

Oklahoma State Department of Education

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County

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District

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Site

County Name

District Name

School Site Name

2015-2016 APPLICATION FOR ACCREDITATION: HIGH SCHOOL

The Accreditation Application opens for data entry on **October 1st** on Single Sign On. Submit and superintendent certify the Accreditation Application by **October 15th** on Single Sign On. When October 1st or 15th fall on a Saturday, Sunday, or holiday, the next business day will be the deadline. Complete and keep a copy of this paper application on file in the superintendent's office in the local district.

Failure to submit and certify the Accreditation Application 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) _____

Contact Person _____

Is this school located within the city limits of the city entered above? _____ YES _____ NO

1. SCHOOL CALENDAR

- a. School Days Taught _____ Professional Days _____ Total Days in Session _____
- b. Our site reports by: Traditional Days Calendar (180 days) Hours Calendar (1,080 hours)
- c. First day classes met (Month/Day/Year) _____
- d. Last day classes will meet (Month/Day/Year) _____
- e. Date first quarter ends (Month/Day/Year) _____
- f. Date spring break begins (Month/Day/Year) if applicable _____
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.
- j. **CALENDAR DESCRIPTION.** (Do not include Summer School.)
Traditional
Year-round (July to June)

2. 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. Are all students in Grades 9 through 12 enrolled in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes. (Do not include alternative education students.) _____ Yes _____ No _____

3. DAILY SCHEDULE:

- a. Total number of hours in the school day (excluding breakfast and or lunch time): _____ HRS _____

4. ATHLETICS

- a. When are competitive athletic classes offered?
 During the school day
 After the school day
 Nonapplicable
- b. List competitive athletic classes offered: (example: Football, Basketball, Track)

- c. List coaches and the sports they coach at your site.

5. MISCELLANEOUS

- a. List the number of transfer students from other districts attending at this school site. _____
- b. List long-term special education substitutes at this school site.

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. Name of library assistant. _____
- e. Library Media Specialist/Librarian is:
 _____ certified Library Media Specialist _____ exempt from certification/Statutory Waiver
 _____ not certified _____ other _____
- f. Library is staffed in the following way:
 _____ a half-time certified librarian _____ one-fifth time certified librarian with a full-time library assistant
 _____ one full-time certified librarian _____ a half-time librarian with a full-time library assistant
 _____ two full-time certified librarians _____ one full-time librarian and a half-time library assistant
 _____ vacant _____ one full-time librarian and one full-time library assistant
 _____ other _____
- g. Is the library accessible to students and staffed during the entire school day? _____ Yes _____ No _____
- h. EXCLUDING federal funds, give the amount of LOCAL FUNDS spent during the previous school year for books, software, periodicals (not hardware or supplies) at this site. _____ \$ _____
- i. Total number of students enrolled on-site as reported on previous Application for Accreditation (number used to calculate required library expenditures). _____

7. ONLINE/VIRTUAL INSTRUCTION

- a. Does this site have students enrolled in classes where the instruction is primarily delivered online or virtually? _____ Yes _____ No _____
- b. List all online/virtual classes for this school site.

8. 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: _____

9. CHILDCARE

- a. Is childcare provided at this school site for children of your enrolled students? _____ Yes _____ No _____

10. COLLEGE PREPARATORY/CORE CURRICULUM.

- a. Number of the current year 9th grade students enrolled in the college preparatory/work ready curriculum. _____
- b. Number of the current year 9th grade students enrolled in the core curriculum _____
 a.+ b. = total number of 9th graders enrolled for the this school year _____
 (This number should equal the number of 9th graders on the grade grid.)

11. HIGH SCHOOL UNITS OF CREDIT (if applicable)

- a. Number of carryover units offered on alternate year basis (if needed for 38 unit requirement) _____ (Limited to 4 units)
- b. How many Advanced Placement courses are being offered? _____
- c. How many Advanced Placement courses are being taught? _____
- d. How many students are concurrently enrolled during the first semester? _____

12. GRADUATION REQUIREMENTS

Enter the number of high school units or competencies required by your district for graduation:

(Units and Competencies are equal in the law.)

- a. English/Language Arts _____
- b. Mathematics _____
- c. Social Studies _____
- d. Science _____
- e. Foreign Language _____
- f. The Arts _____
- g. Number of electives _____
- h. **Total units required by your site for graduation (a through g = h)** _____

13. TECHNOLOGY CENTERS

Please provide the name and appropriate county-district site code for your participating technology center:

- a. Name: _____ County-District-Site Code: _____
- b. If your students attend a Career Technology Center that IS NOT IN Oklahoma, enter the name here: _____
- c. List the Career Tech courses in which students are enrolled for this school site.

Paraprofessional Report

Questions regarding the Paraprofessional Report should be directed to Title I at (405) 521-2846.

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 non-instructional 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 these paraprofessionals who are involved in the instruction of students meet 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? _____

Counseling Services Report

Questions regarding the Counseling Services Report should be directed to Counseling at (405) 521-3549.

1. Are guidance and counseling services provided by a certified school counselor employed at this school site? Yes ___ No ___

1a. Are guidance services provided by a person specially trained in the area of guidance? Yes ___ No ___

1b. If guidance services provided by another provider or facility, please specify. (List the name, address and certification of the provider):

2. Total number of students enrolled at this school site as of **October 1st**:

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