Oklahoma State Department of Education

CODE [ ][ ] [ ][ ][ ][ ] [ ][ ][ ]
County District Site

County _____ District _____ School _____

2011-2012 APPLICATION FOR ACCREDITATION: ELEMENTARY SCHOOL

ONE ORIGINAL and **ONE COPY** of this application must be filed with the Accreditation Division, State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, OK 73105-4599, **beginning on October 3, and received in the Accreditation office no later than October 17. (When October 1 or October 15 falls on a Saturday, Sunday or Holiday, the next business day will be the deadline)**. A copy is to be kept on file in the superintendent's office at the local site.

Failure to file this report on time may result in a deficiency.

CERTIFICATE OF ACCURACY

I hereby certify that the information contained in the following report is complete and correct.

_____
Superintendent (Please sign here)

Street address _____

Mailing address _____

City, State, Zip _____ Phone (Include area code) _____

Is this school located within the city limits of the city entered above? _____YES _____NO

2011-2012 Accreditation Application
Elementary School

Statistical Information

Please indicate membership (total number of students enrolled in this site) as of Monday, October 3. Use only the grade levels included in this school.

Count each student only once in the appropriate grade level (PK through Out-of-Home).

United States Education Department Mandated Ethnicity and Race (E & R) Tabulation Categories															
			Non-Hispanics should be counted in one race tabulation category.												
GRADE	Hispanic*		American Indian or Alaskan Native* (Non-Hispanic)		Asian* (Non-Hispanic)		Black* (Non-Hispanic)		Hawaiian or Pacific Islander* (Non-Hispanic)		White* (Non-Hispanic)		Two or More Races* (Non-Hispanic)		**TOTAL**
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
PK 3 (1/2day)**															
PK 3 (full day)**															
Pre-Kindergarten (1/2 day) ¶															
Pre-Kindergarten (full day) ¶															
Kindergarten (full day)															
1															
2															
3															
4															
5															
6															
7															
8															
Out-of-Home Students+															
GRAND TOTAL															

* The student is a member of a specific ethnic group if he/she, or the community, considers him/her to be a member of that group.

** Pre-Kindergarten 3 (PK3) are three-year-olds who are on an Individualized Education Program and who are below legal school age, who are eligible by the State of Oklahoma to be served by the public schools (students previously identified as "Nongraded").

¶ The Pre-Kindergarten count will include all 4-year-olds.

\+ Out-of-Home Students are out-of-home placement and not residents of the school district in which the residential child facility or treatment program or center is located. Therapeutic foster children should be listed in this category unless parents are residents of district.

Bilingual Total by Ethnicity++ (Do not exceed grand totals)															
Virtual/Internet Students on campus#															
Virtual/Internet Students off															

++ See instruction sheet for Bilingual Eligibility criteria. This Bilingual count is part of the calculation used by State Aid. The Bilingual total must not exceed the grand total in each ethnic category.

\# List all students enrolled in Virtual/Internet classes on and off campus. Count these students in their grade level also.

1. **SCHOOL CALENDAR**
   a. School days taught _____ Professional _____ Total days _____
   b. Our site reports by: Traditional Days Calendar (180) ☐ Hours Calendar (1,080 hours) ☐
   c. First day classes met _____
   d. Last day classes will meet _____
   e. Date first quarter ends _____
   f. **Date spring break begins** _____
      If not applicable, please describe _____
   g Does your site have a four day week**?** _____ Yes _____ No _____
   h Scheduled parent/teacher conferences:
      Date _____ Date _____
      Time: _____ Time: _____
   i. **INTERACTIVE CALENDAR:**
      List all dates when classes will be dismissed for functions and holidays.

2. **CALENDAR DESCRIPTION.** (Do not include Summer School.)
   a. Traditional ☐
      Year-round (July to June) ☐

3. **SCHOOL DAY**
   a. Length of school day in minutes (i.e., 360 do not include breakfast and or lunch period if included in the instructional day). _____
   b. Number of minutes for breakfast and or lunch. _____
   c. Time first class period starts _____
   d. Time last class period of the day ends _____
   e. Number of minutes per week Physical Education is provided for kindergarten thru 5th grade? (Do not include recess) _____

4. **DAILY SCHEDULE**:
   a. Number of minutes for recess? _____ A.M. _____ P.M. _____ N/A _____
   b. Total number of hours in the school day (excluding lunch time)? _____

5. **MISCELLANEOUS**
   a. When are competitive athletic classes offered?
      ____ During the school day
      ____ After the school day
      ____ Non applicable
   b. ____ List competitive athletic classes offered: (example: Football, Basketball, Track)

      _____

6. **LIBRARY MEDIA**

a Is there a central library at this school site? ..... Yes _____ No _____
If no, where is the library located? _____

b Does this library serve more than one site? ..... Yes _____ No _____
If yes, list other locations _____

c Name of person serving as Library Media Specialist/Librarian ..... _____

d Library Media Specialist/Librarian is:

_____ certified Library Media _____ exempt from certification/Statutory Waiver
_____ not certified _____ other

e Library is staffed in the following _____ one-fifth time certified librarian with a full-time library
_____ a half-time certified _____ a half-time librarian with a full-time library assistant
_____ one full-time certified _____ one full-time librarian and a half-time library assistant
_____ two full-time certified _____ one full-time librarian and one full-time library assistant
_____ vacant _____ other

f. Is the library accessible to students and staffed during the ..... Yes _____ No _____

g EXCLUDING federal funds, give the amount of LOCAL FUNDS spent during the 2010-2011 school periodicals (not hardware or supplies) ..... $ _____

h Total number of students enrolled **on site** as reported on 2010-2011 Application for Accreditation library ..... _____

7. **CPR PROVIDER**

What contracted organization provides CPR training? ..... American Red Cross ☐
American Heart Association ☐ Emergency Medical System ☐
County Health Department ☐ Local Fire Department ☐
List Other provider: _____

8. **PROGRAMS OF STUDIES OFFERED**

Programs or sets of competencies offered?

_____	a.	Language Arts	_____	b.	Reading	_____	c.	Writing
_____	d.	Mathematics	_____	e.	Science	_____	f.	Social Studies
_____	g.	Visual Arts	_____	h.	General Music	_____	i.	Native American Languages
_____	j.	Foreign Languages	_____	k.	Health-Safety	_____	l.	Physical Education
_____	m.	Instructional Technology	_____	n.	Informational Skills	_____	o.	American Sign Language

If this is not applicable for this site check here. ☐

9. **HIGH SCHOOL CREDIT FOR 7TH AND 8TH GRADERS**

a. Are any 7th or 8th grade students enrolled in classes for high school credit?
at the Elementary ..... Yes _____ No _____
at the High School ..... Yes _____ No _____

If yes, please complete the High School Credit portion of the application.

Counseling Services

This form must be completed and returned with the Application for Accreditation, due by **Monday, October 17, 2011.** Each school is required by 70 O.S. § 3-104.4 to provide this information

County Number	District Number	Site Number

County Name	District Name	School Site Name

1. Are counseling services provided by a **certified** school counselor employed at this school site? . . . . . Yes ____ No ____

   1a. If this is an elementary or charter school and you answered no, are guidance services provided by a person specially trained in the area of guidance? . . . . . Yes ____ No ____

   1b. If other staffing, please specify. (List the name, address, and certification of the provider.) _____
   _____

2. Total number of students enrolled at this school site as of Monday, **October 3, 2011**: _____

3a. List **only** the names of **certified school counselors** employed at this site:	3b. Teacher number:	3c. Number of clock **hours per day** as counselor at this site: **OR** Time assigned to this site: (For example: 5 hours per week)	3d. Number of students the counselor is responsible for serving at this site:

4. Identify the duties and responsibilities of all counselors (check all that apply):

   a. _____ Individual/group counseling
   b. _____ Academic and career guidance
   c. _____ Consult with parents/staff
   d. _____ Plan/coordinate guidance
   e. _____ Facilitate referrals
   f. _____ Serve on duty schedule
   g. _____ Substitute for teachers
   h. _____ Coordinate special education
   i. _____ Student discipline duties
   j. _____ Work on master schedule
   k. _____ Coordinate/administer student tests

2011-2012 Paraprofessional Report

This form must be completed and returned with the Application for Accreditation, due by **Monday, October 17, 2011 (Questions regarding this form only, should be directed to Title I at (405) 521-2846.)**

CODE ☐☐ County ☐☐☐☐ District ☐☐☐ Site

Paraprofessional Definition

A paraprofessional is an individual with instructional duties. Individuals who work solely in non-instructional roles, such as food service, cafeteria or playground supervision, personal care services, and noninstructional computer assistance are not considered to be paraprofessionals for Title I programs.

1. Select the Title I information that describes your school site.

   Schoolwide _____ Targeted Assistance _____ Not a Title I School _____

Complete the rest of this form only if your school site receives Title I, Part A funds.

2. How many Title I, Part A paraprofessionals are currently employed at this school site? _____

3. How many Title I, Part A paraprofessionals are involved in instruction of students? (Note: Only paraprofessionals directly involved in student instruction must meet the Title I, Part A paraprofessional quality requirement. See definition above.) _____

4. How many of the paraprofessionals who are involved in the instruction of students have already met the Title I, Part A paraprofessional quality requirement (two years of college [48 hours], Associate's Degree, passed the Oklahoma General Education Test or Para Pro Assessment available from the Educational Testing Service, or a local school district academic assessment approved by the Oklahoma State Board of Education)? _____

Migrant Student Program

If a school site serves migrant students please report the following:

1. How many of the paraprofessionals are involved in the instruction of migrant students? _____

2. How many of these paraprofessionals involved in the instruction of migrant students have already met the "highly qualified" requirement? _____

2011-2012 Early Childhood Report

This form must be completed and returned with the Application for Accreditation, due by **Monday, October 17, 2011**. Each school is required by 70 O.S. § 3-104.4 to provide this information. (Questions regarding this form only, should be directed Early Childhood, at (405) 521-3346.)

CODE [ ][ ] County [ ][ ][ ][ ] District [ ][ ][ ] Site

County _____ District _____ School _____

A. Pre-Kindergarten/Four-Year-Old Children

1. Do you provide a public school Pre-Kindergarten program for four-year-olds? _____Yes _____ No

2. If yes, is the Pre-Kindergarten program offered through collaboration with a public or private provider? *(A Pre-Kindergarten collaboration is defined as a mutual arrangement between a public school and a private or public provider to offer the public school four-year-old program which includes the employment of a bachelor degreed, early childhood certified teacher, and the implementation of the public school curriculum as well as compliance with public school rules and regulations for four- year- olds.)*

_____Yes, we offer a Pre-Kindergarten program through a collaboration agreement only.

_____Yes, we offer both the regular public school Pre-Kindergarten program and a collaboration program.

_____ No, we offer only the public school Pre-Kindergarten program.

Questions 3 through 8 refer to collaboration programs. If your district does not have a collaboration agreement, skip to question 9.

3. If you have a collaboration agreement with a public or private provider for the Pre-Kindergarten program, is the collaboration teacher(s) listed on your school personnel record? _____Yes _____ No

4. If the teacher(s) is not listed on the school personnel record, is the collaboration teacher(s) paid the salary and benefits appropriate for their years of experience as identified on the current state minimum teacher salary schedule? _____Yes _____ No

5. If the teacher(s) is not listed on the school personnel record, please list their names and certificate numbers below (attach additional sheets if needed):

Teacher Name	Certificate Number
_____	_____
_____	_____
_____	_____

6. If you have a collaboration program, are any of the four-year-olds in your collaboration out-of-district transfers? _____Yes _____ No

7. If yes, do you have proper documentation of legal transfers for all out-of-district transfer students? _____Yes _____ No

8. If you are collaborating with another entity to offer your Pre-Kindergarten Program, please identify with whom you are collaborating:

_____ Childcare _____ Church _____ Head Start _____ Private School

_____ Other (Specify) _____

9. How many of your Pre-Kindergarten students counted for state aid purposes attend class in each of these settings?

_____ Public school facilities (includes Head Start programs located on the public school campus)

_____ Head Start facilities (off public school campus only)

_____ Childcare facilities

_____ Church facilities

_____ Private school facilities

_____ Other (specify) _____

_____ **TOTAL** number of students attending the four-year-old program*

<u>*(Please ensure the total number of students listed is equal to the total number of Pre-Kindergarten students you report on the grade grid of the Accreditation Report.)</u>

10. Is your school site able to serve all eligible four-year-old children who request enrollment in the program? _____Yes _____ No

11. If you have a waiting list, how many four-year-old children are on your waiting list? _____

B. Three-Year-Old Children

1. Does your school site provide an instructional classroom program that is available to all three-year-old children?_____ Yes _____ No

2. What is your total enrollment of three-year-old children? 1/2 Day _____ Full Day _____

3. How many of these children are on an Individual Education Program (IEP)? 1/2 Day _____ Full Day _____

4. How many are not on an Individual Education Program (IEP)? 1/2 Day _____ Full Day _____

5. If your school site provides a classroom program for all three-year-old children, how is it funded?

_____ Title I funds _____ District funds _____ Tuition charged to parents

_____ Special Education (619 funds) _____ Head Start Collaboration

_____ Other (specify) _____

Manage Class Assignments - Page 1 of 1

Teacher name and number
ADAMS ES
Click Here to get help entering class assignments

Subject Code: [ ] Select this from the drop down box, or enter the code.

Type Subject Code or Class Description in Text Box Above

Elementary Subject Codes **High School Subject Codes**

Total Sections [ ] Number of times this class is taught

Units: [0.0] Select number of credits give

Semesters: [ ] Select semester type

Schedule Type: [Traditional] Select schedule type

Title I: ☐ Head Start: ☐

Lab: ☐ Honors: ☐

Adjunct: ☐ Gifted & Talented: ☐

Check all that apply to this class

◉ Single Grade ○ Multiple grade (Multiple Categories)

Class Category: [ ] Select from the list

Grade: [ ] Select from the list

Student Count: [ ]

Click Here to Add Co-Teacher

Click Here to Add Teacher Assistant

Click Here to Add Volunteer

Click Here to Add Distance Learning

○ SAVE and CONTINUE - Save the class info and continue entering classes

◉ SAVE and RETURN - Save the class info and close the wizard