



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: December 15, 2022

SUBJECT: Lindsey Nicole Henry Scholarship

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

Positive Tomorrows provides extra supports through our resource teacher for students with disabilities. Students can receive pull-out support, push-in support, or teacher consultation from the Resource Teacher. Supports can be for academic or behavioral needs. The resource teacher and general education teacher collaborate to design individualized education plans for their students with disabilities. These plans are frequently reviewed and adjusted to provide continuous appropriate supports. The classroom setting is designed specifically for students who need alternative seating (multiple seating options in each classroom), special lighting (dimmers in all classrooms), minimal distractions, and small group and/or one-on-one instruction. Each classroom has a teacher's assistant who can quickly address academic and behavioral needs or provide an alternative area for one-on-one assistance.

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

- Criteria 1: Fiscal Soundness – Oklahoma Tax Commission permit, Internal Revenue Service Document
- Criteria 2: Non-Discrimination – Positive Tomorrows Employee Handbook and Enrollment Policy
- Criteria 3: Health and Safety – Positive Tomorrows Employee Handbook and Oklahoma State Department of Health Reports
- Criteria 4: Academic Accountability – Positive Tomorrows Parent Handbook



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- Criteria 5: Teacher Requirements – Teacher Memorandum of Understanding for personnel file
- Criteria 6: State laws and disciplinary procedures – Positive Tomorrows Parent Handbook
- Criteria 7: Accreditation – Cognia accreditation email

JH/se



Positive Tomorrows, Inc.,

Pre-K - 8

NAME OF PRIVATE SCHOOL

GRADE LEVELS

PO Box 61190

OKC

OK

73146

ADDRESS

CITY

STATE

ZIP

405-556-5082

www.positivetomorrows.org

PHONE NUMBER

WEBSITE ADDRESS

Kelli Clark, Director of Education

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Margaret Creighton

mcreighton@positivetomorrows.org

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.*

Positive Tomorrows is accredited through Cognia.

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. Homeless or formerly homeless, including students who have been involved in DHS and Foster Care.

2. Specific Learning Disabilities, Other Health Impairment, Speech or Language Impairment, Orthopedic Impairment, and mild Autism. These students can receive services and supports through the special education teacher as described in their ISP.

I verify that Positive Tomorrows, Inc.,
NAME OF PRIVATE SCHOOL _____ complies with all the criteria listed
 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.


 SIGNATURE

11/23/22
 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.

Criteria 1: Fiscal Soundness

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date: NOV 28 1995

POSITIVE TOMORROWS COMMUNITY
BOARD, INC.
2460 N. W. 39TH
OKLAHOMA CITY, OK 73112

Employer Identification Number:
73-1393438
Case Number:
755271010
Contact Person:
ANNETTE SMITH
Contact Telephone Number:
(214) 767-6023
Our Letter Dated:
February 12, 1992
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

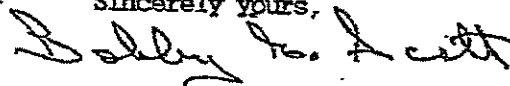
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Bobby E. Scott
District Director

Letter 1050 (DO/CG)

4. Supervisors are responsible for approving timecards every other Monday, before 9:00am so that payroll can be processed before the check date. If a non-exempt employee is planning to work overtime during the pay period, the employee must get written approval from your supervisor beforehand. This must be completed before the overtime is worked.
5. Even when PTO is not taken, days out of the office must be documented in the online payroll system, as follows: jury duty, military leave, bereavement leave, leave of absence, professional development, etc.
6. Employees are paid bi-weekly. Paydays are every other Wednesday.

WORK CONDITIONS

Non-Discrimination Policy

Positive Tomorrows does not discriminate, on the basis of race, color, gender, national origin, religion, sexual orientation, disability or age, in hiring, or access to, any of its services, programs or activities. Additionally, Positive Tomorrows does not tolerate harassment based upon any of the above. Any employee who believes that he or she has been a victim of discrimination or harassment shall file their complaint directly with the President. If the complaint is made against the President, the complaint may be addressed in writing to the Chairman of the Board, Positive Tomorrows, P.O. Box 61190, Oklahoma City, OK 73146.

Whistleblower and Non-Retaliation Policy

General Purpose: It is the intent of Positive Tomorrows to adhere to all policies, laws and regulations that apply to Positive Tomorrows. The purpose of this policy is to support Positive Tomorrows' goal of legal compliance. The support of all employees is necessary to achieve compliance with various policies, laws, and regulations.

Reporting Responsibility: If any employee reasonably believes that some policy, practice, or activity of Positive Tomorrows is in violation of any law, policy or regulation, a written complaint must be filed by that employee with the President at the following address: Attn: President, P.O. Box 61190, Oklahoma City, OK 73146. If the employee believes the President is acting in violation of the law, policy or regulation, the written complaint may be filed with the Chairman of the Board of Positive Tomorrows at the following address: Attn: Chairman of the Board, P.O. Box 61190, Oklahoma City, OK 73146.

Reporting in Good Faith: An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Positive Tomorrows accurately, honestly, upon reasonable grounds and in good faith and further provides Positive Tomorrows with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described herein is only available to employees that comply with this requirement. Any allegations made by an employee that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsity will be viewed as a serious disciplinary offense.

No Retaliation: Positive Tomorrows will not retaliate against an employee, who, in good faith, has made a complaint against some practice of the organization or of another individual or entity with whom Positive Tomorrows has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, regulation or a clear mandate of policy.

Confidentiality: Complaints will be kept confidential to the extent possible, consistent with applicable law and with the need to conduct an adequate investigation and take appropriate corrective action.

Addendum 2: Special Education Services

Enrollment Policy: Special Education Services (June 1, 2022)

When that situation presents itself, the following procedure will be followed:

- At enrollment, the case manager will ask if the student(s) has an Individualized Education Plan (I.E.P.), a 504 Plan, or a need for other accommodations, Positive Tomorrows will evaluate the need and review all documentation prior to completion of the enrollment.
- The parent or guardian will provide copies of all of the documentation pertinent to the disability. The appropriate school staff members will review the documentation before the student can be enrolled in order to determine whether or not they Positive Tomorrows can meet the student's needs. If the parent or guardian does not have a copy of the documentation, he or she must contact the student's previous school to obtain it.
- After the appropriate Education staff members have reviewed the documentation, Positive Tomorrows may choose to enroll the child on a probationary basis to determine whether or not the academic and socioemotional needs of the student can be met. If at any time it is decided that Positive Tomorrows is not able to meet said needs, the student will be withdrawn.
- If the student is withdrawn, the Family Support Transition Coordinator will assist the parent or guardian with finding and enrolling in an alternate placement.
- This waiver acknowledges that the parent has been informed that Positive Tomorrows may not have a certified special education teacher on staff appropriate to meet their child's needs.

By initialing and signing the Parent / Guardian Consent Form I acknowledge that I have read and understand the special education policy.

Occasionally, a family emergency or other unforeseen problem may require employees to bring their children to the office for a limited time in order to meet their work schedule. Staff members are allowed to bring their children to work occasionally as long as it does not interfere with their work duties or those of any other employees.

Employment of Relatives

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to spouses or partners, grandparents, parents, children, sisters, brothers, nieces, nephews, aunts, uncles, or other family members residing in the same household.

Employment of Clients

Positive Tomorrows does not hire individuals currently receiving services from this agency or immediate family members of current clients. The term "immediate family" refers to spouses or partners, grandparents, parents, children, sisters, brothers, nieces, nephews, aunts, uncles, and any family members residing in the same household. All members of leadership should be consulted before hiring a former client. Positive Tomorrows' employees are not eligible for Positive Tomorrow's services.



SAFETY

Security

All external doors of Positive Tomorrows are always kept locked. There is a button at the front desk that is activated in order to release the front door and allow students, parents, visitors, and other persons into the building.

If you are at the front desk, you will need to determine who is permitted into the building. You should use the video system and the intercom.

1. Ask for their name and with whom they have an appointment.
2. Check the Calendar on Outlook for the name.
 - If it is not there, contact the staff member with whom they have an appointment and let them know the appointment is here, or if you cannot find that person, notify another Positive Tomorrows' staff member so that they can decide whether or not to admit the person.

The front doors are NOT to be propped open.

Only Positive Tomorrows' staff and trained volunteers are permitted to open the doors. Students, parents, and other adults or children must find a staff member if someone is waiting to come inside the building.

Visitors or volunteers must sign-in and wear a name tag. Name tags are printed at the front desk, using the person's driver's license or ID, using Easy Lobby software.

If a person insists on arguing or being confrontational, do not perpetuate the situation by arguing back. Remain calm and contact a member of the Leadership Team.

Students are to be brought inside immediately should an unknown person or persons outside of the building attempt to interact with students, e.g., in the parking lot while students are loading vehicles or

Criteria 3: Health & Safety

outside the fence while students are at recess. Once students are safely inside, the police are to be called.

Try to get the person isolated from the students by walking him/her to the front entrance, but do not be alone with the angry person; have another adult nearby. Sometimes being helpful or being an attentive listener will defuse the situation.

Security Alarm Procedure: This information is highly confidential

Before leaving the building for the day, make sure there is no one is left in the building before setting the alarm. Any movement within the building will set the alarm off. If there is movement or a door is open, the alarm panel will let you know what door is open and the alarm will not set. If you are having problems, call the Operations Manager before leaving so that you can get assistance setting the alarm.

When arriving outside of normal working hours, assume the alarm is set and be prepared to enter your personal four-digit code to disarm. As you enter, the warning beeps from the panel will begin and you have a limited amount of time to enter your code to turn off the alarm.

You will use this same four-digit code when leaving the building and you will also hear the warning beeps when.

Should you set off the alarm, immediately go to the panel, enter your code to turn it off and then notify the Operations Manager.

If the alarm company were to call the school, you will be required to give your name and the code word SUSAN. To disregard this process will result in the police being dispatched and a charge to Positive Tomorrows for a false alarm.

You must call Operations manager to let them know that the situation is resolved.

Crisis Procedures

Internal Threat:

An internal threat is a threat from a student, staff member, or other adult already on site.

Receptionist or anyone who covers the desk: Hold down the panic button under the desk for at least 3 seconds. Flip switch to close off double doors leading to elementary school.

Go immediately to the President's office and communicate the threat. At this time use the intercom system and use the code "Mrs. Armstrong please report to the office". All care will be taken to NOT alert the threatening party that the police are being contacted so as not to escalate the situation. Stay near the telephone to receive further instructions. If not possible, take cell phone to safe area.

Classroom Teacher(s) & Assistant(s): Lock the classroom door; if on the playground, stay there unless directed by cell phone to do otherwise. Take roll and report to President by cell phone any students unaccounted for. Stay with classroom until emergency situation is resolved.

Administrative & Family Support Staff: Director of Family Support or other Family Support staff person also checks restrooms, playground, unoccupied rooms, and secures any students in those rooms behind locked doors in Family Support area or other unoccupied room.

Criteria 3: Health & Safety

President: Confirm with teachers/assistants by classroom phone or text message that all students are accounted for, and the President will use the laminated building map to mark off each classroom to keep track of who has reported in. Maintain contact with emergency personnel and remain accessible by cell phone. Notify staff in person when situation is resolved with an "all clear" signal. If President is not on site, responsibility chain will be Director of Finance and Operations.

External Threat:

Receptionist or anyone who covers the desk: Flip switch to close off double doors leading to elementary school. Press the panic button.

Immediately call 911 from your cell phone. If possible, proceed to President's office and stay near the telephone to receive further instructions. If not possible, take cell phone to safe area.

Classroom Teacher(s) & Assistant(s): Assist students in finding refuge or shelter, depending on type of emergency (if inside, lock classroom door; if on the playground, leave through the gate and walk to ReMerge). Take roll and report to President or Director of Finance and Operations any students unaccounted for. Stay with classroom until emergency is resolved.

Administrative & Family Support Staff: Assigned immediately to classrooms with youngest students and those where a classroom assistant is not present. Check restrooms, playground and secures any students in those rooms behind locked doors in Family Support area or classroom.

President: Confirm via phone with teachers/assistants that all students are accounted for, and use laminated building map to mark off each classroom to keep track of who has reported in. Maintain contact with OKC police, and /or other emergency personnel. Notify staff when situation is resolved with "all clear" signal. If President is not on site, responsibility chain will be Director of Finance and Operations.

Following an emergency crisis situation:

President will notify board of directors of resolution and file written report.

Family Support staff will notify families/shelters of resolution and safety of children.

Teachers and students will return to classrooms (if possible). Teachers and assistants will lead a debriefing session, allowing students the opportunity to ask questions and share feelings, identifying those who may require more individual counseling. Counselor will assist and make additional referrals as warranted.

All emergency related statements to the media or outside individuals will be made by either the President or Board Chairman.

Fire Emergency Plan

In the case of a fire, actual or suspected (at which someone pulls the fire alarm), all staff and students are to immediately exit the rear of the building to the backyard. In the case of actual emergency, Receptionist or any staff member will immediately call 911. All staff members will take their cell phone as they exit the building.

Administrative Staff: Check rooms and offices. Exit immediately through back door(s) and assemble at the back wall in the playground area.

Criteria 3: Health & Safety

Classroom Teacher(s) & Assistant(s): Assist students in remaining calm and lead them outside. Exit immediately through back door(s) and assemble at the back wall in the playground area. All teachers take roll again, having already been counting and checking names in the process of leaving the building. Notify President or Director of Finance immediately should there be any student missing. Wait for the "all clear" word from the Director of Finance and Operations or the Operations Manager.

Family Support Staff: Check rooms and offices. Exit immediately through back door(s) and assemble at the back wall in the playground area.

Operations Manager: Scour building before exiting to make sure that all staff, students, volunteers, and other visitors have left. Once outside, confirm with teachers/assistants that all students in each class are accounted for. Check with staff that colleagues are accounted for. When danger is over, give a verbal "all clear" to staff to return to the building.

If President is not on site, responsibility chain will be Director of Finance first, then Operations Manager.

Following a fire emergency:

President will notify board of directors and insurance agency of resolution and file written report.

Family Support staff will notify families/shelters of resolution and safety of children. Teachers and students will return to classrooms (if possible). Teachers and assistants will lead a debriefing session, allowing students the opportunity to ask questions and share feelings, identifying those who may require more individual counseling. Counselors will assist and make additional referrals as warranted. If return to classrooms is not possible, President will advise staff where to go until further notice.

Emergency Closings

From time to time, the weather may cause disruption of business at Positive Tomorrows. Depending on the situation, the school may be closed, and offices remain open, or the entire facility may be closed. The authority for making closure decisions rests with the President, after consultation with the Director of Finance and Operations or Operations Manager.

It is the responsibility of the Operations Manager to be aware of conditions around the school and bus routes at an early hour, then make recommendations to the President or Director of Finance and Operations regarding business closures. Street, parking lot, and continued weather conditions are to be taken into consideration. It is also the responsibility of the Operations Manager to see that sidewalks and the parking lot are cleared of snow & ice, salt put down, and that the facility is ready to continue or resume operations at the given time.

If the President is out of town and the weather occurs while school is in session, the authority to call weather closures belongs to the Director of Education & Director of Finance and Operations. If the President is out of town and school is not in session, the authority to call weather closures rests with the Director of Finance and Operations.

When Positive Tomorrows is closed due to weather, exempt staff will be paid at their normal rate of pay. Non-Exempt (hourly) staff will be paid for the number of hours they were previously scheduled to work on that day. Overtime pay is not paid for weather closings. PTO is not counted against employees if the offices are closed.

If administration has elected to remain open and certain employees prefer to remain at home, they may do so, provided their work responsibilities are covered and they receive verbal approval by their supervisor. The employees' PTO will be charged for this time off.

Weather closures will be placed in the media by the President. If the President is out of town, the responsibility is delegated to the Director of Finance and Operations. The President will also endeavor to inform staff members of the closures via group text message. If employees have questions, they may contact their supervisor or the President by cell phone.

Severe Weather

Severe weather is always a threat in Oklahoma and the safety of Positive Tomorrows' employees and students is always our primary concern. The Director of Finance and Operations and the Operations Manager will monitor any severe weather that occurs during office hours and take action as needed.

In the case of a tornado siren sounding or other sudden indication of severe weather approaching, the receptionist will announce over the intercom instructing the teachers to move classes to the storm shelter part of the building (Elementary Rooms #134 & #136 or Middle School double tornado doors). All directors will move their staff & others to the storm shelter part of the building.

Staff Family Concerns

It is recommended that each staff develop a home and personal safety plan to ensure the safety of their family during severe weather.

Duties During a Weather Emergency

Director of Finance and Operations or the Operations Manager: Depending on apparent weather conditions, check the internet or radio to discover where weather threat is located; and inform President.

Classroom Teacher(s) & Assistant(s): Assist students in remaining calm and in taking shelter. Close classroom doors. Speak directly to the President or Director of Finance to confirm that all students are accounted for.

Administrative & Family Support Services Staff: Family Support checks all rooms and playground for children. Then, all go immediately to the storm shelter to assist students. Once staff, students, and visitors are safely inside, close, and secure doors unless otherwise instructed.

Receptionist: Place a sign on the front door informing parents that the school has taken cover and to immediately take cover themselves, and to call their case manager with concerns.

Operations Manager and the Director of Finance and Operations: Ensure that all individuals have gone to shelter by checking each room before moving to shelter. Ensure that the blinds are closed, and the air filtration switch is turned on. Confirm with teachers/assistants that all students in each class are accounted for.

Criteria 3: Health & Safety

Once the storm has moved past the President or Director of Finance and Operations will announce an "all clear" to staff, teachers, and students. Weather conditions in the area will continue to be monitored.

Following a threatened weather emergency:

Family Support staff will notify families/shelters of resolution and safety of children if the emergency was near enough to create question of safety.

Teachers and students will return to classrooms. Teachers and assistants will lead a debriefing session, allowing students the opportunity to ask questions and share feelings, identifying those who may require more individual counseling. Counselor will assist and make additional referrals as warranted.

Following a weather emergency with damages or injuries:

In addition to tasks noted above, President or Director of Finance, will call 911 as soon as possible for any needed assistance. If classrooms are not safe for return, President or Director of Finance will advise staff and students to congregate in safest location, whether that be elsewhere in the building, in the adjacent building, or outside.

Medical Emergency

Employees should exercise appropriate judgment when someone is medically incapacitated. In life-threatening medical emergencies, dial 911 for medical emergency personnel. Immediately notify the President and the Director of Finance and Operations, and if needed, supervisory staff. Immediate family members will be notified by the President or Director of Family Support. Several Positive Tomorrows' staff members are trained in CPR and first aid and can be called upon for assistance.

First Aid Supplies:

First aid supplies are in the nurses' station inside the drawers to the right of the sink, teachers resource room in the first top left cabinet, as well as on each bus/van, up front with the driver.

Emergency inhalers are in the blue locked medical cabinet in the nurses' station, and in the teacher resource room in the first top left cabinet. (Instructions for use are included)

Epi Pens & AEDs are located on the wall to the east of the main entrance near family support and on the wall by the janitor closet outside of the lower elementary classroom entrance. (Instructions for use are included)

Health and Safety Responsibilities

Good environmental health and safety practices are a responsibility of all Positive Tomorrows' employees. The participation and cooperation of each person is essential to a smooth and effective program.

Your responsibilities as a Positive Tomorrows employee include:

1. Following all health and safety rules and procedures.
2. If you see a hazardous condition (spills, improper storage, poor use of extension cords, etc.) immediately take precautions to minimize the hazard (clean spills, block off area, etc.) and notify

Criteria 3: Health & Safety

your supervisor verbally. Follow up with a written maintenance request to make sure the danger is cared for.

3. Wearing or using prescribed protective equipment.
4. Reporting any job-related injury or illness by completing an incident report and giving the report to your supervisor and seeking treatment promptly.
5. Refraining from the operation of any equipment without both proper instructions and authorization; using equipment safely and as designed.
6. Be aware of your surroundings.
7. Take care when lifting; if it is an item, you cannot lift safely, ask for help.

All classrooms, offices, closets, and passageways will be kept orderly and free from unnecessary debris. Furnace, mechanical, and air handling rooms will not be used as storage areas. Electrical cords will be maintained in good condition. Extension cords must be the type that contain a built-in overload circuit breaker, they must not be extended and used outside the room in which the fixture outlet is located and must not be in such a manner as to create a tripping hazard. Where cords must be placed across paths of travel, cord covers must be used. Space heaters will be placed away from traffic areas and not located as to be a tripping hazard. Extension cords will not be used for space heaters.

Slips, Trips and Falls:

Slips, trips, and falls are the most frequent injuries on campus. Falls can result in head injuries, back injuries, broken bones, muscle sprains and strains, and death. Many of these accidents occur outside buildings on stairs and walkways. Others occur indoors and are often the result of unsecured wires and cords, spills, or loose flooring. The following are simple ways to reduce your risk of a slip, trip or fall incident:

1. Practice good housekeeping. Keep work areas clean and free of spills or debris. Immediately clean or report spills and debris problems.
2. Be a cautious carrier. Don't carry loads that obstruct your view while walking. Make sure the path is clear.
3. Wear proper footwear. Use footwear that is appropriate for your work tasks and environmental demands.
4. Hold handrails when using stairs and ramps. While most falls occur on level surfaces, those that occur on stairs can be very serious.
5. Use stepstools. If you must reach items on high shelves, use a step stool or stepladder rather than a chair.
6. Take your time and be aware of your surroundings, such as wet floors, etc. Walk with caution, especially if you anticipate any slip or trip hazards along the way.

Inspection Date 10/22/2021	Inspection Time 10:20 AM	Mgr.Cert	County# 55	Establishment# 106549	License Expiration 11/13/2021	Type 45	Class E3	Priority S-2
Purpose of Inspection: <input checked="" type="checkbox"/> Routine <input type="checkbox"/> 2-Compliance <input type="checkbox"/> 3-Issue License Application <input type="checkbox"/> 4-Complaint <input type="checkbox"/> 5-Other <input type="checkbox"/> 6-Out Of Business <input type="checkbox"/> 7-Follow Up Activity <input type="checkbox"/> 8-Reserved								
Number of Repeat Risk Factor/Intervention Violations: 0				Follow-up: No On or Before Date:				
Establishment: POSITIVE TOMORROWS SCHOOL				Owner: POSITIVE TOMORROWS INC				
Physical Address: 901 N VILLA			City: Oklahoma City		Zip Code: 73107	Phone # 4055165082 Cell Phone #		

Priority & Priority Foundation Violations

Priority items are proven measures that are directly linked to the elimination, prevention or reduction of hazards associated with foodborne illness. Priority Foundation items incorporate specific actions, equipment or procedures to control risk factors that contribute to foodborne illness. NOTE: Items 1-35 Require immediate Action or by date noted on pg 2-Not to exceed 10 days from date of inspection.

IN=in compliance OT=not in compliance NO=not observed NA=not applicable CDI=corrected on site during inspection R=repeat violation

IN		OT		NO		NA		CDI		R	
Supervision/Licenses											
1	<input checked="" type="checkbox"/>										
Valid license to operate; non-transferable											
2	<input checked="" type="checkbox"/>										
PIC present,demonstration of knowledge,Performs duties											
3				<input checked="" type="checkbox"/>							
Special processes (Variance, ROP, shellfish tanks, HACCP)											
Employee Health											
4	<input checked="" type="checkbox"/>										
Ill workers-PIC & EMP responsibilities: Report symptoms & diagnosis; Restrict/Exclude (removal, retain or adjust)											
Control of Hands as a Vehicle of Contamination											
5	<input checked="" type="checkbox"/>										
Hands clean, washed, maintained; Hand antiseptics											
6	<input checked="" type="checkbox"/>										
No Bare Hand Contact with Ready-to-Eat foods Or alternate methods; Glove limitations;											
7	<input checked="" type="checkbox"/>										
Adequate hand wash facilities: supplied, accessible; Toilets properly supplied											
Approved Source											
8	<input checked="" type="checkbox"/>										
Food, water,ice: obtained from approved source											
9	<input checked="" type="checkbox"/>										
Food in good condition, safe, unadulterated, segregated											
10	<input checked="" type="checkbox"/>										
Required records (shellstock tags, parasite destruction)											
Protection from Contamination											
11	<input checked="" type="checkbox"/>										
Food separated/protected; Proper tasting procedures; Self-serve operations; Single service											
12	<input checked="" type="checkbox"/>										
Disposition of returns, previously served, Reconditioned, unsafe food											
13	<input checked="" type="checkbox"/>										
Prohibited animals; Prohibited food											
14	<input checked="" type="checkbox"/>										
Sinks used for intended purposes											
15	<input checked="" type="checkbox"/>										
Food equipment: Improper use, operation (Materials, design)											
16	<input checked="" type="checkbox"/>										
Insects, rodents, & other pests controlled											
Time/Temperature Control for Safety (TCS)											
17	<input checked="" type="checkbox"/>										
Cooking time & temperatures; Plant food cooking											
18	<input checked="" type="checkbox"/>										
Reheating procedures for hot holding											
19	<input checked="" type="checkbox"/>										
Cooling time & temp; cooling methods											
20	<input checked="" type="checkbox"/>										
Hot holding temps; received at proper temp											
21	<input checked="" type="checkbox"/>										
Cold holding temps; received at proper temp											
22	<input checked="" type="checkbox"/>										
Date marking and disposition											
23	<input checked="" type="checkbox"/>										
Time as public health control, procedures/records											
24	<input checked="" type="checkbox"/>										
Non-continuous cooking process / partial cook											
25	<input checked="" type="checkbox"/>										
Adequate facilities/equipment to maintain food temps											
26	<input checked="" type="checkbox"/>										
Probe thermometers provided & accurate											
Consumer Advisory, Highly Susceptible Populations											
27								<input checked="" type="checkbox"/>			
Consumer advisory, Child menu, Allergen label											
28								<input checked="" type="checkbox"/>			
Pasteurized food used; Prohibited food not offered Pasteurized eggs used where required											
Chemicals											
29	<input checked="" type="checkbox"/>										
Food additives; approved, properly used											
30	<input checked="" type="checkbox"/>										
Toxic substances properly identified, stored, used											
Warewashing, Food Contact Surfaces											
31	<input checked="" type="checkbox"/>										
Warewash, sanitize equipment: Design, supplies, operated; Test strips; Temp gauges; Alarms											
32	<input checked="" type="checkbox"/>										
Warewashing; Sanitize at 180F ppm/temp											
33	<input checked="" type="checkbox"/>										
Food contact surfaces of equipment & utensils clean											
Plumbing											
34	<input checked="" type="checkbox"/>										
Water, Adequate pressure, sufficient capacity											
35	<input checked="" type="checkbox"/>										
Plumbing sewage system: design, approved, installed Cross-connection prohibited, air gaps, disposal											

Core Violations

Core items relate to general sanitation & maintenance,equipment design & maintenance,and physical facilities & structures.

Food Temperature Controls											
36	<input checked="" type="checkbox"/>										
Approved thaw methods; Active cool containers stored properly											
37	<input checked="" type="checkbox"/>										
Thermometers provided accurate , conspicuous											
Food Identification											
38	<input checked="" type="checkbox"/>										
Food properly labeled, original container, honestly presented											
Prevention of Food Contamination											
39	<input checked="" type="checkbox"/>										
Contamination prevented during food preparation, storage & display; Washing fruits/vegetables											
40	<input checked="" type="checkbox"/>										
Personnel :clean, jewelry, hair restraints											
41	<input checked="" type="checkbox"/>										
Eating, Drink, Tobacco use, No discharge, nose mouth											
42	<input checked="" type="checkbox"/>										
Wiping cloths: properly used & stored; Sponges prohibited											
Proper Use of Utensils											
43	<input checked="" type="checkbox"/>										
In-use utensils proper storage, cleaning frequency; Utensils, equip & linens: properly stored, dried, handled; Linens clean											
44	<input checked="" type="checkbox"/>										
Single-use, single-service articles: properly stored, used											
Utensils, Equipment and Vending											
45	<input checked="" type="checkbox"/>										
Food & non-food contact surfaces cleanable, design											
46	<input checked="" type="checkbox"/>										
Manual/Mechanical warewashing facilities: maintained, operated; Pressure gauges, data plates; Use limitation, pre-cleaning ; Design; drain boards											
47	<input checked="" type="checkbox"/>										
Non-food contact surfaces clean; Equip/utensil cleaning frequency											
Physical Facilities											
48	<input checked="" type="checkbox"/>										
Plumbing sys: maintained, backflow device installed, inspected											
49	<input checked="" type="checkbox"/>										
Toilet facilities: accessible, properly constructed, cleaned Self closures;											
50	<input checked="" type="checkbox"/>										
Break/locker areas: used, provided, maintained; Living areas separated; Laundry facilities											
51	<input checked="" type="checkbox"/>										
Hand wash sinks: designed, clean, used; Proper signage											
52	<input checked="" type="checkbox"/>										
Floors, walls, ceilings (premises): clean, free of litter; Removal of pests											
53	<input checked="" type="checkbox"/>										
Floors, walls, ceilings (physical facilities): design, maintained, good repair; Outer openings protected											
54	<input checked="" type="checkbox"/>										
Service Sinks; Maintenance & cleaning tools: use, storage											
55	<input checked="" type="checkbox"/>										
Outdoor areas: Constructed, maintained clean, Mobile Commissary & servicing area											
56	<input checked="" type="checkbox"/>										
Garbage/refuse: properly disposed, fac constr, maintained											
57	<input checked="" type="checkbox"/>										
Ventilation: installed, maintained; Lighting: adequate, shielded											
58	<input checked="" type="checkbox"/>										
Other											

NOTE: Items 36-58 must be corrected by a date and time agreed to or specified by the Department but no later than 90 calendar days after the inspection.

Criteria 3: Health & Safety

Oklahoma State Department Of Health
 Telephone(405)426-8250
 E-mail: CHSLicensing@health.ok.gov
 Website: http://chs.health.ok.gov

Consumer Protection Division Food Inspection Report State Code OAC 310:257

Establishment: POSITIVE TOMORROWS SCHOOL		Establishment# 106549		Date: 10/22/2021	
TEMPERATURE CONTROL					
Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
sliced ham/prep table	43°F	butter/WIC	40°F		
OBSERVATION AND CORRECTIVE ACTION					
Item Number:	Violations cited must be corrected with in the time frames below				Correct By:
39	Screw and metal objects above prep table. Items moved to secure cabinet during inspection.				

Comments: One of the hand washing sinks does not have hot water. Second hand wash sink has hot water. NRFSP- 8/22 Accompanied by Brandon Reith San #2253
--

Inspector Signature: <i>Paw</i>	RS#: 1799	Inspector Phone Number: 4058080813
Person In Charge Name: Kenosha	Person In Charge Signature: <i>Kenosha</i>	
Establishment Email: shildreth@positivetomorrowos.or	Establishment Phone#: 4055165082	

Criteria 3: Health & Safety

OAC 310:257 – Subchapters & Paragraphs Listed Below Note: all subchapter and paragraph numbers or letters are listed without parenthesis to save space

Supervision & Licenses (Priority/Priority Foundation)				
1	15-12; 15-21; 17-2c3 & d2; 17-3b&d, 17-4c&e; 17-5c	Valid Licenses to Operate; non-transferable; Mobile pushcarts; Licensed Commissary; Mobile F. S. E. location; visible license; Mobile F.S.E.-Commissary Licenses	5 5-53,1; 5-54a, b4, c, & d2; C-E; 5-53,2; 5-63; 5-64b1, 2, 3, 5, 6; 5-64d1 & 2A, F, G, & H; 5-64d, 3 & 4; 5-64e2, 3, & 4; 7-35b; 15-4; 15-5,2; 15-9	Treat juice (HACCP); Reduced Oxygen Packaging Criteria; Treating juice (warning label); Molluscan Shellfish Tanks; Conformance w/ approved procedures; ROP without a variance; Molluscan Shellfish Tanks Req's; Variance; Contents, Documentation, Justification
2	3-1; 3-2; 3-3	Assignment (PIC present); Demonstration (PIC Knowledge demo); Person in charge (PIC duties)		
Employee Health (Priority/Priority Foundation)				
4	3-4; 3-5; 3-6	Ill Workers-PIC & EMP Responsibility to report Exclusions & Restrictions, Remove adjust, retain	4 3-4c & f	PIC & EMP reporting
Control of Hazards as a Vehicle of Contamination (Priority/Priority Foundation)				
5	3-9; 3-10; 3-12; 3-13; 3-14; 3-15	Clean hands and arms; how and when to wash; Prevent contamination from hands (wash); Where to Wash; Hand Sanitizers; nails trimmed no polish, gloves good repair	7 9-14a; 9-18a; 9-23; 9-26; 11-24; 11-25; 11-30	Handwashing Facility, installation; water at 100°F; Numbers & Capacities, Location & Placement, Use; maintained, no other purpose; Cleanser availability; Hand drying provision; toilet paper available at toilets
6	5-21b; 5-34a; 5-21c	No BHC w/ RTE; all methods; Glove Limitation Minimize bare hand contact w/ Non-RTE food		
Approved Source (Priority/Priority Foundation)				
8	5-2a,b; 5-3; 5-4; 5-5; 5-6; 5-7a; 5-8a; 5-11; 5-12; 5-14; 5-18a; 5-28; 9-1; 9-3; 9-4; 9-5; 5-2c-e; 5-18a1; 9-6	Approved source, home prepared prohibited Food-Hermetically sealed; Milk & Milk Products, Fish, Molluscan Shellfish; Wild Mushrooms; Game Animals, Eggs; Eggs and Milk Products, Pasteurized, Ice; Juice Treated; Ice Used as Exterior Coolant, Prohibited as ingredient; Water; Approved system-Bottled drinking water; Quality, standards; Non-drinking water; Food Labeling; Juice treated -HACCP system; Sampling-non-community H2O sampled	12 5-44a; 5-70; 11-38	Disposition of Returns; Previously Served; Discarding contaminated food
			13 11-21; 3-21a; 11-54a	Private homes and living or sleeping quarters use prohibition; Animals; employee may not touch; no live animals; Prohibiting animals (limitations)
			14 11-44	Sinks not contaminated with cleaning equip
9	5-1; 5-13	Safe, Unadulterated and Honestly Presented Package Integrity; Separate Distressed Products	15 7-1; 7-3; 7-4a; 7-5; 7-7; 7-12 1A-2A; 7-14; 7-28,5; 7-35a; 7-36; 7-15; 7-16 a-1 9-31,1; 9-37,1	Food Equipment Char., safe; Lead:China/crystal; Copper; Galvanized; Lead-Use; Pewter alloys; Single-use service articles-safe; No glass thermometer; Dispensing Equip. for TSC Foods; Molluscan shellfish display tanks-identification; Vending machine-automatic shutoff; Materials, Approved-(mobile water tank materials safe) Food contact surfaces, CIP equipment
10	5-43a; 5-15a; 5-16a; 5-20; 5-50a & c	Parasite destruction-fish freezing requirements Shucked Shellfish, Packaging and Identification; Shellstock-proper labels; 90 day label; frozen records/letter from supplier		
11	5-22; 5-23a,1&2; 5-30; 5-41; 5-43a; 7-79; 5-43b&c; 7-55	Food Contact w/ Equip. & Utensil; Food display; protect self-serve from contamination; Single-service/Single-use; Articles; Required use Self Service operations; customer self service	16 11-50 1-4	Controlling Pests
Time/Temperature Control for Safety (TCS) (Priority/Priority Foundation)				
17	5-46a 1-3 & b2; 5-48	Raw Animal Food cook temp; Plant food cooking	23 5-62b,1,3,4 & c1,4,5; 5-62a, b2, c2,c3	Time as a Public Health Control, mark, temp, discard; RTE, Time Control/Safety Proc: Labeling, date marking
18	5-52 a-d	Re-heating for hot holding		
19	5-57; 5-58a	Cooling time-temperature parameters; Cooling Methods	24 5-48.1, 1-5; 5-48.1	Non-continuous cook of raw animal foods Written Procedures for above
20	5-9; 5-59 a	Hot Hold Temps		
21	5-9 a,b,c; 5-59 a,b; 5-9 e & f	Cold Hold Temps; Receiving TCS 41° or below, Frozen Food: Shipped & Received, no temp abuse	25 7-50; 17-2d4	Adequate equipment to maintain food temps
22	5-61; 5-60	RTE discarded after expiration; no date; RTE date Marking-41° for 7 days; options	26 7-23; 7-24; 7-37e; 7-56; 7-78b	Thermometers: Food; Ambient Air & Water Accurate Thermometers: this tip: Good Repair, Calibrated
Consumer Advisory: Highly Susceptible Population (Priority/Priority Foundation)				
27	5-46d2; 5-67b5; 5-69	Children's menu: raw animal food Allergens; Consumer adv. Disclosure/Reminder	28 5-25; 5-71	Pasteurized Foods; Prohibited Foods; Prohibited Reserve
Chemicals (Priority/Priority Foundation)				
29	5-10; 5-26	Additives; Use approved; Protection from un-approved	30 13-1; 13-2; 13-4a; 13-5,3; 13-15a; 13-17	Onsite generation of chemicals, toxics & labels; Manufacturer Label; Common Name; Restrictions & Use; Application by Certified Operator; Restriction and storage of employee medicines; First aid supply storage
30	13-3; 13-5 1&2; 13-6; 13-7; 13-8a; 13-9; 13-10; 13-11; 13-12; 13-13; 13-14a; 13-15b; 13-16; 13-17,2; 13-19	Toxic: Stored separate; Proper use; Toxic-Restricted Container; Sanitizers, Wash Agents, Drying Agents, Lubricants, Pesticides, Rodent Bait Stations; Tracking Powders, Employee Meds-Labelled, Stored; Refrig. Meds; First Aid; Employee items separation		
Warewashing (WW), Food Contact Surfaces (Priority/Priority Foundation)				
31	7-40; 7-41; 7-42; 7-51, a&b; 7-58; 7-68; 7-77	WW, machine temps measured; Manual Equip; Auto Dispense Detergent; Alarms; 3-Compartment sink-Adequate-Test kits; Cleaning Agent Required; Chem. Sanitizer test	32 7-72; 7-75; 7-85; 7-70; 7-71; 7-73a	Sanitization: Hot Water, Chemical, Pressure; Wash Solution:Temp Manual and Mech.; Hot Water Sanitization Temp: mechanical
			33 7-83a,c; 7-94; 7-82a	Food contact surfaces-Clean & Sanitize Food contact surfaces-Clean, Sight, Touch
Plumbing (Priority/Priority Foundation)				
34	17-1; 9-8; 9-9; 9-10; 9-11	Sink construction; contamination of utensils by hand washing; Water delivery; Pressure; Capacity of hot & cold; Alternate water supply; mobile water requirements	35 9-2; 9-12; 9-13a; 9-15; 9-16; 9-21; 9-27a; 9-23; 9-30,1; 9-38; 9-41; 9-44a; 9-47a; 9-48; 9-52; 9-27b; 9-28; 9-50	Backflow Prevention Sewage conveying; Approv. Disposal System Approved delivery sys: identified, serviced Commissary & Servicing Area Requirement; Mobile wastes

Criteria 3: Health & Safety

OAC 310:257 - Subchapters & Paragraphs Listed Below Good Retail Practices

Food Temperature Control		
36	Microwave, Slacking, Thawing, Cooling methods	5-47; 5-55; 5-56; 5-58 b
37	Equipment thermometers provided, conspicuous	7-37 a-d
Food Identification		
38	Food properly labeled, original container, honestly presented	5-2 f,g; 5-15 b; 5-19; 5-24; 5-39; 5-50 b; 5-65; 5-66; 5-67 a, b1-4, b6-7, c,d; 5-68
39	Contamination prevented during food preparation, storage & display	5-17; 5-21 d; 5-23 a3-8; 5-27; 5-29; 5-32; 5-36; 5-37; 5-38; 5-40; 5-42; 5-44 b; 5-45; 5-71 8; 13-8 b
	Washing fruits and vegetables	17-2 a; 17-2 c; 17-4 d; 17-5 b; 17-6
40	Mobile pushcarts, retail food service establishment, commissary	17-2 a; 17-2 c; 17-4 d; 17-5 b; 17-6
41	Personnel: cleanliness, jewelry, hair restraints	3-16; 3-17; 3-20
42	Eating, drinking, tobacco; No discharge from eyes, nose, mouth	3-18; 3-19
43	Wiping cloths proper use & storage; Sponges prohibited	5-33; 7-6; 7-102
Proper Use of Utensils		
44	In-use utensils properly stored, cleaning frequency; Utensils, linens, equipment properly stored, dried, handled; Linens clean	5-31; 7-59 a,b; 7-96 thru 7-99; 7-101; 7-105 a,b,d 7-106, 7-107 b; 7-108; 7-109; 17-6
45	Single-use, single-service articles: properly stored, used	7-80; 7-81; 7-105 a,c; 7-106; 7-107 a,c
Utensils, Equipment & Vending		
46	Food / non-food contact surfaces: cleanable, designed, constructed used	5-34 b,c,d; 5-35; 7-1 2,3,4,5; 7-2; 7-9; 7-10; 7-11; 7-12 1B, 2B; 7-13; 7-16 a2,b; 7-17 thru 7-21; 7-27; 7-28 1-4; 7-29 thru 7-34; 7-46 thru 7-49; 7-60 thru 7-64; 7-103; 7-104; 17-1 c
47	Manual/Mechanical warewashing facilities: maintained, operated; Pressure gauges, data plates; Use limitation, pre-cleaning; Design; drain boards	7-25; 7-38; 7-39; 7-43; 7-44; 7-45; 7-51 c,d,e,f 7-52; 7-57; 7-65; 7-66; 7-67; 7-69; 7-74; 7-76; 7-87 thru 7-91
48	Non-food contact surfaces clean; Equip/utensil cleaning frequency	7-82 b,c; 7-84; 7-85
Physical Facilities		
49	Plumbing systems: maintained, backflow devices installed, inspected	9-14 b,c,d; 9-22; 9-24; 9-30 2; 9-31 2,3; 9-32 thru 9-36; 9-37 2-5; 9-39; 9-40; 9-42; 9-43; 9-44 b; 9-45; 9-47 b,c,d; 9-48; 9-51; 9-53
50	Toilet facilities: proper construction, accessible, supplied, cleaned; Self closures	9-19; 9-61; 11-14; 11-36; 11-47; 11-48
51	Mobile pushcarts, retail food service establishment,	17-2 c2, d1; 17-4 f
52	Break rooms, Locker areas: used, provided, maintained; Living areas separate; Laundry facilities	7-54; 7-59 c; 7-100; 11-22; 11-33; 11-37; 11-49
53	Hand washing sinks designed, clean, used; Proper signage	9-13 b; 11-26; 11-27; 11-47
54	Floors, walls, ceilings (premises): clean, maintained free of litter	11-41; 11-42; 11-51; 11-53
55	Removal of pests	
56	Floors, walls, ceilings (physical facilities): properly designed, maintained, good repair; Outer openings protected	11-1; 11-3 through 11-10; 11-15; 11-16; 11-40; 11-46
57	Mobile food service establishment	17-3 a
58	Service sinks; Maintenance and cleaning tools properly used & stored	7-86; 9-20; 11-45; 11-52
59	Outdoor areas: constructed, maintained, clean	11-2; 11-17; 11-18; 11-19
60	Mobile Commissary & servicing area	17-5 e
61	Garbage & refuse: properly disposed, facilities constructed, maintained	9-55 thru 9-60; 9-62 thru 9-73; 11-20
62	Ventilation: installed, maintained; Lighting: adequate, shielded	7-22; 7-26; 7-53; 11-11; 11-12; 11-31; 11-32; 11-43



EDUCATION

Parents and guardians of Positive Tomorrow's students are held to a high standard. Communication with teachers and case managers is vital to your child's success. To help our students reach their full potential we expect an active partnership between the school and the family.

We provide the best possible education through the execution of three measures: testing, individual attention, and customized learning plans.

Positive Tomorrows is accredited by Cognia and is a member of the Oklahoma Private School Accreditation Consortium.

Our curriculum meets Oklahoma State Dept. of Education guidelines and is designed to help students eventually transition back into the public-school system.

Positive Tomorrows is also a recognized Oklahoma A+ School, identifying its curriculum as arts-integrated and presented to students through hands-on, creative means.

We serve students ranging from pre-K to 6th grade. Our school has nine classrooms with no more than 20 students in each, staffed by a certified teacher and a teacher's aide.

In order for your child to receive a high-quality educational experience, parents and caretakers must ensure their student is on time, ready to learn, and present for each school day.

School is a calm place with much structure. Teachers do not raise their voices at children and children are allowed to take naps or have a snack whenever necessary.

Lessons are paced according to a child's ability. Technology is used to do so, with a Chromebook available for each student. Math and reading curriculum are delivered by Chromebook, so that each student can work at his or her own pace. At the same time, the teacher can access detailed reports showing the specific program being made by each child, down to how specific concepts are understood.

Criteria 4: Academic Accountability

Testing and Evaluations: Positive Tomorrows or another education entity will provide periodic academic assessments of each student in regular intervals throughout the school year to assess academic progress. Further, Positive Tomorrows or another educational entity may provide (a) academic testing to determine what (if any) need may exist for specialized educational services and (b) psychological evaluation to determine the student's behavioral, emotional, and mental health needs.

Photograph/Video: Positive Tomorrows may take photos and videos of your child throughout the year at the school or field events or permit live streaming of video and audio. Positive Tomorrows may use these photos, videos, and video chat, such as Zoom for the purpose of student interaction and communication with peers, professors, community leaders, and other professionals. Some photos may be distributed to your child for your use. In some instances, Positive Tomorrows may use photographs of student activities in newspapers, broadcast news, social media, at awareness events, or in other collaborative partner materials. Examples of collaborative partners include United Way, Engage OK, the Regional Food Bank, and the Oklahoma City Thunder.

First Aid / Emergency Medical: If your child is injured or falls ill, we may need to provide first aid or emergency medical care. We may need to contact EMT or ambulance services and transport your child to a hospital. You must immediately inform Positive Tomorrows of any allergies or other potentially dangerous medical conditions of which you are or become aware.

Consent for Family Transportation: If requested, Positive Tomorrows' staff will provide transportation services any adult client requesting transportation for themselves and their children to and from Positive Tomorrows' activities. Such activities include but are not limited to parent groups, holiday events, parent-teacher conferences, and appointments at social service agencies. By initialing and signing the Parent/Guardian Consent Form, I hereby assume the risk regarding my participation in transportation offered by Positive Tomorrows (including transporting myself and my children). I also release and discharge Positive Tomorrows, its employees, and agents from any and all liability arising out of injury or harm which may result to me or my children in the course of participating in family transportation offered by Positive Tomorrows.

Waiver of Special Education Services: I understand that my child will not receive special education services as outlined in his/her Individualized Education Program (IEP). Positive Tomorrows is a private, non-profit school which is not required to provide these services. However, Positive Tomorrows works collaboratively with OKCPS to provide an Individualized Service Plan (ISP). The ISP will help re-establish special education services upon the student's return to public school. Positive Tomorrows can provide some academic and behavioral support through its Resource Teacher.

504 Plan: 504 Plans will be implemented at Positive Tomorrows and updated annually.

Addendum 3: Client Rights

Client Rights and Responsibilities

The purpose of Client Rights is to provide a code of conduct for the care provider and to ensure that our clients are informed of their rights when receiving services at Positive Tomorrows.

As a participant in Positive Tomorrows Family Support Services, you have the right to:

- To be treated with respect, dignity and compassion.
- Receive services free of discrimination on the basis of race, gender and sexual orientation.
- Not be subjected to physical, sexual, verbal and/or emotional abuse.
- Be informed about services and options available to you.
- Participate in creating an Individualized Service Plan, if applicable.
- Reach an agreement with your case manager about the frequency of contact you will have in person or over by phone.
- Access records: Clients who request a copy of their confidential records must submit a written request to the curriculum administrative assistant. The records will then be provided in a timely manner.
- Have your case management and education records treated confidentially.
- File a grievance: If a conflict occurs between a parent and staff member, the first line of resolution is to discuss the situation with intent to resolve differences. If the differences cannot be resolved, the parent can file a grievance, in writing, addressed to the President. The President will review the grievance and schedule a meeting within 5 working days of receiving the written grievance. If a resolution cannot be made in this meeting that is satisfactory to all parties, the parent(s) may refer their concerns in writing to the Chair of the Board of Directors. In the event the grievance is in reference to the President, the matter is referred directly to the Chair of the Board of Directors. To obtain a copy of Positive Tomorrows grievance policies please contact a member of Family Support at 556-5082.

As a participant in case management services, you have the responsibility to:

- Treat other clients and staff with respect and not subject staff or other clients to physical, verbal, sexual or emotional abuse. Insults or threats will not be tolerated and may result in service termination.
- Protect the confidentiality of other clients.
- Make and keep all scheduled appointments with your assigned case manager or call and reschedule an appointment within 24 hours.
- Stay in contact with your case manager by informing him/her of any changes in your address and telephone number.

A client determined to be a safety risk to any Positive Tomorrows stakeholder may have all PT-provided services discontinued. If services are terminated due to a safety risk, service termination will include discontinuation of any and all services provided by Positive Tomorrows.

Criteria 5: Teacher Requirements

Memorandum of Understanding
School year, 2022-2023

Positive Tomorrows is continuing on its path of growth and change. Each step requires an increase in organizational performance and an increase in measurable outcomes. Our teaching staff is crucial to this process. As a result, teachers are asked to:

1. Maintain a current Oklahoma State Department of Education teaching certificate.
2. Embrace the Positive Tomorrows' mission of educating children who are or have experienced homelessness. Our goal is to lessen educational deficits and help students to make the academic and socio-emotional gains necessary for school success. As a result, PT teachers meet our children where they are, academically and socially, and use innovative teaching techniques and differentiated instruction to meet our mission goals. Regular and consistent implementation of in-class and school-wide assessments is also required to guide this instruction. Finally, in an effort to serve as many students as we can, a reasonable class size will be maintained, but there will be no set cap on the number of students per classroom.
3. Identify organizational obstacles to meeting goals and work to help overcome them. This may include identifying necessary training and classroom materials and working with administration to identify ways to obtain them. Those strategies that are particularly effective with students living in poverty must be evidenced in the classroom. Teachers are to be leaders in advocating for their needs as well as their students' needs.
4. **Be present at Positive Tomorrows for 8 hours each school day.** Specific hours may be flexed according to personal preference if they are scheduled in advance and there is no conflict with the needs of PT or its students. Teachers understand they may need to be available outside of normal work hours for phone conversations with parents, as well as Parent-Teacher Conferences twice during the school year. Since PT rarely has evening meetings, teachers are available for an occasional evening meeting with parents if necessary.
5. Be a member of the Positive Tomorrows team. This may include work outside of the teacher's individual classroom, assisting another staff member, group projects, or helping with fundraising events. Teachers work towards the success of all PT programs, not just their individual class.
6. Teachers report for the new school year on August 1, 2022, for in-service training, classroom preparation, and preparation of lesson plans. PTO time will be taken for any days not worked. Work days are May 25, 2023 and May 26, 2023. Teachers that do NOT have work to complete those days may take PTO.
7. Teachers have all school vacations off with the students (fall break, winter break, spring break, and summer vacation), except as stated above. Other holidays will be observed according to the Employee Handbook.
8. Payroll is processed on a year-round basis. Health, dental, short-term disability, and basic life benefits for the teachers are paid at the same rate as full-year employees. PTO for teachers will accrue according to the Employee Handbook. PTO may be taken for illness or personal days.
9. **Teachers are required to attend training sessions and meetings during the summer when necessary.** Every effort will be made to schedule meetings ahead of time and with consideration for personal vacations.
10. Teachers who do not intend to teach the following year at Positive Tomorrows are expected to give notice in April. If adequate notice is given and if there is documented satisfactory performance during the entirety of the school year, employment status may continue through June 30, at the discretion of Positive Tomorrows.
11. Oklahoma is an at-will employment state. This document does not guarantee continued employment throughout the year. Either employer or employee may terminate at any time.

I have read and understand these items. By signing this, I also indicate that I intend to return next school year as a teacher at Positive Tomorrows.

Signature

Date

ABSENCES / TRUANCY

All absences should be communicated with the school as soon as possible; parents must provide needed documentation (example: doctor's notes) for excused absences.

Students who are sick should stay home so they can heal. Students arriving to school sick, will require a parent/guardian to pick them up or a staff member will drive them home.

Students must be fever-free without the use of fever-reducing medication for 24 hours before returning to school.

If a parent/guardian requires assistance in transporting their child to medical appointments, please contact your case manager or family support staff.

PT will do everything in our means to assist you in getting to school on time, every school day.

If a student misses 3 or more days, a Family Group Decision Making Meeting will be held to evaluate the situation and create an action plan.

Positive Tomorrows may withdraw a student based on repeated tardiness and/or unexcused absences.

STUDENT DISCIPLINE

Positive Tomorrows is a calm, peaceful, and safe school; children engaging in unsafe behavior may be kept back from field trips, removed from ASP, sent home for one or more days, and in some cases, withdrawn from the school.

Parent / guardians are required to help with our discipline process by answering and returning calls from the school as soon as possible.

Positive Tomorrows does not contact parents to report each misbehavior. If a parent / guardian wants updates on classroom behavior, they can contact their child's teacher by phone, email, or scheduling a face-to-face appointment.

The teachers and principal are happy to meet with you, please contact the school (405) 556-5082 or your case manager to schedule a meeting.

Criteria 6: Disciplinary Procedures

Informed Consent: Positive Tomorrows is a private, tuition-free, accredited elementary school for grades Pre-K through 6th. Our mission is to educate children experiencing homelessness and provide support to the entire family system. To this end, we provide the following: Education, Family Support Services, After-School Programming, Break Camps, Transportation, Basic Needs, Parent Groups, Communication and Transitioning. (Addendum and supporting documentation including team expectations and address information are available at the end of this document)

Client Rights: The purpose of Client Rights is to provide a code of conduct for the care provider and to ensure that our clients are informed of their rights when receiving services at Positive Tomorrows. By initialing the section related this topic on the Parental/Guardian Consent Form and signing the comprehensive release, I confirm that I have been informed of the services provided by Positive Tomorrows, my rights and responsibilities as a client, and the limitations to my confidentiality. (Addendum and supporting documentation available at the end of this document)

Attendance Agreement: Due to the demand on our services, it is difficult for us to keep children who do not attend regularly. Also, state law requires children to attend school every day. Students must arrive by 8:30 every day and absences must be approved by school staff. If your child does not attend regularly, Positive Tomorrows will review the enrollment and the student may be withdrawn from the school. By initialing and signing the Parent/Guardian Consent Form I acknowledge that I have read and understand the Attendance Agreement.

Enrollment & Continued Participation at Positive Tomorrows is Not Guaranteed: Positive Tomorrows is a private school and as such, enrollment is not guaranteed. As a private school, we reserve the right to enroll or dis-enroll any child for any reason at any time. By initialing and signing the Parent/Guardian Consent Form I acknowledge that I have read and understand the Enrollment & Continued Participation Clause.

Criteria 7: Accreditation

Kelli Clark

From: Amy Beckis <amy.beckis@cognia.org>
Sent: Thursday, July 7, 2022 2:37 PM
Cc: Christina McCreary; Patricia Eary
Subject: Congratulations on your Cognia Accreditation

Greetings from Cognia!

We hope this email finds you and your family, your students, parents, and staff in good health. Based on the findings and recommendation of the Cognia Engagement Review Team and Cognia Accreditation Office, a new accreditation/certification term was approved and conferred for your institution by the Cognia Global Commission on June 17, 2022. Congratulations! In some instances, your accreditation term and expiration date are based off a district or system accreditation.

Within 4–6 weeks following this email, your official letter of accreditation and your accreditation certificate will be mailed to your institution. Meanwhile, you are welcome to verify your accreditation 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 are not necessary to find your school; simply type in the institution name. You are welcome to share this link with your stakeholders until the official letter has been received from our office.

To further support your celebration, we are providing you with a press release you may share with your local media. You may access the press release by visiting www.cognia.org/communicationskit. In the Communications Kit, you also will find Cognia accreditation and STEM Certification seals, usage guidelines, and other promotional items to display your pride in your institution's commitment to continuous improvement. Your login credentials are the same as those you use to log in to eProve. Should you need additional assistance with your login credentials, please email helpdesk@cognia.org.

Should you have further questions, please reach out to the Accreditation and Certification team at accreditationservices@cognia.org. To provide you with the best in service, your Regional Director is also copied on this email should you have additional questions. If you have changes in contact information for your institution leadership, please complete the [Substantive Change Form](#) so that we can update our records.

Congratulations again, and we look forward to working with you in the future.

Amy Beckis

Amy Beckis | Director Accreditation Services
Cognia™
888.413.3669 ext. 3020
602-206-4374
amy.beckis@cognia.org

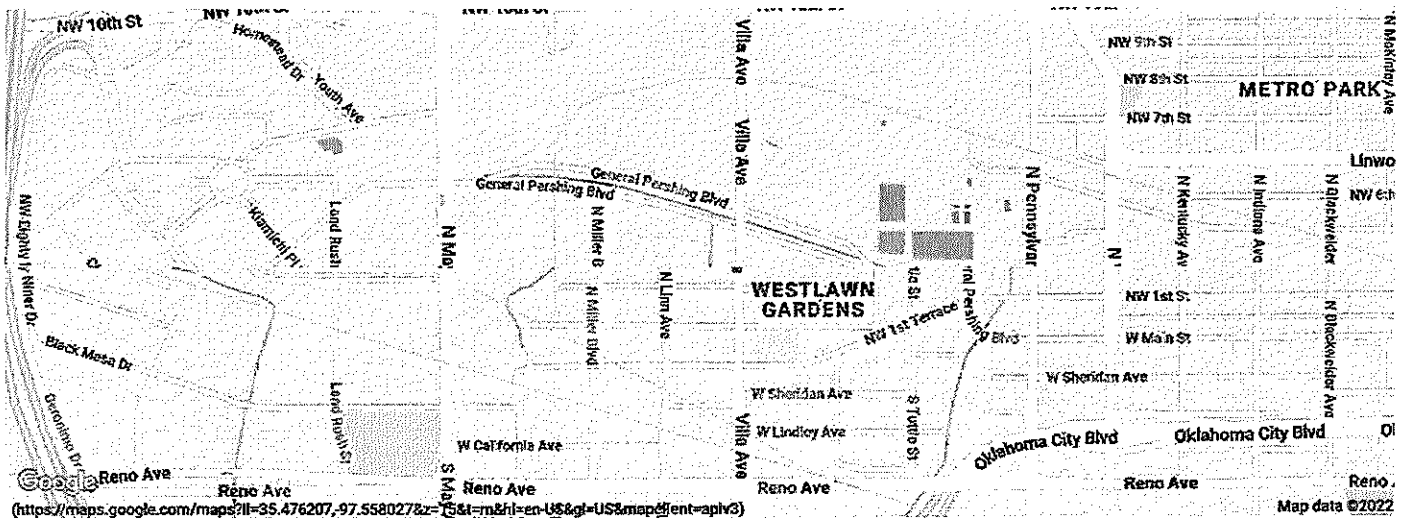
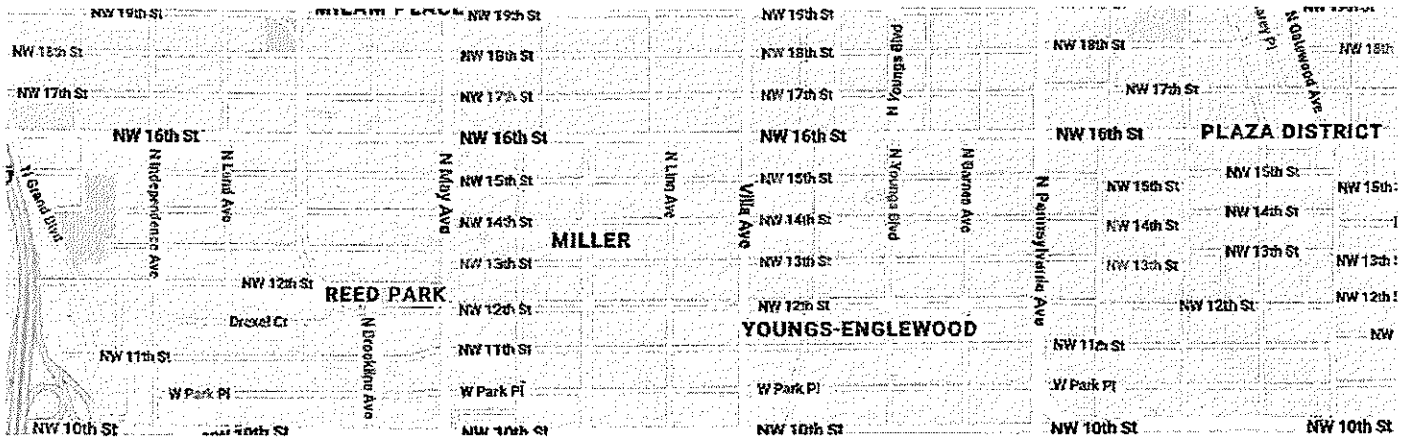


Criteria 7: Accreditation

Institution Summary

Overview

Name:	Positive Tomorrows
Institution Type:	School
Public/Non-public:	Non-public
District Name:	
Address:	901 N. Villa Oklahoma City, Oklahoma 73107 http://www.positivetomorrows.org
Head Of Institution:	Kelli Clark
Grades:	PK, Kindergarten, First, Second, Third, Fourth, Fifth, Sixth
Enrollment:	93
Accredited:	Yes
Initial Accreditation Date:	2010-06-22



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