSHIP
PRIVATE SCHOOL APPLICATION

Funk's Learning Lab	K-12
NAME OF PRIVATE SCHOOL	GRADE LEVELS

321 S 6th Ave	Fairview	OK	73737
ADDRESS	CITY	STATE	ZIP + 4

405-345-1245	funkslearninglab.com
PHONE NUMBER	WEBSITE ADDRESS

Skylar Funk

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Skylar Funk	skylar@funkslearninglab.com
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.***

Oklahoma State Board of Education

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.***

Funk's Learning Lab is a Private School offering personalized, whole-child education tailored to each student's individual learning level in a supportive, family-like environment. We are committed to serving students with disabilities, including those eligible for the Lindsey Nicole Henry (LNH) Scholarship, by providing meaningful accommodations and building additional supports as needed.

Individualized Personal Learning Plans (PLPs): Every student receives a customized learning plan developed collaboratively with families. These plans address academic, social-emotional, and developmental goals with flexibility for pacing, alternative assignments, and individualized accommodations.
Differentiated, Multisensory Instruction: Teaching occurs at each student's current performance level using hands-on activities, art, music, nature-based guided learning, and free-choice exploration. This approach supports diverse learners in a low-pressure setting.
Ongoing Progress Monitoring: We use continuous data collection to track student growth and adjust instruction in real time.
Supportive Environment: Our small microschool setting fosters an encouraging family atmosphere with awareness of sensory and emotional needs common to many students with disabilities.

We are actively working to expand our capacity by contracting with licensed Oklahoma professionals for additional services, including Occupational Therapy (OT) and Speech-Language Pathology, for students who require them. These contracted services will be coordinated with each student's personal learning plan and family input.
Funk's Learning Lab is dedicated to partnering closely with families and, where applicable, aligning our supports with existing IEPs or Individualized Service Plans. We will incorporate additional accommodations and external resources as needed to help every student thrive academically, socially, and emotionally.

I verify that Funk's Learning Lab 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.

Skylar Funk Skylar Funk 8/4/2026

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.

Funk's Learning Lab - Microschool
2025-2026 School Year

AUGUST

S	M	T	W	T	F	S
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31						

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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IMPORTANT CALENDAR INFORMATION

LEGEND STUDENT & STAFF HOLIDAYS REPORTING PERIODS DAYSMINUTES

Labor Day	Sep 1
Thanksgiving Break	Nov 24-28
Christmas Break	Dec 22 - Jan 2
Spring Break	Mar 16 -20
Memorial Day	May 25

Lab Closed June 29-July 3

Regular School Hours

Monday - Thursday
9:00 AM to 3:00 PM

[	Grading Period Begins	1st Aug 6 - Oct 9
]	Grading Period Ends	2nd Oct 13 - Dec 18
	Student/Staff Holiday	**First Semester**
	Professional Development	
	Virtual Days	3rd Jan 5 - Mar 12
*	Benchmark Testing - Reading and Math	4th Mar 23 - May 28
		Second Semester

Your Business Owner's Policy Quote

Prepared for:
SKYLAR FUNK

1425 N MAIN ST
FAIRVIEW, OK 73737-2703

Your Primary Location:
DBA: FUNK'S LEARNING LAB,
1425 N MAIN ST.
FAIRVIEW,OK 73737-2703

Class & Class Code:
Learning Center - Reading; 40781

Policy Term:
January 06, 2025 – January 06, 2026

Quote Good Through*:
March 29, 2025

Proposal Creation Date:
December 30, 2024, 1:21 PM

Insurance underwritten by: Property and Casualty Insurance Company of Hartford.

What To Do Next:
Thank you for your interest in The Hartford. For questions or to purchase coverage, contact Ghent Hopkins at (580) 242-3800

Your Reference Number:
38 SBA BN0M5W-001

Audit Period: Non-Auditable

Agency Information:

BAKER HARRIS HOPKINS INS AGENCY
502 West Broadway
Enid, OK 73701

*Premium is based on information provided during the application process and is subject to change should any change be made to the policy. Examples of possible changes include, but are not limited to, changes to coverage, Named Insured(s), location(s), and effective date.

PREMIUM SUMMARY			
COVERAGE			**PRICE**
Business Owner's Policy			$491.00
YOUR ESTIMATED ANNUAL PREMIUM:			**$491.00****
Proposal summary	Page 2	Recommended coverages	Page 9
Coverage details	Page 4	Payment options	Page 11

**Your Estimated Premium may change based on coverage changes made through endorsement or if your policy is subject to Premium Audit.

Acknowledged and Accepted by

______________________________ (Signature of insured)

______________________________ (Date)

[1] The Hartford's Customer Claims Ratings as of February 2019. Customer claims reviews were collected and tabulated by The Hartford and reviews are not representative of all customers.

This document is only a proposal. It can't be used as proof of coverage, unless bound by an authorized agent.

Quote Summary:
Coverage for Your Small Business

This quote overview was created to show you how we propose to cover your business and to help you feel confident in the coverages that have been selected. Each section below breaks out some of the important features of your proposed policy.

We're ready to welcome you as a customer of The Hartford! All that's left is for you to let us/your agent know when you'd like to start your coverage.

LOCATION(S)			
LOCATION CLASS CODE(S)	DESCRIPTION	TYPE AND AREA	VALUATION How we calculate the value of your property
LOC 1; BLDG 1 40781	1425 N MAIN ST FAIRVIEW,OK 73737-2703	Frame, 1,400 sq ft	Business Personal Property: Replacement Cost

POLICY SUMMARY

PROPERTY

Your PROPERTY COVERAGE protects property that you own, lease or rent. This can include buildings, equipment, inventory and even cash, securities or valuable records. The below overview shows some of your Property limits.

PROPERTY LIMITS	
DEDUCTIBLE: $1,000	**LOC 1; BLDG 1**
WINDSTORM OR HAIL PERCENTAGE DEDUCTIBLE	NA
BUILDING LIMIT We'll pay up to the limit to repair or replace your buildings and structures at the covered location. This includes additions, fixtures and equipment you've installed.	$0
BUSINESS PERSONAL PROPERTY LIMIT We'll pay up to the limit to repair or replace your furniture, supplies, inventory and other things your business uses.	$10,000

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

This document contains only a general description of coverages that may be provided and do not include all of the terms, conditions, or exclusions that may apply. Please refer to the actual coverage forms for complete details of terms, conditions, and exclusions. In the event of any conflict, the terms of an issued policy prevail.

Quote Summary:
Coverage for Your Small Business

CONTINUED

BUSINESS LIABILITY (Also known as General Liability)

Your BUSINESS LIABILITY COVERAGE helps protect and defend your business from covered claims alleging that you damaged someone's property, injured them or defamed them. The below overview shows some of your Business Liability limits.

EACH OCCURRENCE LIMIT We'll pay up to this amount for all claims related to a single incident. This total applies no matter how many people make claims.	$1,000,000
GENERAL AGGREGATE LIMIT We'll pay up to this total amount for all losses that occur during your policy term, except for those losses that are included in the Products/Completed Operations Aggregate, which are paid under a separate aggregate limit as described below.	$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE We'll pay up to this total amount for all losses that occur during your policy term as a result of work you completed or for a product you distributed or sold. It does not cover you for things that happen while you are doing work.	$2,000,000

CUSTOMIZED COVERAGES FOR YOUR BUSINESS

These added coverages make your policy more unique. They protect against specific risks your business could face.

BUSINESS LIABILITY COVERAGES ADDED

COVERAGE	LIMIT	PREMIUM
Educator's Business Liability Broad Form Endorsement	Included	N/A
Hired Auto and Non-Owned Auto	Included[1]	$148

[1] Included in Business Liability Limit(s)

PROPERTY COVERAGES ADDED

COVERAGE	LIMIT	PREMIUM
Cyber Virus and Malware Coverage		$17
Business Income & Extra Expense Waiting Period	12 hours	
Business Income Period of Restoration	12 months	
Digital Ransom and Extortion Threats - Sublimit	$10,000	
Policy Year Limit	$25,000	

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Property Coverages Detail

Below you'll find a breakdown of the specific property coverages your policy includes. These coverages only apply to the location(s) where Property coverage was elected.

You'll also see a specific limit, which is either the maximum dollar amount or the length of time that your coverage pays.

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Accounts Receivable	$25,000
Arson and Theft Reward	$10,000
Business Income and Extra Expense	
Extended Business Income	45 days
Limit Type	Actual Loss Sustained
Period of Restoration	12 months
Waiting Period	None
Business Income and Extra Expense for Schools	
Extended Business Income	45 days
Limit	Actual Loss Sustained
Period of Restoration	12 months
Waiting Period	None
Business Income from Civil Authority Actions	
Duration of Coverage	30 days
Waiting Period	None
Business Income from Dependent Properties	
Limit	$5,000
Period of Restoration	12 months
Waiting Period	None

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Collapse	Included[2]
Debris Removal	25% of amount paid for covered loss
Additional Limit	$15,000
Electronic Data	
Policy Year Limit	$10,000
Equipment Breakdown	Included[2]
Deductible	Property Deductible
Defense	Included
Expediting Expenses	$50,000
Hazardous Substances	$50,000
Supplementary Payments	Included
Fire Department Service Charge	$25,000
Fire Extinguisher Recharge	Included[2]
Forgery Coverage (Including Credit Cards, Currency and Money Orders)	$5,000
Fungi, Wet Rot or Dry Rot - Limited Coverage	
Limit	$50,000
Period of Restoration	30 days
Garages, Storage Buildings, and Other Appurtenant Structures	$50,000
Glass Expense	Included[2]
Identity Recovery Coverage for Businessowners and Employees	
Deductible	$250
Limit	$15,000
Lost Wages and Child and Elder Care Expense	$250 per day, $5,000 per policy year

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Mental Health Sublimit	$1,500
Interruption of Computer Operations	
Period of Restoration	12 months
Policy Year Limit	$10,000
Waiting Period	12 hours
Lease Assessment	$2,500
Leasehold Improvements	$25,000
Lock and Key Replacement	$1,000
Money and Securities Coverage	
Inside the Premises Limit	$10,000
Outside the Premises Limit	$5,000
Newly Acquired or Constructed Property	
Newly Acquired or Constructed BI/EE Limit	$100,000
Newly Acquired or Constructed BPP Limit	$250,000
Ordinance or Law Coverage	
Increased Cost of Construction & Demolition Costs Limit	$25,000
Undamaged Part Limit	$25,000
Outdoor Property	$10,000
Personal Effects	$10,000
Pollutants and Contaminants Clean up and Removal	$15,000
Preservation of Property	45 days
Property Off-Premises	$5,000
Theft Damage to Building	Included[2]

Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Valuable Papers and Records	$25,000
Water Damage, Other Liquid, Powder or Molten Material Damage	Included[2]

[2] Included within Covered Property Limit(s) (Building and/or Business Personal Property)

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Business Liability Coverages Detail

Businesses can face many different kinds of business liability risks. And a policy can respond to them in different ways. Below you'll find a breakdown of the specific business liability coverages your policy includes. You'll also see a specific limit, which is either the maximum dollar amount or the length of time that your coverage pays.

BUSINESS LIABILITY COVERAGE	TOTAL LIMIT OF INSURANCE
Business Liability	
Liability and Medical Expenses Limit	$1,000,000
Medical Expenses Limit	$10,000
Damage To Premises Rented To You Limit	$1,000,000
General Aggregate Limit	$2,000,000
Products-Completed Operations Aggregate Limit	$2,000,000
Personal and Advertising Injury Limit	$1,000,000
Property Damage Liability Deductible	No Deductible
Electronic Media Liability	Included[1]
Waiver of Subrogation - Blanket	Included

[1] Included in Business Liability Limit(s)

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Recommended Coverages

Some excellent choices have already been made to cover your business. We know there may be other protections you'd like to know about. So take a look at these coverages you may also be interested in.

Please note that the estimated premium amounts indicated below are based on information provided during the quote process and certain assumptions including coverage limits.

WHAT IT'S CALLED	WHAT IT COSTS	WHAT IT IS	WHY YOU SHOULD ADD THIS
Umbrella	$336 per year	This adds a valuable layer of coverage over and above your primary policies. And in some cases, it also provides additional protections for losses that are not covered or excluded from your underlying coverage.	You'll get coverage that can help protect you in the event a loss costs more than your limits, or it's not covered by your underlying policies.
Educator's Legal Liability	$250 per year	This protects you both as an employer and as an educator. Employment-wise, it helps cover you from claims that your employment practices were unlawful. Education-wise, it helps protect you from claims that you taught something incorrectly.	Workplace issues and dissatisfied students can have significant financial effects on your organization. This coverage helps protect you against these potential risks.
Blanket Additional Insured by Contract	$53 per year	If you are required by contract to make a third party an "additional insured," then this adds them to your policy without having to notify us. This arrangement happens a lot in industries like construction, where sub-contractors often add general contractors to their policies.	Give yourself and your business partners peace of mind that you're in compliance with the contract. You'll save time since you won't have to constantly remember to add and remove additional insureds on your policy. And it eliminates the risk you could forget to do so.
Data Breach	$112 per year	This covers your costs for responding to a data breach. This can include things like hiring a forensic firm to investigate the data breach, notifying affected parties, providing credit monitoring and other costs. When Defense and Liability coverage is selected, this also covers you if you're sued as the result of a data breach. We'll pay to protect you by defending you in a lawsuit and paying a judgment up to your limit.	Any business that handles Personally Identifiable Information (PII) could be subject to a data breach claim. Even if you never use computers, you could still have paper files and other records that, if lost or stolen, can lead to a data breach. This helps take care of this cost if that happens.

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Recommended Coverages

CONTINUED

Acknowledged and Accepted By

Signature of the Insured Date

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

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Payment Options

DIRECT BILL OPTIONS

Choose one of these four options to pay your bill:

- **AutoPay.** Sign up for Repetitive Electronic Funds Transfer (EFT) to pay automatically from your bank account. You'll save on payment fees and get the convenience and peace of mind of automated payments.
- **Online.** Register at thehartford.com/servicecenter to pay your bill quickly and securely.
- **Check.** Mail your check and include your payment stub in the envelope we provide.
- **Phone.** Call us toll-free 866-467-8730 to pay your bill by phone.

PAYMENT BREAKDOWN

The charts below show how we'll bill you, according to the payment plan you select. We calculate the due date(s) and minimum amount(s) due based on the anticipated effective date of the policy. Keep in mind that the dates and amounts could change depending on when the policy is processed.

FULL PAY	
One Payment - Paid in full discount applies	
DUE DATE	PAYMENT AMOUNT
02/06/2025	$453.00

MONTHLY OPTIONS – TOTAL ANNUAL ESTIMATED PREMIUM: $491.00			
		With AutoPay Fee: $5 per payment	Without AutoPay Fee: $8 per payment
NUMBER OF PAYMENTS	DUE DATE	PAYMENT AMOUNT	PAYMENT AMOUNT
Two	02/06/2025	$245.50 – Initial Down Payment	$294.60 – Initial Down Payment
	07/06/2025	$245.50	$196.40
Four	02/06/2025	$122.75 – Initial Down Payment	$147.30 – Initial Down Payment
	05/06/2025	$122.75	$122.75
	08/06/2025	$122.75	$122.75
	11/06/2025	$122.75	$98.20
Ten	03/06/2025	$49.10 – Initial Down Payment	$122.75 – Initial Down Payment
	04/06/2025	$49.10	$41.05
	05/06/2025	$49.10	$40.90
	06/06/2025	$49.10	$40.90
	07/06/2025	$49.10	$40.90
	08/06/2025	$49.10	$40.90
	09/06/2025	$49.10	$40.90
	10/06/2025	$49.10	$40.90
	11/06/2025	$49.10	$40.90
	12/06/2025	$49.10	$40.90

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Payment Options

CONTINUED

		With AutoPay Fee: $5 per payment	Without AutoPay Fee: $8 per payment
NUMBER OF PAYMENTS	DUE DATE	PAYMENT AMOUNT	PAYMENT AMOUNT
Twelve	02/06/2025	$49.10 – Initial Down Payment	$49.10 – Initial Down Payment
	03/06/2025	$44.19	$44.19
	04/06/2025	$44.19	$44.19
	05/06/2025	$44.19	$44.19
	06/06/2025	$44.19	$44.19
	07/06/2025	$44.19	$44.19
	08/06/2025	$44.19	$44.19
	09/06/2025	$44.19	$44.19
	10/06/2025	$44.19	$44.19
	11/06/2025	$44.19	$44.19
	12/06/2025	$44.19	$44.19

A payment fee is assessed on each payment invoice except where prohibited by law.

Any down payment provided will be withdrawn immediately regardless of down payment date shown.

Mandatory disclosure: insuring against terrorism

Terrorism Premium: $10

Protecting your business means preparing for risks – even unlikely ones. Your policy includes coverage in the event of a terrorist attack. In order to offer that coverage, we are required to provide you the following disclosure about your premiums, coverage and related information.

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (as amended "TRIA"), we are required to make coverage available under your policy for "certified acts of terrorism." The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to terrorism coverage is shown above or in the premium section(s) of this quote proposal or binder.

Definition of Certified Act of Terrorism

A "certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of $5 million in the aggregate, attributable to all types of insurance subject to TRIA; and

2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and

3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 80% of insured losses that exceed the applicable insurer deductible.

However, if aggregate industry insured losses under TRIA exceed $100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed $100 billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed $100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible.

In accordance with the Treasury's procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

Note to Producer on TRIA: The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use The Hartford's stand-alone TRIA disclosure form for quotes and binders, which is available on the EBC or from the company.

THE HARTFORD

Electronic Delivery Consent Form for Commercial Business Insurance Customers

TERMS & CONDITIONS FOR PAPERLESS DELIVERY OF COMMUNICATIONS FOR COMMERCIAL INSUREDS

By consenting to receive communications from The Hartford, electronically, through your agent: ____ (hereinafter "your agent"), you are agreeing that documents and official notices which you are required to receive may be sent to you electronically rather than in paper form. You agree these paperless communications are the legal equivalent of officially required communications relating to your policy(ies) which you would otherwise receive in paper form. These communications may include, but are not limited to, policy declarations, policy forms and endorsements and related forms, insurance ID cards, billing statements, legally required notices, and other official correspondence. YOU AGREE TO RECEIVE ALL MAILINGS AND COMMUNICATIONS ELECTRONICALLY. SUCH ELECTRONIC MAILING OR COMMUNICATIONS MAY EVEN INCLUDE CANCELLATION OR NONRENEWAL NOTICES. This consent will apply to all policies The Hartford may issue to you.

Not all documents are currently available for electronic delivery. Those that are not available will continue to be sent to you by your agent via US mail. As new documents become available for electronic delivery, your agent may send them electronically.

You may at any time, request that your agent resume communications through the delivery of paper documents. You will not be charged a fee for this request and may make such request by notifying your agent in writing or by email:____ . Your request to withdraw consent to receive communications by electronic means will be effective at the conclusion of the policy term.

You agree to provide your agent with your current email address so your agent can send you notices and other documents via email or notify you that documents are available for your review. You also agree to update your account and notify your agent of any change in your email address. You can make such a change by notifying your agent via one of the methods listed above. You agree to be responsible for any late payment fees that result from your failure to provide your agent with your current email address.

You may request a paper copy of an official notice sent to you, or of your policy documents. There is no fee to request such copies. You may make such request by notifying your agent via one of the methods listed above. Official policy notices and other documents will be sent solely and directly to you and will not be emailed to other users.

SYSTEM REQUIREMENTS: You acknowledge and agree that you have sufficient access to a privately owned computer and email system (as opposed to one with limited access, such as those housed in public libraries) that will: Permit you to access, view, and print the communications your agent will send; permit you to receive emails that contain hyperlinks to websites; and permit you to access websites. The following system requirements are necessary for you to receive and view these communications:

You must have Adobe Reader version 4.0 or later. Download the correct version of Acrobat Reader from the Adobe website at **adobe.com**.

Electronic Delivery Consent Form for Commercial Business Insurance Customers

CONTINUED

ATTENTION AGENTS: THE FOLLOWING SENTENCE MUST BE INCLUDED/COMPLETED ONLY IF INSUREDS WILL BE ACCESSING DOCUMENTS VIA AN ELECTRONIC FILING CABINET OR OTHER ONLINE PORTAL:

Online documents are supported on Microsoft Internet Explorer version ____and later, Firefox version ____ and later, and Google Chrome version ____ and later.

By signing this document, you (a) agree that you are the named insured and (b) agree to the terms and conditions of Paperless Delivery.

Please note that even if you enroll in Paperless Delivery, your agent may deliver certain documents via U.S. Mail due to legal requirements and/or system limitations.

☐ **I accept the terms & conditions set forth above and consent to enroll in paperless delivery.**

You must list below one policy number from The Hartford; however, please be advised this consent will apply to *all* policies issued to you by The Hartford.

Policy No.

Authorized Person - Name and Title

Authorized Person Email Address

Date

TITLE IX POLICY FOR FUNK'S LEARNING LAB LLC

Major County, Oklahoma
Effective Date: May 28, 2025

1. POLICY STATEMENT

Funk's Learning Lab LLC is committed to providing an educational environment free from discrimination on the basis of sex, including sexual harassment, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), its implementing regulations (34 CFR Part 106), and Oklahoma private school accreditation standards (OAC 210:35-3-1 et seq.). The School prohibits discrimination based on sex in its educational programs and activities, including admissions, instruction, and extracurricular activities, for both in-person and online K–8 programs (with planned 9–12 expansion). This policy applies to all students, employees, and third parties interacting with the School.

2. SCOPE

This policy covers all aspects of the School's operations, including in-person classes at its Major County facility, online micro-school and tutoring programs, and any activities receiving federal financial assistance (e.g., Lindsey Nicole Henry Scholarships, O.S. §70-13-101). Prohibited conduct includes sex-based discrimination, sexual harassment, sexual violence, gender-based harassment, and retaliation against individuals reporting such conduct.

3. DEFINITIONS

a. Sexual Harassment: Conduct on the basis of sex that includes:
   i. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the School's programs.
   ii. Quid pro quo harassment by an employee (e.g., conditioning educational benefits on sexual favors).
   iii. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law (34 CFR §106.30).
b. Complainant: An individual alleged to be the victim of conduct that could constitute sexual harassment.
c. Respondent: An individual alleged to have engaged in conduct that could constitute sexual harassment.

4. TITLE IX COORDINATOR

Skylar Funk, the sole member and manager of Funk's Learning Lab LLC, serves as the Title IX Coordinator, responsible for overseeing compliance, receiving complaints, and coordinating investigations.

- Contact: Skylar Funk
- Email: skylar@funkslearninglab.com
- Phone: 806-523-6344
- Address: 321 S 6th Ave Fairview, OK 73737, Major County, Oklahoma
- Website: funkslearninglab.com

5. REPORTING PROCEDURES

a. Who May Report: Any person (student, parent, employee, or third party) may report sex-based discrimination or sexual harassment, whether experienced directly or observed.

b. How to Report: Reports may be made:

i. In person to Skylar Funk at the School's facility.

ii. Via email or phone using the contact information above.

iii. Through a form on the School's website.

iv. Anonymously, though anonymous reports may limit the School's ability to respond fully.

c. Mandatory Reporting: As the sole employee, Skylar Funk is obligated to report any known or suspected incidents of sexual harassment to herself as Title IX Coordinator for investigation.

d. Timeframe: Reports should be made promptly, but there is no strict deadline to ensure accessibility.

6. GRIEVANCE PROCESS

a. Initial Response: Upon receiving a report, the Title IX Coordinator will:

i. Contact the complainant within 2 business days to discuss the allegations, available support, and the grievance process.

ii. Offer supportive measures (e.g., schedule adjustments, counseling referrals) to both complainant and respondent, ensuring equal access to education.

b. Formal Complaint: A complainant may file a formal complaint in writing (via email, website form, or paper) to initiate an investigation. The Coordinator may also initiate a complaint if warranted.

c. Investigation:

i. The Title IX Coordinator will conduct a prompt, fair, and impartial investigation within 10 business days of a formal complaint, unless extended for good cause.

ii. Both parties will have equal opportunity to present evidence and witnesses.

iii. The Coordinator will maintain confidentiality to the extent possible, consistent with FERPA and Oklahoma law (51 O.S. §24A.1 et seq.).

d. Determination: Within 5 business days of completing the investigation, the Coordinator will issue a written determination to both parties, including findings, conclusions, and any disciplinary actions (e.g., suspension, expulsion, or employee termination, if applicable).

e. Appeals: Either party may appeal the determination within 5 business days for reasons such as procedural errors or new evidence. Appeals will be reviewed by an external consultant (to be appointed if needed) within 10 business days.

7. SUPPORTIVE MEASURES

The School will provide non-disciplinary, non-punitive measures to support complainants and respondents, such as:

- Adjustments to class schedules or online access.
- Referrals to local counseling services in Major County.
- Academic accommodations to ensure continued learning.

These measures will be offered promptly and confidentially, regardless of whether a formal complaint is filed.

8. PROHIBITION ON RETALIATION

The School prohibits retaliation against any individual for reporting, participating in, or refusing to participate in a Title IX process. Retaliation complaints will be investigated under the same grievance process.

9. TRAINING

Skylar Funk, as Title IX Coordinator and sole educator, will complete annual Title IX training on federal and Oklahoma requirements, including recognizing and responding to sexual harassment. Training records will be maintained for accreditation purposes.

- Action: Complete a free or low-cost online Title IX training (e.g., via the U.S. Department of Education's Office for Civil Rights) within 1 month.

10. RECORD-KEEPING

The School will maintain records of all Title IX reports, investigations, and outcomes for at least 7 years, in compliance with 34 CFR §106.45(b)(10) and the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.). Records will be stored securely in a digital system (e.g., Google Drive) and available for accreditation audits.

11. DISSEMINATION AND TRANSPARENCY

This policy is posted on the School's website and included in student and parent handbooks. Stakeholders may provide feedback via a website-linked survey to ensure community awareness.

- Action: Post this policy on the website within 2 weeks and include a feedback survey link.

12. COMPLIANCE WITH FEDERAL AND OKLAHOMA LAWS

The School complies with:

- Title IX (20 U.S.C. §1681 et seq., 34 CFR Part 106).
- 42 U.S.C. §2000d (prohibiting discrimination based on race, color, national origin).
- Oklahoma private school regulations (OAC 210:35-3-1 et seq., O.S. §70-3-104.4).
- Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. §1232g).

13. CONTACT FOR ASSISTANCE

For questions or to report concerns, contact the Title IX Coordinator (Skylar Funk) using the information in Section 4. Additional resources are available at the U.S. Department of Education's Office for Civil Rights (www.ed.gov/ocr).

Signed: Skylar Funk

Skylar Funk, Sole Member and Manager, Title IX Coordinator

Date: 05/28/2025

- **Accreditation**: Policies are audited annually, with records maintained for OPSAC/State Board review.
- **Training**: Skylar trains future staff on policy requirements during onboarding.

Policy Review

- **Frequency**: Reviewed annually or upon statutory/accreditation changes.
- **Amendments**: Skylar, with management team input, amends policies to maintain compliance.

HIRING PROCEDURES & STAFF QUALIFICATIONS

1 Purpose

Funk's Learning Lab is committed to hiring highly qualified, mission-aligned educators and staff who meet or exceed Oklahoma private-school standards, uphold our Christian/faith-based/secular values, and foster a safe, nurturing learning environment.

2. Equal Employment Opportunity

Funk's Learning does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other characteristic protected by federal or Oklahoma law. *Religious preference may be a bona fide occupational qualification (BFOQ) for certain positions (e.g., Bible teachers, administrators) consistent with Title VII and Oklahoma law.*

3 Minimum Staff Qualifications

Position	Minimum Requirements
All Staff	1. At least 18 years of age 2. Legally authorized to work in the U.S. (Form I-9) 3. Pass pre-employment **drug screen** (if required by board policy) 5. Sign **Child Abuse & Neglect Reporting Acknowledgment**

Teachers (K–12)	1. **Bachelor's degree** from an accredited institution 2. **Oklahoma teaching certificate** OR **OPSAC-recognized alternative certification** (e.g., ABCTE, Teach For America, or school-specific pathway) 3. **Subject-area competency** via transcript or Praxis exam (if required by accreditor)
Administrators	1. **Master's degree** in education/administration (preferred) 2. **Oklahoma administrator certification** OR 3+ years teaching + leadership training
Support Staff	1. High school diploma/GED

4 Hiring Procedure

Step	Responsible Party	Action
1. Job Requisition	Department Head	Submits **Staff Requisition Form** to Head of School with budget code, job description, and accreditation alignment.
2. Internal Posting	HR/Office Manager	Posts internally for **5 school days**. Current staff in good standing receive priority.
3. External Posting	HR	Posts on **Funk's Learning Lab Website and social media** for **14 calendar days**.

OKLAHOMA Education

7/22/2025

Skylar Funk
Funk's Learning Lab
1425 N. Main St. Suite 1
Fairview, Oklahoma 73737

Dear **Skylar Funk**,

On behalf of the Oklahoma State Department of Education (OSDE), I am pleased to inform you that **Funk's Learning Lab** 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,

Courtney Anderson

Courtney Anderson
Program Manager, School Choice
Oklahoma State Department of Education
405.522.1643