Oklahoma State Department of Education

2015-2016 APPLICATION FOR ACCREDITATION: JUNIOR HIGH/MIDDLE 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. Number of minutes for recess? __________________ A.M. _______ P.M. _______ N/A _______
b. 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: __________________________
      one-fifth time certified librarian with a full-time library assistant ______
      a half-time certified librarian with a full-time library assistant ______
      one full-time certified librarian ______
      two full-time certified librarians ______
      one full-time librarian and one full-time library assistant ______
      vacant ______
      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. 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.)

10. HIGH SCHOOL CREDIT FOR 7TH AND 8TH GRADE STUDENTS
    a. Are any 7th or 8th grade students enrolled in classes for high school credit? __________________________ Yes _____ No _____
        (If you answered “NO” above, check “NO” to the following questions.)
    b. At which site? __________________________ Yes _____ No _____
       at the Elementary __________________________
       at the High School (or other site) __________________________
    c. List the high school 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  

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