



Accreditation

Regional Accreditation Officers

Ryan Pieper—Executive Director of Accreditation

Regional Accreditation Officers

- Brent Meeks
- Crystal Shaw
- Don Gray
- Jim Gilmartin
- Kim Hale
- Kirk Warnick
- LeGay Riggs
- Leslie Janis
- Mat Luse
- Mike Lemon
- Mike Teel
- Patrick Gay

Purpose of the RAO's

- Educate!
- Act as liaison between the SDE and the schools.
- Resource for information.
- Provide guidance and make recommendations.
- Conduct audits & gather information for other departments.
- We are here to help you be the best leader you can be!
- Do not hesitate to call your RAO!

Resources

You can find multiple resources on the SDE Accreditation Webpage with a simple search

Standards for Accreditation Guide

Professional Development

Deregulations & Waivers

Days to Hours Worksheet

Teacher Certification Guide

Subject Codes

RAO Information

Student Transfers

Education Law Book

Board Member Rpt.

Much More!

NEW! OKLAHOMA EXCEL



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What's New



One Final Th



Oklahoma an
academic ex



Hofmeister c
inductees



Hofmeister a
totaling \$70,



Hofmeister announces Oklahoma Teacher of the Year finalists

On Spotlight



Accreditation Standards Division



The mission of the Accreditation Standards Division is to provide service to increase student learning and achievement, leadership to promote the improvement of the common Schools of Oklahoma, and regulation to maintain necessary Standards.

Statement of the Standard

Oklahoma schools have the responsibility of meeting the educational needs of all students, providing equitable educational opportunities, and fostering lifelong learning as they prepare to participate in a democratic society. In order to establish priorities, aid in decision making, and provide an effective basis for a comprehensive and continuous evaluation, each school site shall develop and maintain a written statement of the philosophy and goals to be served by educational programs that are based on the belief that all students can learn. The school's philosophy and goals must reflect a consensus among the school site, the community, the local Board, and the school staff. The educational programs shall address the academic, personal/social, and career/vocational development of students as they prepare for the future. Oklahoma Administrative Code (O.A.C.) 210:35-3-1



Documents

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Contact Us

Accreditation Standards Division

2500 North Lincoln Boulevard,
Suite 210
Oklahoma City, OK 73105

Phone: (405) 521-3335
Fax: (405) 522-1519

Quick Links

- [CONSTRUCTION GUIDE](#)
- [2018/2019 Professional Development](#)
- [Bullying Report Form](#)
- [Statement of Standard](#)
- [High School Diplomas](#)
- [Interlocal Cooperatives](#)
- [Local School Boards of Education](#)
- [Local Board Member Training](#)
- [CPR Training Opt Out Form](#)
- [Student Transfers](#)
- [Interlocal Packet Forms SY 19](#)
- [Education Law Book](#)
- [GED \(General Education Diploma\) !\[\]\(d3bc6b69ffb4990805506dc48fae484f_img.jpg\)](#)

Statutory Waivers & Deregulations

- Statutory Waivers/Deregulations for the next year will be accepted from **April 1-Oct. 1**

WAIVERS: • Saturday School • Adjunct teaching more than 3 hours per day • Library Media certification waiver if attending university to obtain Library Certification • COOP Agreement if a school serves less than 10 students in the alt. ed. program instead of COOPing with another district

DEREGULATIONS: • School is changing the standard of library services for their school size • Abbreviated Alt. Ed Hours/Day • Superintendent, Elementary & Secondary Principal certificate serving dual roles as HS and ES Principal when school enrollment exceeds 500

Site Code & Grade Span Changes

Site code and grade span change requests must be turned into the accreditation office by **Sept. 1** of each new school year. Appropriate documentation to provide to the Accreditation Office includes:

- 1) Board memo written on school letterhead stating the Board of Education voted to change/expand a site's grade formation & must be signed by the superintendent.
- 2) Board minutes of meeting during which the Board of Education approved to change a site's grade set-up.

Accreditation

YOUR GOAL AS AN EFFECTIVE LEADER

Every Site Accredited With...

NO DEFICIENCIES

- Accredited schools are meeting state requirements
- State aid is paid **ONLY** to accredited schools
- A deficiency indicates the school is not in compliance with one or more requirements, but is still accredited
- Repeated same deficiencies can lead to being non-accredited. The steps typically move from one deficiency, deficiency with warning, probation, followed by non-accredited

Preparing For Your Audits

- Organize your supporting evidence in the order requested.
- Try to provide all listed documentation to avoid rescheduling.
- Check over paperwork before the RAO arrives making sure it's correct and complete.
- Use a binder or file box to organize materials.
- Do NOT use plastic sleeves.
- Use this opportunity to demonstrate the great things going on in your school district!

FALL ACCREDITATION VISITS

Annual Audits—August/September

- The district has and follows a policy on felony record searches. 70 O.S. § 5-142
Documentation: Provide a list of names of all new employees, felony record search policy, and a letter signed by the superintendent assuring felony searches have been conducted on all new employees
- The district is in compliance with the federal requirements for drug testing of school bus drivers. 49 CFR § 382.305
Documentation: Provide a list of all bus drivers that are on the list of random drug testing, a written plan of random selection procedures, and the current contract with a drug testing facility
- The designated supervisor over bus drivers has completed the required 2 hour training for drug recognition. 49 CFR § 382.603
Documentation: Provide the name of the supervisor & documentation of training completion

Annual Audits—August/September Cont.

- All school buses (route & activity) are inspected annually, by a certified inspector in accordance with state law. OAC 210:30-5-6
Documentation: Provide school bus inspections and credentials of inspector
- Daily pre-trip/post trip bus inspections are being conducted and are reported and kept on file. OAC 210:30-5-6
Documentation: Provide dated pre-trip inspections for review. Inspections must also include a post-trip section
- Emergency bus evacuation drills performed on all route buses. It is recommended that one is conducted within the first two weeks of each semester. OAC 210:30-5-6
Documentation: Report all route drills on www.schoolsecurity.ok.gov & print one for each bus

Annual Audits—August/September Cont.

- All bus drivers have the required CDL, Oklahoma Bus Certificate, current health examination form & new Motor Vehicle Record from the DMV. OAC 210:30-5-8
Documentation: Provide a list of all bus drivers' names with a copy of their CDL, OK bus certificate, health form & motor vehicle record for review
- Annual in-service forms for all bus drivers are on file at the district office. OAC 210:35-5-8
Documentation: Provide a list of all bus driver's names & a copy of current in-service forms for each driver
- All bus drivers should be entered into the Bus Driver Certification on Single Sign On. If current pink card is expired, then enter on an annual basis. (Data can be kept in the central office)

Home



Family



Administrators



Educators



Community

What's New



One Final Thank You



Oklahoma among top states in national comparability for academic expectations



Hofmeister congratulates Oklahoma Educators Hall of Fame inductees



Hofmeister announces Public School Classroom Support Grants totaling \$70,000



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Applications

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SDE View Only

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BusDriverCertSDEViewOnly - Bus Driver Certification View Only Role

 [Gifted and Talented Report FY 2018-2019](#)

SDE View Only

 [Grants Management and Expenditure Reporting](#)

SDE View Only



Bus Driver Data

- All bus drivers should be entered into the Bus Driver Certification on SSO if current pink card is expired, then enter on an annual basis

Driver Search

Search Filters

Districts <input type="text" value="Select District (optional)"/>	Code (County / District Code) <input type="text"/>	CDL Number <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	DOB <input type="text"/>

Open Applications Only

Annual Audits—August/September Cont.

- All athletic coaches (head, assistant, adjunct & volunteer), **prior** to the first practice with students, have completed a course in Care and Prevention of Athletic Injuries. OAC 210:35-9-44; OAC 210:35-5-45; OAC 210: 35-7-44
- All athletic coaches (head, assistant, adjunct & volunteer), **prior** to the first practice with students, have completed training in Sudden Cardiac Arrest offered by a provider approved by the State Department of Health. 70 O.S. 24-156
- All students participating in an athletic activity & the student's parent/guardian shall, **prior** to participation in an activity, return a signed Sudden Cardiac Arrest Acknowledgment Statement Form to the school. 70 O.S. 24-156
Documentation: Provide Acknowledgment Sheets signed by student and parent/guardian. If an online program is used to track documentation, print a spreadsheet showing receipt of document.

Care & Prevention and Sudden Cardiac Arrest

■ Documentation for all Coaches

- Provide a college Transcript With Care & Prevention highlighted.
- If no transcript is available, provide a Certificate of Completion from a SDE approved Care & Prevention program. This consist of a 25 hour class that must be taught by a Oklahoma licensed certified athletic trainer and include a lab. Be sure the certificate has all of the necessary information.
- You can look up certified trainers online on the site-Oklahoma Board of Medical Licensure and Supervision-to check for proper certification.
<http://www.okmedicalboard.org>
- In addition, SDE approved online courses are now acceptable provided all state outlined course objectives were met & the participate scored an 80% or greater on the certification exam. Acceptable NFHS course is titled First Aid, Health and Safety. It does not include the Lab training.
- Provide a Certificate of Completion from an approved provider of Sudden Cardiac Arrest Training annually for each coach.

Annual Audits—August/September, Cont.

- All Teacher and Administration Evaluators are currently certified in performing evaluations.

Documentation: Provide current training certificates for all evaluators of teachers and administrators. Teacher evaluators must renew training every 2 years, admin evaluator training is a one-time training.

- All 7th–12th graders have received one dose of T-dap vaccine **prior** to their admission to school. OAC:535-1-2

Documentation: Provide a signed letter of assurance that all immunizations, including 7th grade TDAP, are up to date and in compliance for all students. Include Health Dept. stamped Exemption Forms for each student as needed

Student Immunizations

- **70 O.S. § 1210.191 & OAC 310:535-1-2:** Each child shall present certification that he/she has received or is receiving the required immunizations before being admitted to any school. Refer to the State Health Department website for a complete list of immunizations mandated for each age/grade level.
- Most Doctor Offices and Health Departments are connected to the same reporting system. You can contact the State Health Department to gain access to these records.
- The Oklahoma State Department of Health may grant exemptions for any of 3 reasons stated on the exemption application. The school should maintain a copy of the form in the child's records and send the original to the Department of Health for approval. Once the exemption form has been stamped & returned, this should be kept in the student's records.
- If a large majority of students are not vaccinated, contact health department or local tribal office.

Annual Audits—October/November

- The district distributed information on Meningococcal Meningitis to all 6th -12th grade students at the beginning of the year. 70 O.S. § 1210.195; 70 O.S. § 3243
Documentation: Provide copy of information and evidence of distribution
- The district has specific procedures to be followed in regard to administration of medicines, accidents, emergencies, disasters, reporting of child abuse & child neglect including recognition of child sexual abuse. OAC 210:35-3-107, 70 O.S. § 1210.160
Documentation: Copy of school policy, plan and procedures that reflect the above requirement
- Handbooks are provided for students, parents, and teachers as required by State Department of Education regulation. OAC 210:35-3-69
Documentation: Provide copy of handbooks or website printout

Annual Audits—October/November

- The school's graduation policy requires the minimum 23 units or sets of competencies. 70 O.S. § 11-103.6; OAC 210: 35-9-31
Documentation: Copy of the graduation policy
- *Beginning 19-20 school year, all freshmen attending public schools are required to complete an ICAP & update annually.* www.okedge.com **HB** 3218, 2155, 2535; **SB** 1171, 1269, 929
Conversation: Explain how the district is working on developing policies, plans and guidelines for ICAP implementation
- The Standards of Performance and Conduct for Teachers are distributed to all certified personnel annually. 70 O.S. § 6-101.21
Documentation: Provide a signed letter of assurance that the standards have been distributed to all certified employees

Annual Audits—October/November

- A program is offered annually to all teachers & administrator (certified personnel) which includes a component of training on recognition and reporting of child abuse and neglect including child sexual abuse. 70 O.S. § 6-194
Documentation: Provide copy of dated sign-in sheet or certificates of attendance and the agenda or training presentation printout
- The district has a written plan with procedures in place to protect students, faculty, administration and visitors from natural and man-made disasters? (i.e. tornados & other disasters) **AND** has been filed with the local emergency management organization within the district. 63 O.S. § 681
Documentation: Provide plan/procedures and verification that plan is on file with local organization

ONLINE ACCREDITATION APPLICATION



Accreditation Application

**Administrators can delegate job tasks
but cannot delegate responsibility!**

- Each year the application will reflect a few changes—Don't skip questions & answer all questions correctly.
- Application opens on Oct. 1 and closes in approx. 2-3 weeks with the exception of the upload section, which is open all year.
- Some information will be uploaded for immediate viewing instead of being required during Accreditation visit. Upload exactly what is requested & be sure the uploaded information has not expired.
- Do not use co-teachers UNLESS there is a true co-teaching situation.
- Be sure to put Career Tech information in the system correctly.
- If you have questions, call for clarification—405-521-3335

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What's New



One Final Thank You



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Home / Applications

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BusDriverCertSDEViewOnly - Bus Driver Certification View Only Role
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Accreditation / HQT / School Improvement

Oklahoma State Department of Education
 Joy Hofmeister, State Superintendent of Public Instruction

User ID: 133836

Administration Summary Screen - [Frequently Asked Questions](#)

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Welcome

Districts will still be required to enter Accreditation data online, as usual, beginning October 1st and to be completed and certified by the deadline of Wednesday, October 24th.

If you have questions, please contact the Accreditation office at 405-521-3335.



Accreditation Application

[Click Here to Start Accreditation Application](#)

Accreditation Application, Your report is due on October 24



Educator Assignments

[View Assigned Teachers](#)

The screen defaults to educators who belong to your site and have not yet had any classes assigned. You can use the drop down filters to see your highly qualified educators, not highly qualified educators, special education, and alternative education teachers.



Educator Search

[Search for Educator](#)

Use educator Search to find a specific teacher's credentials and assignments.



Reports & Exceptions

[View Reports](#)

[Highly Qualified Breakdown](#)

Lists all available printable pdf reports.



Approve HQT Applications

[View Approval List](#)

Lists all submitted highly qualified teacher applications for your site or districts.



Document Upload

[Upload Document](#)

[Manage Upload Purposes Dropdown List](#)

Upload and review documents, including reporting any changes to the district's school calendar and/or that the district is using hours instead of days (days to hours notification).



Navigation

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- Logout
- SSO

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- Contact Info
- Documents
- Help/FAQs

Accreditation Application

- Once the district & all site tabs are accurate & complete, the superintendent must certify the report. If an error is found before the closing deadline, you may contact the Office of Accreditation to reopen your application.
- **District Tab:**
 - Many of the items from this tab will be uploaded or checked in the spring
 - Data for the October 1 Report is pre-populated from your school's software. Accuracy in your SIS is imperative—State Aid depends on it.
 - Economically Disadvantaged
 - Bi-Lingual/English Learners
 - Student Counts and Demographics



Accreditation Application-Cont.

■ Site Tabs:

- Calendar Tab: Accuracy is very important – check calendar dates and times. Be sure all sites have the correct calendar. Changes may occur as the school year progresses, but you will not be able to get into this application to change data. Instead, you will upload changes as needed
- School Day Tab: Times should match times shown on the Days to Hours Worksheet. Changes may occur as the school year progresses.
- Library Tab: If your libraries are not going to be staffed according to the standards, you should apply for a Dereg. Sites sharing a library should count the combined number of students for both sites to determine staffing requirements.

Accreditation Application-Cont.

- **Site Tabs:**
 - Health Tab:
 - **One certified staff** member and **one support staff** member should be listed as trained in CPR/Heimlich by a certified provider.
 - Current certificates should be uploaded on the Single Sign On. Certification should be valid for the duration of the school year. Please check expiration dates. Certifications are generally valid for 2 years.
 - Counselor Tab:
 - Elementary schools are required to provide counseling services by a qualified counselor or counseling service.
 - Secondary counselors are required to be Certified by the State Department of Education. One full time counselor for every 450 students per site.

District Exception Reports

Be Proactive & Be Prepared! You can run a Teacher Exception Report to view problem areas in your system. Because the Accreditation Educator Assignments are linked to your School Personnel Records and your SIS, it is important that all teacher assignments are listed accurately. This will assure all systems match and avoid raising red flags.

To run this document

- Sign in to SSO (Single Sign On)
- Click the Accreditation Tab
- From the Summary Tab, under Reports & Exceptions, click on the View Reports link
- Select Exception Report, then RAO Exception Report



Accreditation / HQT / School Improvement

Oklahoma State Department of Education
Joy Hofmeister, State Superintendent of Public Instruction

User ID: 133836

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Accreditation Application

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Accreditation Application, Your report is due on October 24



Educator Search

[Search for Educator](#)

Use educator Search to find a specific teacher's credentials and assignments.



Approve HQT Applications

[View Approval List](#)

Lists all submitted highly qualified teacher applications for your site or districts.



Document Upload

[Upload Document](#)

[Manage Upload Purposes Dropdown List](#)

Upload and review documents, including reporting any changes to the district's school calendar and/or that the district is using hours instead of days (days to hours notification).



Educator Assignments

[View Assigned Teachers](#)

The screen defaults to educators who belong to your site and have not yet had any classes assigned. You can use the drop down filters to see your highly qualified educators, not highly qualified educators, special education, and alternative education teachers.



Reports & Exceptions

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[Highly Qualified Breakdown](#)

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Accreditation / HQT / School Improvement

Oklahoma State Department of Education
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Reports

Select a Report

Exception

Accreditation Report Status List

Exception Report Items

RAO Exception Report

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RAO Exception Report Options

Select options to include in RAO Exception Report.

Please Select a County ▾

Please Select a District ▾

Please Select a Site ▾

- Select ALL Teachers
- (NOCERT) Not Certified
- (NOTHQ) Not Highly Qualified(HQ)
- (EXPIRED) Expired Certificates
- (MENTOR) Mentor Teachers
- (MULTDIST) Multiple Districts
- (COLLAB) Co Teacher Assignments
- (SPED) Special Ed Teacher Assignments, but holds no Special Ed Areas
- (SPEDTA) Special Ed Teacher Assignments, not SPED in SPR
- (ALTED) Alternative Ed in SPR, but no Alternative Ed Class Assignments
- (ATLEDTA) Alternative Ed Class assignemts, but not Alt Ed in SPR
- (UPDATE) Post 11/15/2019 Updates
- (COACH) Show all Coaches
- (SUPTA) Superintendent with other Class Assignments
- (TCHPRIN) Teaching Principal with no Other Teaching Assignments.
- (NONTCHPRIN)Non Teaching Principal with Other Teaching Assignments

Generate Report



Joy Hofmeister, State Superintendent of Public Instruction
OKLAHOMA STATE DEPARTMENT OF EDUCATION

RAO Teacher Exception Report 2019 - 2020 School Year

	Teachers	Classes	Core Classes	HQ Classes	HQ %	Not HQ Classes	Not HQ %
All Classes	41	72	57	57	100.00	0	0.00
Adjuncts	0	0	0	0	0.00	0	0.00
Coaches Reported on SPR	2	10	0	0	0.00	0	0.00
Coaches Reported on Teacher Assign	1	5	0	0	0.00	0	0.00
Special Ed Teachers Reported to SPR	4	17	17	17	100.00	0	0.00
Special Ed Reported on Teacher Assign	2	17	17	17	100.00	0	0.00
Alt Ed Reported to SPR	0	0	0	0	0.00	0	0.00
Alt Ed Reported on Teacher Assign	0	0	0	0	0.00	0	0.00
Distance Learning Classes	0	0	0	0	0.00	0	0.00
All Co Teachers	5	18	14	14	100.00	0	0.00
Only Co Teachers	1	0	0	0	0.00	0	0.00
Title I	4	4	4	4	100.00	0	0.00

	Educators
Adjunct Teachers	No Educators Present

Accreditation Audits - UPLOADS

Uploads

PLEASE—Before uploading, be sure to save your district, site and document name in the title. Please be sure documents are readable & not upside down! The Upload link is open all year to update documents as needed.

To Upload Documents

- Sign in to SSO (Single Sign On)
- Click the Accreditation Tab
- From the Summary Tab, scroll down to document upload & click upload link
- There, listed in red, you will find a list of things that need to be uploaded as well as the appropriate documentation that is expected
- Scrolling down from there you will find a “choose file” button for your upload
- Select the item you are uploading that has been saved with your district and site, date and document in the title.
- A description of the documents to be uploaded is listed.
- You may delete previous year’s documents, but it’s not recommended



Uploaded Documents

- Days to Hours Notification
- Calendar Change Notifications
- Class Schedules
- CPR/Heimlich Cards
- Healthy & Fit School Advisory Committee
- Safe School Committee
- Annual College Remediation & Dropout Report
- Career Tech course approval board minutes
- Treasurer/Encumbrance Clerk trainings
- Bonds for Superintendent, Treasurer & Clerks

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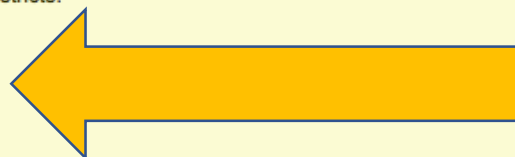


Reports & Exceptions

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Document Upload - Approval Level: SDE Administrator

Data Displayed For: 99-9999-999 (all districts - all sites)

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Days to Hours Notification

Pursuant to 70 O.S. § 1-109, a school district may adopt a policy establishing that school will be in session and classroom instruction offered for not less than 1,080 hours each school year, provided the State Board of Education is notified by October 15 of the applicable school year. A school district may satisfy the requirement to notify the State Board of Education of its adoption of a 1,080 hour school year policy by uploading appropriate documentation through this site.

Appropriate documentation must:

Bear the signature of the district superintendent and the president of the board of education.
 Include board minutes of meeting during which the board of education adopted the 1,080 hours policy.
 Be submitted on or before October 15 of the applicable school year.

Calendar Change Notification

Pursuant to OAC 210:35-3-46J. Administrative and supervisory services (j), If a school district determines that it is necessary to deviate from the required 6-hour school day because of severe weather conditions or fire, the superintendent should report this, in writing, to the State Department of Education, Accreditation Section, within 72 hours. Any loss of school time shall require the superintendent to report the amount of time lost and the procedures to be used to make up the lost time.

Appropriate documentation must:

Include a cover letter with the signature of the district superintendent and the president of the board of education.
 Include the date of the meeting at which the board of education adopted the 1,080 hours policy.
 Include a Days to Hours worksheet

Class Schedule

This document will show the class schedule by teacher, subject and hour, including planning period.

Appropriate documentation must:**CPR/Heimlich Card Copies**

Used to show the Certified and Uncertified staff trained.

Appropriate documentation must:

Each site should have its own designated certified and support staff trained.
 Upload only one CPR card per certified and support staff per site.
 Label which staff member is certified and support on the scanned upload.
 Use names listed on the Accreditation Application, making sure they do not expire by year end.

Healthy and Fit School Advisory committee members

Document the meetings and the list of members represented.

Choose File to Upload

Libraries Documents Search Documents

Organize New folder

Documents library
Includes: 2 locations
Arrange by: Folder

Name	Date modified	Type
DYMO Label	10/15/2014 9:08 AM	File folder
PGP	10/15/2014 9:07 AM	File folder
Accreditation 2014-15 PREPARATION LIS...	12/11/2014 3:02 PM	Microsoft PowerP...
Amended Alternative Education Complia...	8/13/2015 7:06 PM	Microsoft Excel W...
ASR Directions 2016.docx	4/18/2016 12:35 PM	Microsoft Word D...
ASR Directions.docx	5/15/2015 6:34 PM	Microsoft Word D...
Bryce's Baseball Letter.docx	3/30/2015 9:10 AM	Microsoft Word D...
Copy of Copy of Personal Itinerary 8 2 20...	7/31/2015 7:17 PM	Microsoft Excel W...
District 2015 Final.doc	10/17/2014 12:01 ...	Microsoft Word 9...

File name: All Files (*.*)

Open Cancel

7 days taught | Oklahoma ...

review and discuss with the local school board, the certified annual site dropout report submitted by the school district to the State Board of Education. 210:35-25-4 The high school principal or a representative from each high school site within the district shall annually submit a Site Dropout Remediation Report provided by the Oklahoma Regents for Higher Education within two months of receiving said report.

certified teacher and provide for the teaching and learning of the appropriate skills and knowledge in the subject matter standard. The standard shall include the graduation requirements of this section.

provide the minimum of 12 hours of training on school finance laws accounting, ethics, and the duties and responsibilities of a school administrator every three (3) years.

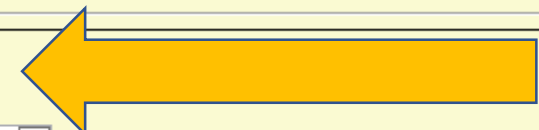
furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise approved as provided by law, and to assure the faithful performance of the duties of the covered officer and employees.

Appropriate documentation must:

Browse...

-- Please select a purpose type -- Purpose of Uploaded Document

Purpose Description



Appropriate documentation must:

Upload board minutes reflecting career tech course approval, this should be done in the fall semester before credits are rewarded.

District Treasurer/Encumbrance Clerk training

70 O.S. 5-190 The district treasurers (county treasurers) and all encumbrance clerks must receive the minimum of 12 hours of training on school finance laws accounting, ethics, and the duties and responsibilities of a school district treasurer. Every school district treasurer and encumbrance clerk shall be required to complete a minimum of twelve (12) hours of continuing education every three (3) years

Appropriate documentation must:

Only trainings with the OCAS approved stamp will be accepted.

District Treasurer/Superintendent/Encumbrance Bond

70 O.S.5-116a The superintendent and any financial officer of a school district shall be required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education, to be approved as provided by law, and to assure the faithful performance of the duties of the covered officer and employees.

Appropriate documentation must:

Upload current bond showing name, amount and expiration date.
If using a position bond, include PO and payment warrant.

INSTRUCTIONS: Please choose the purpose of the file first and then select the document to be uploaded so that you don't have to re-select the file to be uploaded.

no file selected

✓ -- Please select a purpose type --

- Days to Hours Notification
- Calendar Change Notification
- Class Schedule
- CPR/Heimlich Card Copies
- Healthy and Fit School Advisory committee members
- Safe School Committee
- Annual Dropout and Student College Remediation Rep
- Career Tech course approval board minutes
- District Treasurer/Encumbrance Clerk training
- District Treasurer/Superintendent/Encumbrance Bond

Purpose of Uploaded Document

School Year for Uploaded Document

options for what your role allows you to see.

File Description

The dates are used for document applicable dates when uploading a file. They are used for date range for searching and loading document.

Start Date

End Date

All Counties/Districts

County

70 O.S. 5-190 The district treasurers (county treasurers) and all encumbrance clerks must receive the minimum of 12 hours of training on school finance laws accounting, ethics, and the duties and responsibilities of a school district treasurer. Every school district treasurer and encumbrance clerk shall be required to complete a minimum of twelve (12) hours of continuing education every three (3) years

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District Treasurer/Superintendent/Encumbrance Bond

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INSTRUCTIONS: Please choose the purpose of the file first and then select the document to be uploaded so that you don't have to re-select the file to be uploaded.

no file selected

Purpose of Uploaded Document

Purpose Description

2017-2018

2018-2019

✓ 2019-2020 School Year for Uploaded Document

Is this file a district-level file or a site file? Please select the appropriate option in the dropdown below. You will only see options for what your role allows you to see.

File Description

The dates are used for document applicable dates when uploading a file. They are used for date range for searching and loading document.

Start Date End Date All Counties/Districts County

Document Name	County	District	Site	Date Uploaded	Format	Purpose	Start Date	End Date	File Description
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Appropriate documentation must:

Upload board minutes reflecting career tech course approval, this should be done in the fall semester before credits are rewarded.

District Treasurer/Encumbrance Clerk training

70 O.S. 5-190 The district treasurers (county treasurers) and all encumbrance clerks must receive the minimum of 12 hours of training on school finance laws accounting, ethics, and the duties and responsibilities of a school district treasurer. Every school district treasurer and encumbrance clerk shall be required to complete a minimum of twelve (12) hours of continuing education every three (3) years

Appropriate documentation must:

Only trainings with the OCAS approved stamp will be accepted.

District Treasurer/Superintendent/Encumbrance Bond

70 O.S.5-116a The superintendent and any financial officer of a school district shall be required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education, to be approved as provided by law, and to assure the faithful performance of the duties of the covered officer and employees.

Appropriate documentation must:

Upload current bond showing name, amount and expiration date.
If using a position bond, include PO and payment warrant.

INSTRUCTIONS: Please choose the purpose of the file first and then select the document to be uploaded so that you don't have to re-select the file to be uploaded.

no file selected

-- Please select a purpose type -- Purpose of Uploaded Document

Purpose Description

2019-2020 School Year for Uploaded Document

Is this file a district-level file or a site file? Please select the appropriate option in the dropdown below. You will only see options for what your role allows you to see.

✓ -- Please select the site the file is for --

*District files only

- High School
- Middle School
- Upper Elementary
- Lower Elementary
- District Wide Services

The dates are used for document applicable dates when uploading a file. They are used for date range for searching and loading document.

Start Date End Date All Counties/Districts County All

70 O.S. 5-190 The district treasurers (county treasurers) and all encumbrance clerks must receive the minimum of 12 hours of training on school finance laws accounting, ethics, and the duties and responsibilities of a school district treasurer. Every school district treasurer and encumbrance clerk shall be required to complete a minimum of twelve (12) hours of continuing education every three (3) years

Appropriate documentation must:

Only trainings with the OCAS approved stamp will be accepted.

District Treasurer/Superintendent/Encumbrance Bond

70 O.S.5-116a The superintendent and any financial officer of a school district shall be required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education, to be approved as provided by law, and to assure the faithful performance of the duties of the covered officer and employees.

Appropriate documentation must:

Upload current bond showing name, amount and expiration date. If using a position bond, include PO and payment warrant.

INSTRUCTIONS: Please choose the purpose of the file first and then select the document to be uploaded so that you don't have to re-select the file to be uploaded.

no file selected

Purpose of Uploaded Document

Purpose Description

To show the Certified and Uncertified staff trained. Please save upload with site name.

School Year for Uploaded Document

Is this file a district-level file or a site file? Please select the appropriate option in the dropdown below. You will only see options for what your role allows you to see.

File Description



The dates are used for document applicable dates when uploading a file. They are used for date range for searching and loading document.

Start Date End Date All Counties/Districts County

Document Name	County	District	Site	Date Uploaded	Format	Purpose	Start Date	End Date	File Description
				7/20/2019					

District Treasurers/Encumbrance Clerks

- **70 O.S. § 5-190:** The school district treasurer/encumbrance clerk(s) shall be required within nine months after employment in the position, to complete 12 hours of training in the required instruction in school finance laws, accounting, ethics, and the duties/responsibilities of the position. Any instruction as described & completed by the treasurer or encumbrance clerk within 3 years prior to employment in the position shall count toward satisfying these requirements.
- **Every** school district treasurer & encumbrance clerk must complete 12 hours of continuing education every 3 years.
- **All** trainings **must** have the OCAS approved stamp.
- Please put the most recent training in front of the file.
- Encumbrance clerk(s) must be listed in SPR & be properly coded.
- The superintendent cannot be treasurer or encumbrance clerk.
- Required Bonding documentation: \$100,000 for superintendent & treasurer and \$1,000 for encumbrance clerk(s).



Safety Committee

- ***Title 70 O.S. 24-100:*** The safety committee is again mandated in law. Every year each public school site shall establish a Safe School Committee to be composed of at least seven (7) members including teachers, parents of enrolled students, students, a school official who participates in the investigation of reports of bullying, and a counselor or mental health provider who will include discussions on suicide prevention.
- Additional members of the Committee may include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies.

Safety Committee-Cont.

- The committee shall assist the school in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies.
- It is highly recommended that districts document the discussions had during safety meetings. Districts need to assure stakeholders that the leaders of the district/sites are doing everything possible to keep students safe.
- Active Shooter – Following Parkland, it would be wise to have a documented plan for an active shooter that can be shared with the local school board. The Oklahoma School Security Institute can assist with the planning of such an event.

Days/Hours

Pursuant to 70 O.S. § 1-109, a school district may adopt a policy establishing that school will be in session and classroom instruction offered for no less than 1,080 hours each school year, provided the State Board of Education is notified by **October 15** of the applicable school year. A school district may satisfy this requirement to notify the State Board of Education of its adoption of a 1,080 hour school year policy by uploading appropriate documentation through SSO.

Upload necessary documentation on the SSO

***Do Not mail/email documentation to
your RAO or the Accreditation Office***

Days/Hours Cont.

Appropriate documentation to be uploaded:

- 1) Board Memo written on school letterhead stating the local Board of Education adopted the 1,080 hours policy. This letter must bear the signature of the district superintendent AND the Board President.
 - 2) Board minutes of meeting during which the Board of Education adopted the 1,080 hours policy.
- ✓ A Days to Hours Worksheet is made available to you on the Accreditation page of SDE. This can be very beneficial for the planning of the school calendar and help prevent from coming up short at the end of the year. Your RAO will take a signed copy of this worksheet with them after ASR visit. The WAVE data for instructional minutes and calendar days must match this worksheet.

Security/Safety Drills

- Conducting drills serves as documentation you have done everything possible to keep your students and staff members safe from any unexpected occurrences.
- Multiple drills should NOT be conducted during the same time frame- Each drill should be conducted as a stand-alone drill.
- Routinely change the type of additional drills, so that your district has documentation they are well prepared for all types of emergencies.
- Report drills to Homeland Security on www.schoolsecurity.ok.gov

Security/Safety Drills-Cont.

- ***School Wide Drills for ALL students & faculty***
- 2 Tornado Drills: One in September and one in March
- 2 Fire Drills: One within first 15 days of the start of each semester
- 4 Security Drills: One within first 15 days of the start of each semester & one additional security drill anytime during each semester
- 2 Drills of Choice: Do not keep repeating the same mandated drills above as the additional drills. The school safety committee should evaluate dangers that exist in/near your community & provide input that helps determine what drills are most beneficial to your grade level, specific area or needs. Additional drill examples include: earthquake, missing student, site bus evacuation, prison break, grass fires, truck, train/airplane crash, factory explosions, drug houses, etc....
- ***Transportation Drills for all students riding daily Bus Routes***
- 2 Bus Evacuation Drills: One within first 15 days of the start of each semester is recommended

Annual Audits Spring

Annual Audits—Spring

- **Checks done prior to coming on-site if available:**
 - Accreditation Application: Calendar, Schedule, Library, Counselor, Health, etc.
 - Uploads: CPR/Heimlich Cards, Healthy & Fit School Advisory Committee, Safe School Committee, Annual College Remediation & Dropout Report to board, Career Tech course approval board minutes, Treasurer/Encumbrance Clerk trainings, Bonds for Superintendent, Treasurer & Clerks
 - RAO exception report: Teacher Certifications
 - Board Member Points from Accreditation Office
 - Fall Audit Compliance Items



Annual Audits—Spring

- **Spring Compliance Items**
 - Drills-Safety & Route Buses-try to have as many completed before arrival
 - Employee Info: Up to date licenses/certificates/college transcripts, signed loyalty oaths, Professional Development, HS Diplomas for Aides
 - Reading Sufficiency Plan & Documentation
 - Alt. Ed. Programs if applicable
 - New Bus Drivers, Coaches or items not checked in the Fall

Additional Annual Audits

- **September-October:** FBA (Flex Benefit Audit)
- **October-November:** FQSR (First Quarter Statistical Report)
- **December-March:** Bilingual Audit
- **January-February:** FBA (Flex Benefit Audit)
- **February-May:** Spring Accreditation Visits

Questions?

**Ryan Pieper, Executive Director
Office of Accreditation
405.521.3335**