JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

February 9, 2011

Dear Supplemental Educational Service Provider Applicant:

This letter is to inform you that the 2011-2012 Request for Participation as an Oklahoma Supplemental Educational Services Provider is now available on the Oklahoma State Department of Education's (OSDE) Web site <http://www.sde.state.ok.us>. The *No Child Left Behind Act of 2001* (NCLB) requires that the state promote maximum participation of providers to ensure, to the extent practicable, that parents have as many choices as possible. The Request for Participation is to select the providers of supplemental educational services that will be included on the Approved Supplemental Service Provider (ASSP) list for the 2011-2012 school year.

The ASSP list is maintained by the OSDE and indicates where the approved providers offer supplemental educational services. Each year there will be an opportunity for providers to demonstrate that their organization meets the requirements. This list is updated annually. Providers of supplemental educational services can be removed from the list annually subject to failure to meet the requirements of the Supplemental Educational Services Providers.

Parents of students attending schools that are required to offer supplemental educational services will notify that school of their intent to participate in the supplemental educational services program, as well as their choice of provider from the Approved Supplemental Educational Services Provider (ASSP) list. Parents may choose from any of the providers, as long as the provider can fully implement services within that geographic region of the state.

If you are interested in participating as a 2011-2012 Supplemental Service Provider, please complete the Request for Participation application and return it by **Friday, April 15, 2011**. If you have questions concerning the supplemental educational services program, please call Gary Hurst, Program Specialist, Videoconference, Supplemental Educational Services, at (405) 522-5110.

Sincerely,

Gary Hurst
Program Specialist, Videoconference,
Supplemental Educational Services

gjh
c: State Superintendent Janet Barresi

OKLAHOMA STATE DEPARTMENT OF EDUCATION
2500 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105-4599
(405) 521-3301, FAX: (405) 521-6205
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REQUEST FOR PARTICIPATION

SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS
School Year 2011-2012

Pursuant to the Federal *No Child Left Behind Act*
Section 1116 (e)(1)

Issued by:
Oklahoma State Department of Education
Office of Standards and Curriculum
Title I, Part A

Proposals due:
Friday, April 15, 2011, by 4 p.m.
(See page 9 for submission procedures)

For more information contact:
Gary Hurst
Program Specialist, Videoconference, Supplemental Educational Services
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Room B-10
Oklahoma City, Oklahoma 73105-4599

Phone: (405) 522-5110
E-mail: Gary_Hurst@sde.state.ok.us

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BACKGROUND

As part of the federal *No Child Left Behind Act of 2001* (NCLB), any school district with a school identified in its second year of School Improvement or in Corrective Action shall arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness that is selected by the parents and approved for that purpose by the state educational agency [Section 1116(e)(1)].

Supplemental educational services are academic enrichment services provided outside the regular school day and specifically designed to increase the academic achievement of low-income students in low-performing schools. Supplemental educational services must be high quality, research-based and enable these children to attain proficiency in meeting state academic achievement standards in reading/language arts and mathematics [Section 1111(a)(C)].

PURPOSE

The purpose of this Request for Participation (RFP) is to select providers of supplemental educational services that will be included on the 2011-2012 Approved Supplemental Educational Services Provider (ASSP) list. This is not a competitive grant. All providers that meet the criteria specified below can be included in the ASSP list.

NCLB requires the state to promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. The state-approved list will be updated for the 2011-2012 school year allowing the opportunity for new providers to demonstrate their organization meets the requirements. Providers of supplemental educational services can also be removed from the list annually.

It is expected that instruction will be in the areas of reading and mathematics to help students achieve Oklahoma's academic performance standards and ensure that instruction and content used by the provider are aligned to the state academic content standards and are consistent with the instruction and content used by the local educational agency (LEA).

RESOURCES

For detailed information regarding supplemental educational services as defined by the NCLB legislation, refer to the attachments in this packet: Public Law 107-110 (*No Child Left Behind Act of 2001*), Oklahoma Administrative Code for Supplemental Educational Services (OAC 210:15-30-1 through 210:15-30-4), and Supplemental Educational Services Non-Regulatory Guidance provided by the United States Department of Education. Additional information may be found at <http://www.ed.gov>.

ELIGIBILITY REQUIREMENTS

To be included on the list of Supplemental Service Providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness of improved student academic achievement in reading/language arts and/or mathematics, or have a high probability of increasing student academic achievement with high-poverty populations;
- Provide supplemental educational services that are consistent with current Oklahoma state academic content standards (Oklahoma *Priority Academic Student Skills* [*PASS*] available on the Oklahoma State Department of Education [OSDE] Web site: <http://www.sde.state.ok.us>);
- Provide instruction that is high quality, research-based and specifically designed to increase academic achievement of eligible children on state assessments and attain proficiency in meeting the state's academic achievement standards; reading and math instruction must be research-based and proven to have a high probability to increase student academic achievement;
- Provide a description of services to parents and schools;
- Provide instruction in addition to what is provided during the regular school day;
- Provide instruction that is secular, neutral, and nonideological; and
- Meet all applicable federal, state, and local health, safety, and civil rights laws.

ELIGIBLE SERVICE PROVIDERS

The term "provider" is defined as a nonprofit entity, a for-profit entity, or a local educational agency (LEA) that has a demonstrated record of effectiveness in increasing student academic achievement.* The provider must be financially sound and capable of providing supplemental educational services that are consistent with the instructional program of the LEA and the academic standards described under Section 1111 of NCLB. Entities eligible to apply to provide supplemental services may include, but are not limited to:

- Community agencies
- LEAs
- Public schools
- Charter schools
- Private schools
- Individuals
- Child-care centers
- Faith-based organizations
- Libraries
- Community colleges
- Private companies
- Higher education
- Online schools
- Family literacy programs/Even Start Programs
- Boards of Cooperative Educational Services (BOCES)
- Private companies

Note**: **Pending waiver approval from the United State Department Of Education (USDE), A school or LEA in improvement, corrective action, or restructuring may apply for conditional approval as an SES provider. Services may not be provided by an entity with conditional approval until notification of waiver approval has been received from the USDE. If waiver approval is not granted, the conditional approval will be considered null and void.

RESPONSIBILITIES OF APPROVED PROVIDERS

Entities included on the ASSP list are required to meet the following criteria:

1. Ensure that the instruction provided is aligned with current Oklahoma *Priority Academic Student Skills* and in the case of a student with disabilities, is consistent with the student's Individualized Education Program (IEP) under Section 614(d) of the Individuals with Disabilities Education Act (IDEA). **Please note** that this does not mean that the instructional content and methods must be identical to those of the district but must share a focus on the same state academic content and achievement standards, and be designed to help students meet those standards;
2. Provide parents of children receiving supplemental educational services and the appropriate school with information on the progress of the participating students' academic achievement in a format and in a language that the parents can understand;
3. Ensure that company owners and SES staff who interact with students comply with a national background check pursuant to the district policy for contracting with vendors who provide direct services to students.
4. Meet all applicable federal, state, and local health, safety, and civil rights laws;
5. Adhere to the code of ethics as specified in the Oklahoma Administrative Codes (OAC):

   OAC 210:15-30-3.

   (1) Providers shall describe services as approved in state application to consumers in terms that are easy to understand and jargon-free.

   (2) Providers shall submit a sample of SES program promotional materials and advertisements, (such as brochures, flyers, and posters) to the school district(s) in which they wish to serve and/or the SDE, upon request.

   (3) Providers shall not misrepresent to anyone the location of a provider's program or its approval status.

   (4) Providers shall not compensate district employees in exchange for access to facilities or to obtain student lists. School personnel may be hired for instructional purposes only.

   (5) Providers shall not directly or indirectly use incentives as a method of promoting selection of their services by parents or guardians of eligible children. Rewards may be offered for eligible children to reward attendance, to reward continued participation, or achievement related to a provider's services:

   (A) if the reward has no redeemable monetary value to the eligible child or his parent/guardian and is otherwise consistent with accepted classroom incentives, such as pizza parties, ice cream parties, school supplies having nominal value, or the opportunity to order discounted instructional material for the eligible child's personal use; and

   (B) parents or guardians of an eligible child or children consent to offering such rewards.

   (6) Providers shall not encourage or induce students or parents to switch providers once students have been enrolled into another program.

   (7) Providers shall not enroll students in an SES program without prior authorization from the district.

   (8) For students under 13, providers proposing to utilize web-based instruction must obtain parental permission before communicating with students via e-mail or the Internet as per Title XIII – Children's Online Privacy Protection Act of 1998.

6. Attend mandatory meetings required by the Oklahoma State Department of Education and the district(s) where the tutoring company is attempting to serve.

7. Provide annual reports and evaluations;

   <u>OAC 210:15-30-3</u>
   (b) An approved provider shall report annually to the SDE and each district served. The report shall include the following information: number of students served, pre- and posttest data, attendance, percentage of students meeting the academic goals set for in the Individual Learning Plans, details of any complaints received from teachers or parents; and an updated assurance that all information within the provider's approved application remains true and correct.
   (c) Providers shall maintain records for a period of five years. Documentation shall be made available, upon request by the SDE, for monitoring reviews or audit purposes. Providers shall cooperate with any assessments or evaluations conducted by the SDE.

8. Provide services independent of district/school resources. (A district/school is not required to provide space or resources [*i.e.,* staff, computers, copies, and facilities].);
9. Protect from the public, the identity of any student who is eligible for, or receiving, supplemental educational services under this subsection without the written permission of the parents of the student;
10. Provide proof of liability insurance (include company name and policy number, or a copy of the policy cover page); and evidence that the provider is financially sound;
11. Enter into an agreement with the local school district that includes:
    - A statement of specific achievement goals for each student based upon their specific educational needs;
    - A description of how student progress will be measured and reported to parents, teacher(s), and the school district on a regular basis;
    - Provisions for the termination of such agreement;
    - A timetable for improving student achievement;
    - The amount of instructional time provided;
    - The location where services will be provided;
    - The means of transporting children to the place of instruction, if the services will be provided in a location other than student's school;
    - Provisions for the payment of services to the provider by the school district;
    - An assurance from the provider that the identity of any student eligible for, or receiving supplemental educational services, will not be disclosed without the written permission of the parents of the student;
    - A detailed description of the research-based program to be utilized, and specific references documenting the research of this program;
    - Descriptions of the professional quality of the staff responsible for the delivery of the instructional program; and
    - In the instance of serving a student with disabilities under IDEA or a student covered under Section 504, the supplemental educational services plan must be consistent with the student's Individualized Education Program (IEP) under Section 614(d) of the IDEA or the student's individualized services under Section 504.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

Qualifying school districts are required to do the following:

1. Identify Eligible Students. Eligible students are all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. Eligibility is not dependent on whether a student is a member of a subgroup that caused the school to not make adequate yearly progress (AYP), or whether the student is in a grade that takes the statewide assessments required by Section 1111 of the *No Child Left Behind Act of 2001* (NCLB).

   OAC 210:15-30-2.

   (1) Identify eligible students;
   (2) Notify parents about the availability of services and the process for obtaining supplemental educational services for their child(ren) in an understandable and uniform format that includes identifying approved providers whose services are in the school district or within a reasonable proximity of the district;
   (3) Help parents choose a provider, if such help is requested;
   (4) Determine which students should receive services when all students cannot be served;
   (5) Enter into an agreement with a provider selected by parents of an eligible student;
   (6) Provide quality information to the SDE so that it can monitor the quality and effectiveness of the services offered by providers;
   (7) Offer the opportunity for supplemental educational services until the school in question is no longer identified for school improvement according to the requirements of the NO CHILD LEFT BEHIND ACT OF 2001; and
   (8) Protect the privacy rights of students who receive supplemental educational services.

2. Notify parents of each eligible student at least annually of the availability of supplemental educational services [Section1116(e)(2)(A)]. Specific information about services should be provided directly to the parents of eligible students so that there is sufficient time to allow them to select providers. The notices to parents must:
   - Identify each approved service provider within the LEA, in their geographic locations, or accessible through technology such as distance learning.
   - Describe the services, qualifications, and evidence of effectiveness for each provider.
   - Describe the procedures and timelines that parents must follow to select a provider to serve their students.
   - Be easily understandable; in a uniform format, including alternate formats, upon request; and, to the extent practicable, in a language the parents can understand.
3. Apply fair and equitable procedures for serving students if the number of requests for tutoring exceed the funds available. If sufficient funds are not available to serve all eligible children, an LEA must give priority to the lowest-achieving eligible students [Section 1116(b)(10)(C)].
4. Protect from the public the identity of any student who is eligible for, or receiving, supplemental educational services under this subsection without the written permission of the parents of the student.

5. Contact providers selected by the parents and enter into a contractual agreement on behalf of the student.
6. Provide the information the state educational agency (SEA) needs to monitor the quality and effectiveness of the services offered by providers.

ROLE OF PARENTS

Qualified parents are responsible for:

1. Contacting the school personnel identified in the supplemental educational services information letter sent home by the school district;
2. Choosing among all supplemental educational service providers identified by the state for the area served by the school district or within a reasonable distance of that area;
3. Assisting the school and provider in developing and identifying specific academic achievement goals for the student, measures of student progress, and a timetable for improving achievement;
4. Ensuring that their child attends the program regularly; and
5. Notifying the school in a timely fashion if they wish to change or terminate supplemental educational services, if they are not satisfied.

FUNDING

The amount that a LEA shall make available for supplemental educational services for each child receiving those services shall be the lesser of the amount of the district's per-child allocation under Part A of Title I or the actual cost of the supplemental educational services. The per-child allocation of Title I funds to districts varies widely across the nation and within each individual county.

DURATION AND MONITORING

The Oklahoma State Department of Education, in cooperation with the applicable school district, monitors the quality and effectiveness of the services offered by approved providers. Providers that fail, for two consecutive years, to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances may have approval withdrawn. A violation of any of the above referenced provider responsibilities constitutes grounds for immediate removal from the state list services (OAC 210:15-30-4).

Districts will submit semiannual programmatic and fiscal reports to OSDE due the last Friday in January and the last Friday in June. Providers will submit a required ***Supplemental Educational Services End-of-Year Report.*** In evaluating the ***End-of-Year Report*** reviewers will consider whether or not a provider has reached the stated goal for individual students and whether or not a student showed an increase in the state mandated testing conducted by the student's school or other academic indicators administered by the school. If 80 percent of the students served by a particular provider reach their goals and improve the school's academic reporting then the provider will be considered effective and will be allowed to resubmit their application for consideration. If a provider fails to prove effective in the state's monitoring process for two consecutive years, the provider will be removed from the ASSP list.

A district must continue to offer supplemental educational services until the school in question is no longer on school improvement according to requirements of NCLB. Parents may annually reconsider which provider they choose for supplemental educational services.

REPORTING

On or before May 25, 2012, the provider will submit to the school district(s) served a final written report that summarizes the progress of all students served with their supplemental services. The school will submit this report to the Oklahoma State Department of Education for review as well as their own report of each student's academic achievement in the areas being addressed with the supplemental educational service provider.

SUBMISSION REQUIREMENTS, REVIEW PROCESS, AND TIMELINE

The format provided below must be followed in order to assure consistent application for the evaluation criteria. It is important that the required information is clearly and distinctly addressed and extraneous information not required for the proposal not be submitted in order to facilitate the evaluation process by the committee. **Proposals are due by 4 p.m., Friday, April 15, 2011**. Please mail or deliver **the original and three (3) copies** of the application to:

Gary Hurst
Program Specialist, Videoconference, Supplemental Educational Services
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Room 311
Oklahoma City, Oklahoma 73105-4599

NOTE: **Faxed or e-mailed proposals will NOT be accepted**. Incomplete proposals will NOT be considered.

All applications will be scored by a team of reviewers using a common rubric (attached). Existing providers' previous year scores may be considered as a part of the evaluation of the application. The ASSP will be announced and posted on the OSDE Web site at <http://www.sde.state.ok.us> upon approval by the Oklahoma State Board of Education. Applicants who do not meet the qualifications will be notified and may reapply in future years.

REQUIRED FORMAT

Use the application form attached to this RFP. Provide the information in the order indicated on the application form and instructions. In addition:

1. All pages must be standard letter size (8.5 x 11 inches), typed, double-spaced, using a 12-point font.
2. Use a document footer with the name of the entity and page numbers.
3. Use 1" margins.
4. Limit the number of pages in the narrative to twelve (12).
5. Allowable attachments are limited to letters of reference and printed brochures describing the services provided. Proposal reviewers will not be required to read additional attachments. Attachments such as compact disks, videotapes, or multimedia productions cannot be accommodated.
6. ***NOTE:*** Faxed or e-mailed proposals will NOT be accepted. Incomplete proposals will NOT be considered.

REQUIRED ELEMENTS

A complete application packet must include **1 original and 3 copies** of the following:

1. Completed abstract form;
2. Program narrative;
3. Signed assurances form;
4. Proof of liability insurance form; and
5. Allowable attachments (if necessary).

SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER ABSTRACT For-Profit Company _____ Nonprofit Organization _____ Individual _____ Have you, one of your employees, or your company ever been removed from any state's approved provider list? Yes _____ No _____	
Name of Tutoring Provider Address City, State, Zip Code	
Contact Person Phone E-mail	
Company Web site (if available)	
Schools/Districts serviced	
Specific location(s) of service delivery	
Type of certification of instructors	
Minimum number of students needed in order to provide services	
Maximum number of students able to be serviced at any particular location	
Instructor/Student Ratio: Individual or Small Group	
Length of each tutoring session	
Number of sessions per week	
Length of program	
Cost of program per student (please be specific with the dollar per hour or dollar per tutoring session)	
Grade levels served	
Services available: Reading or Math	
How is the student progress reported to parents and schools? Format:	
Frequency:	
Method of Communication:	
Indicate the special groups served by your organization (i.e., special needs, specific languages)	
Transportation provided: yes or no	

NARRATIVE

Please address the following criteria in a clear and concise narrative not to exceed a total of twelve (12) pages. OSDE reserves the right to follow up with telephone calls if questions arise or clarification is needed on the submitted application. **Each answer should be numbered and labeled as indicated below.**

Element I: Program

1. PROGRAM DESCRIPTION: Provide a very brief but complete description of your program that will be posted on the OSDE Web site, if approved. Please limit to one or two paragraphs.
2. INSTRUCTIONAL STRATEGIES: Describe how instructional strategies within your program improve achievement for children who are performing significantly below grade level.
3. FOCUS OF PROGRAM: Describe the focus of the program including the grade levels and reading and/or math subject delivery to which your program is targeted.
4. *PASS*: Describe how the program addresses the current Oklahoma *Priority Academic Student Skills* (*PASS*) for the grade level(s) you will be serving. Provide examples for clarification of exactly how it will align with *PASS*. For more information regarding the *PASS* standards reference the OSDE Web site <http://www.sde.state.ok.us>.
5. Answer one of the following questions: 5A or 5B.

   5A. LOCATION OF SERVICES: Describe where services will be offered. A district/school is not required to offer space. A provider may contract with a district/school if they choose to enter into an agreement with a provider. However, a district may require additional fees for the use and the provider must ensure that there will be on-site supervision.

   5B. DISTANCE LEARNING: For distance learning providers, include information on how and where children will access services. If the program will be accessed outside of the student's home, discuss the supervision that will be provided while children are participating in the program. Identify any additional costs for accessing an Internet connection.
6. DURATION OF PROGRAM: Describe the duration of your program. Indicate the length of each tutoring session, how many sessions are held, and how often and when each session is held (e.g., every day after school, biweekly, summer). Include the minimum length of time needed with each child for your program to be effective.
7. NUMBER OF STUDENTS: Indicate the minimum and maximum number of students your program is able to serve. Explain how many students are needed in order for the program to be effectively administered at a site. Indicate the expected instructor/student ratio explaining whether tutoring is delivered in an individual or small group setting.
8. COST: Indicate the program cost per student and what is included in the price. Include information such as length of sessions, number of times child meets with instructor, and length of program. *Note: NCLB law requires the amount that a local educational agency shall make available for supplemental educational services for each child receiving those shall be the lesser of the amount of the agency's allocation divided by the number of children from families below the poverty level or the actual costs of the supplemental services received by the child.*
9. SPECIAL GROUPS: Indicate whether your program is able to serve students with disabilities and English language learners. Include a description of how your program

accommodates children with special needs and list any languages spoken by instructors and/or program coordinators. *See explanations in sections C-31 through C-34 of the Supplemental Educational Services Non-Regulatory Guidance in relation to serving children with special needs.*

10. TRANSPORTATION: Discuss transportation arrangements necessary in order for students to access services. If services are located away from the student's school, describe how the child will travel safely to and from the program. Please note that a district/school is not responsible for providing transportation. If no transportation arrangements are necessary, indicate the reasons why.

Element II: Staff

1. INSTRUCTOR QUALIFICATIONS: Describe the qualification of the personnel who will be administering instruction. Include your requirements for instructors with respect to previous knowledge and experience.
2. INSTRUCTOR SUPPORT AND TRAINING: Describe the ongoing support and training the instructors receive to ensure that they effectively administer the program.
3. INSTRUCTOR EXPERIENCE: Describe how your program ensures that instructors are capable of effectively working with students who are performing below grade level.

Element III: Research Base and Program Effectiveness

1. Answer one of the following questions: 1A, 1B, or 1C.

    1A. MATHEMATICS: If the program includes only mathematics, describe how your program integrates the process and content standards addressed in *PASS*. For more information regarding the *PASS* standards reference the OSDE Web site <http://www.sde.state.ok.us>.

    1B. READING/LANGUAGE ARTS: If the program includes only reading/language arts, describe how your program addresses the five dimensions of reading. The five dimensions are Phonemic Awareness, Fluency, Comprehension, Phonics, and Vocabulary. For more information, reference the National Reading Panel Report criteria <http://www.nifl.gov>.

    1C. MATHEMATICS AND READING/LANGUAGE ARTS: If the program includes both mathematics and reading/language arts, describe how your program integrates the mathematics process and content standards addressed in *PASS* and how your program addresses the five dimensions of reading. For more information regarding the *PASS* standards reference the OSDE Web site <http://www.sde.state.ok.us>. The five dimensions are Phonemic Awareness, Fluency, Comprehension, Phonics, and Vocabulary. For more information, reference the National Reading Panel Report criteria <http://www.nifl.gov>.

2. PROGRAM EFFECTIVENESS: Provide evidence of the program's effectiveness. If the program has been utilized in Oklahoma, this data must be included. Documentation from on-site monitoring, pre- and postassessments, and Oklahoma School Testing Program data should be included. If the program has not previously been offered in Oklahoma, include evidence from states where the program has been used.
3. RESEARCH BASE: Describe the research base that demonstrates that the program utilizes effective methods to increase student achievement with high-poverty populations.

Element IV: Evaluation/Monitoring

1. MONITORING: Describe how the program will be monitored for effectiveness. Include how the provider will determine if a child is meeting the identified goals agreed upon in consultation with school and parent.
2. MEASURING PROGRESS: Delineate how the progress of students receiving supplemental educational services will be measured and which assessments will be used in addition to state testing requirements. Explain how you will provide data that supports student academic progress toward attainment of state standards in reading/language arts and/or mathematics as measured by the state's assessment system and to attain proficiency in meeting state academic achievement standards.
3. SCHOOL/PARENT NOTIFICATION: Describe how the school and parents will be notified of the student's progress on a consistent basis (in their native language, if necessary, and in an understandable format). Include a description of how the parents will be involved in the program.

ASSURANCES AND SIGNATURES FORM

In submitting the application to be included on the Oklahoma State Department of Education Approved Supplemental Educational Services Provider list, I certify that:

1. I have read and understand the requirements to be a provider of supplemental educational services including the Oklahoma Administrative Code (OAC 210:15-30-3) attached to this document.

2. The organization will meet all federal, state, and local health, safety, and civil rights laws.

3. Company owners and all staff providing direct SES services to students are subject to national criminal background checks using the same process each LEA requires of all entities with whom it enters into contracts for direct services to students. Employment of anyone who has a felony conviction will be grounds for removal from the ASSP list. Fingerprinting may be required if questions or complaints on any individual should arise.

4. The organization will attend mandatory meetings required by the Oklahoma State Department of Education and the district(s) where the tutoring company is attempting to serve.

5. The organization will not compensate district employees in exchange for access to facilities or to obtain student lists. School personnel may be hired for instructional purposes only.

6. All instruction and content are secular, neutral, and not ideological.

7. All qualified children whose parents request services from the organization will be served equally, without restriction.

8. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.

9. The organization is financially stable and will be able to complete services to the students served.

10. The organization will not apply additional criteria to eligible students.

11. The organization will assist the state and district in monitoring student success.

12. Supplemental educational services providers shall not directly or indirectly use incentives as a method of promoting selection of their services by parents or guardians of eligible children. Rewards may be offered to eligible children.
    - To reward attendance, continued participation, or achievement related to a provider's services;
    - If the reward has no redeemable monetary value to the eligible child or his parent/guardian and is otherwise consistent with accepted classroom incentives, such as pizza parties, ice cream parties, school supplies having nominal value, or the opportunity to order discounted instructional material for the eligible child's personal use; and
    - Parents or guardians of an eligible child or children consent to offering such rewards.

13. I understand the organization will be removed from the state-approved list of providers in the event that it is unable to enact the elements described in the request for proposal.

_____	_____	_____
Signature	Title/Position	Date