



## JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

### MEMORANDUM

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** June 25, 2015

**SUBJECT:** Deregulation for Planning Period

The following school is requesting deregulation from OAC 210:35-5-42 and OAC 210:35-9-43 for the 2015-2016 school year. This request allows teachers to voluntarily teach an additional class during their planning period with stipends being paid. Approval is recommended.

<b>District</b>	<b>County</b>	<b>Alternative Means</b>	<b>Previous Years Requested</b>
Lomega	Kingfisher* (3)	Teacher will serve as Special Education Director during her planning period. She will be compensated.	7
Stillwater	Payne* (3)	Three teachers will teach during their planning periods. They will be compensated.	2

\* The number in the County category represents the Congressional District.  
See the attached map.

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Attachments

## 2014-2015 Standards for Accreditation of Oklahoma Schools

discovered during the course of the proceedings that the person is an employee of a school district.

(13)

### **70 O.S. § 6-101.22 – Reasons for Dismissal of Career Teachers**

*F. A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:*

1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

H. A school district shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for reasons outlined in subsection F of this section.

(13)

### ADDITIONAL STANDARDS FOR ELEMENTARY SCHOOLS

#### **210:35-5-41. Early childhood staffing and class size**

The number of children in an early childhood education class shall not exceed 20. The child:adult ratio shall not exceed 10:1. Any enrollment that exceeds 10 shall require the employment of a teacher assistant.

(92)

#### **210:35-5-42. Elementary School Class Size**

##### **(a) Kindergarten**

*For the purpose of computing and paying state appropriated funds, children in kindergarten shall not be assigned to a teacher or class that includes more than 20 students. If the creation of an additional class would cause the class to have fewer than 10 students, class size limitations shall not apply if a teacher's assistant is employed to serve full-time with each class which exceeds the class size limitation.*

##### **(b) Grades One, Two, and Three**

*For the purpose of computing and paying state-appropriated funds, children in Grades 1, 2, and 3 shall not be assigned to a teacher or class that includes more than 20 students. If the creation of an additional class would cause the class to have fewer than 10 students, class size limitations shall not apply if a teacher's assistant is employed to serve full-time with each class which exceeds the class size limitation.*

##### **(c) Grades Four, Five, and Six**

*For the purpose of computing and paying state-appropriated funds, children in Grades 4, 5, and 6 shall not be assigned to a teacher of a class that includes more than 20 students. If the creation of an additional class would cause the class to have fewer than 16 students, the class size penalty shall not apply. [70 O.S. § 18-113.1 (B)] For the purpose of computing and paying state-appropriated funds, if a school district groups its grades*

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*as Grades 1 through 5, Grades 6 through 8, and Grades 9 through 12, then as to such district the class size provisions of (c) (1) of this section shall apply to Grades 4 and 5 rather than Grades 4 through 6 and the class size provisions of (d) (1) of this section shall apply to Grades 6 through 8 rather than Grades 7 through 9. [70 O.S. § 18-113.1 (D)]*

**(d) Grades Seven and Eight**

*No teacher who is counted in class size computation for Grades 7 and 8 shall be responsible for the instruction of more than 140 students on any given 6-hour school day. [70 O.S. § 18-113.3 (C)]*

**(e) Physical Education, Chorus, Band, Orchestra, other similar Music classes.** *Classes in Physical Education, Chorus, Band, Orchestra, and other similar music classes shall not be subject to the class size limitations. [70 O.S. § 18-113.1 (C)]*

**(f) Minimum scheduled time for planning and/or preparation and consultation.** *A minimum of 200 minutes of scheduled time shall be provided each week for each classroom teacher for individual planning and/or preparation and consultation. (98)*

### **210:35-5-43. Administrative staffing**

*In order to permit the principal to have sufficient time to engage in improvement of instruction in the school, adequate administrative staffing is required. (92)*

### **210:35-5-44. Counselor staffing**

*The school shall provide for guidance services. Such services may be provided by a guidance counselor or other personnel specially trained in the area of guidance. (92)*

### **210:35-5-45. Qualifications**

**(a) Teachers**

*All elementary teachers shall meet the regular elementary certification standards of the state of Oklahoma for their specific assignments.*

*(1) Teachers of early childhood or kindergarten classes shall hold a valid Early Childhood Education License/Certificate.*

*(2) Teachers of first through third grade shall hold either a valid Early Childhood Education (PK-3) or a valid Elementary License/Certificate (1-8).*

*(3) Elementary Licenses/Certificates are valid for grades seven and eight in the elementary schools with the exception of seventh and eighth grade mathematics. Teachers of seventh or eighth grade mathematics are required to have intermediate mathematics certification or advanced/secondary mathematics certification. Secondary and elementary-secondary certified teachers in grades seven and eight in an accredited elementary school shall hold a credential in each subject area to be taught.*

**(b) Specialists**

*Specialists such as library media specialists (librarians), reading specialists, guidance counselors, school psychologists, and speech-language pathologists shall meet the certification requirements of the state of Oklahoma.*

*(1) School counselors shall hold a valid Oklahoma School Counselor Certificate appropriate for the grade levels to which they are assigned.*

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- (2) All athletic coaches being assigned coaching duties shall have completed a course in the care and prevention of athletic injuries.
- (3) All coaches and athletic directors shall be employed by the school district and shall hold a valid teaching certificate. Their names shall appear on the class schedule.

(c) **Principal or assistant principal**

The principal or assistant principal shall hold a valid Oklahoma Elementary Principal's Certificate. A teaching principal or assistant teaching principal shall have an Elementary Principal's Certificate, shall teach at the school site and organizational level where the administrative assignment occurs, and shall devote a portion of the day to administration and supervision. (07)

### ADDITIONAL STANDARDS FOR MIDDLE LEVEL SCHOOLS

MS 210:35-7-41. **Staffing: pupil/professional staff ratio**

- (a) For the purpose of computing and paying state-appropriated funds, if a school district groups its grades as grades 1 through 5, grades 6 through 8, and grades 9 through 12, then as to such district the class size provisions for grades 7 through 9 in 70 O.S. § 18-113.3 shall apply to grade 6. [70 O.S. § 18-113.1 (D)]
- (b) No teacher who is counted in class size computation for Grades 6, 7, 8, and 9 shall be responsible for the instruction of more than 140 students on any given 6 hour school day. [70 O.S. § 18-113.3 (C)]
- (c) Classes in Physical Education, Chorus, Band, Orchestra, and other similar music classes shall not be subject to the class size limitations. [70 O.S. § 18-113.1 (C)]
- (d) To enhance the safety of students enrolled in industrial arts/technology education/TechConnect classes, consideration should be given to the facilities and only the number of students equal to the work stations shall be enrolled. No more than 24 students shall be assigned to any class.
- (e) A minimum of 200 minutes of scheduled time shall be provided each week for each classroom teacher for individual planning and/or preparation and consultation. (00)

210:35-7-42. **Administrative staffing**

In order to permit the principal to have sufficient time to engage in the improvement of instruction in the school, adequate administrative staffing is required. If a full-time principal administers more than one site, the combined enrollment at the sites should not exceed 450 students. (92)

210:35-7-43. **Counselor staffing**

All students will receive counseling and guidance services from certified school counselors. The guidance program shall provide one counselor for a maximum of 450 students, with no school district having less than one half-time counselor, with one exception: districts with fewer than 225 students may prorate the number of hours per week a certified school counselor is required by dividing the number of students enrolled by 450 and multiplying the quotient by 30. (05)

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### 210:35-7-44. Staff qualifications

- (a) Each teacher assigned to teach in an accredited middle level school must hold an Elementary Certificate, or Elementary-Secondary or Secondary Certificate, Library Media Specialist (Librarian) or Speech-Language Pathology License/Certificate with a credential in the area to be taught. Teachers of seventh or eighth grade mathematics are required to have intermediate mathematics certification or advanced/secondary mathematics certification. Teachers holding an Elementary Certificate shall be eligible to teach only Grades 7 and 8 in an accredited junior high school. Teachers teaching in the ninth grade must hold a secondary credential in the specific subject taught. Any teacher with certification or endorsement to teach mathematics at the secondary level may teach mathematics in grade five.
  - (1) Teachers of **exploratory subjects**, work experience, precareer/career technology, and other subjects must hold a valid certificate for the respective field issued by the State of Oklahoma.
- (b) **School counselors** shall hold a valid Oklahoma School Counselor Certificate appropriate for the grade levels to which they are assigned.
- (c) The **library media specialist** (librarian) shall hold a valid Oklahoma Library Media Specialist (Librarian) Certificate.
- (d) The **middle school principal** or **assistant principal** shall hold a valid Oklahoma Elementary or Secondary Principal's Certificate. The junior high principal or assistant principal shall hold a valid Oklahoma Middle Level Principal's Certificate or Secondary Principal's Certificate. A teaching principal or assistant teaching principal shall have a Principal's Certificate appropriate to the grade level of the school; shall teach at the school site and organizational level where the administrative assignment occurs; and shall devote a portion of the day to administration and supervision.
- (e) All **athletic coaches** being assigned coaching duties shall have completed a course in the care and prevention of athletic injuries.
- (f) All **coaches** and **athletic directors** shall be employed by the school district and shall hold a valid teaching certificate. Their names shall appear on the class schedule. (07)

### ADDITIONAL STANDARDS FOR SECONDARY SCHOOLS

#### HS 210:35-9-41. Staffing: pupil/professional staff ratio

- (a) *No teacher who is counted in class size computation for Grades 9, 10, 11, and 12 shall be responsible for the instruction of more than 140 students on any given 6 hour school day. [70 O.S. §18-113.3 (C)]*
- (b) *Classes in Physical Education, Chorus, Band, Orchestra, and other similar music classes shall not be subject to the class size limitations. [70 O.S. §18-113.1 (C)]*
- (c) To enhance the safety of students enrolled in industrial arts/technology education classes, consideration should be given to the facilities and only the number of students equal to the work stations shall be enrolled. No more than 24 students shall be assigned to any class.



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OKLAHOMA STATE DEPARTMENT OF EDUCATION

Deregulation/Statutory Waiver Application Worksheet

\*\* SCHOOL YEAR 2015-2016\*\*

**Superintendent:** Karen Castonguay      **County:** Kingfisher  
**District Name:** Lomega      **Date Received:** June 2, 2015  
**School Name:** Lomega Elem.  
**RAO:** Kim Hale      **Date of Application:**  
**O.A.C. Number:** 210:35-5-42 – Planning Period  
**Statute Number:**

	Yes	No	NA	Need
<b>Correct Form:</b>	x	_____	_____	_____
<b>Correct Standard Stated:</b>	x	_____	_____	_____
<b>Principal's Signature:</b>	x	_____	_____	_____
<b>Superintendent's Signature:</b>	x	_____	_____	_____
<b>Board President's Signature:</b>	x	_____	_____	_____
<b>Notary with Seal:</b>	x	_____	_____	_____
<b>Equivalency/Letter of Explanation:</b>	x	_____	_____	_____
<b>Bell Schedule:</b>	_____	_____	_____	_____
<b>School Calendar:</b>	_____	_____	_____	_____
<b>Contract(Library/Counseling):</b>	_____	_____	_____	_____

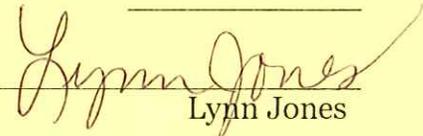
**Focus, Priority, Targeted Intervention school-**

**Enrollment**

<b>High School</b>	44
<b>Middle/Junior High School</b>	0
<b>Elementary School</b>	190
<b>Total Enrollment</b>	234

**Description:** Requesting waiver to allow teacher to serve as Special Education Director using her planning period. The teacher has agreed to this and will be compensated

**Board Month:** June 2015

**Approval:**   
Lynn Jones

Abbreviated Day/COOP  
 Approved via e-mail(attached)

**Project Year:** 7 of 7  
**School Year:** 2015-2016  
**Timeline:**  
**CC:**

**Superintendent**  
**Principal**

**Notification**  
 \_\_\_\_\_ will attend  
 \_\_\_\_\_ will attend

# SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

## for 20 15 – 20 16 school year

Kingfisher COUNTY Lomega School SCHOOL DISTRICT

18319 N 2700 RD Omega, OK 73764  
SCHOOL DISTRICT MAILING ADDRESS

Lomega Elementary School (105)  
NAME OF SITE

*Roger McNeil* PRINCIPAL SIGNATURE\* 5-11-15 DATE

PRINCIPAL SIGNATURE\* DATE

PRINCIPAL SIGNATURE\* DATE

*Karen Castonguay* SUPERINTENDENT NAME (PLEASE PRINT) RECEIVED ACCREDITATION

*KarenC@lomega.k12.ok.us* SUPERINTENDENT E-MAIL ADDRESS JUN 09 2015

*Karen Castonguay* SUPERINTENDENT SIGNATURE\* [STATE DEPT OF EDUCATION] 5-11-15 DATE

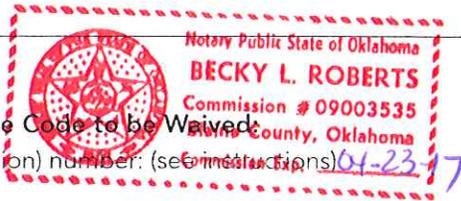
I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on May 11, 2015

*Jerry Marks* BOARD PRESIDENT SIGNATURE\*

NOTARY SEAL →

*Becky Roberts* NOTARY 5-11-15 DATE

04-23-17 COMMISSION EXPIRATION DATE



Statute/Oklahoma Administrative Code to be Waived (specify statute or OAC (deregulation) number: (see instructions) 04-23-17)

\*Original signatures are required. The attached questionnaire must be answered to process.\*\*

*use 1 teacher's planning period to serve as Special Education Director, she will be compensated*

### SDE USE ONLY

**PROJECT YEARS**  
7 of 7

**ENROLLMENT**

<u>44</u>	High School
<u>0</u>	Jr./Middle High
<u>190</u>	Elementary
<u>234</u>	District Total

June 2, 2015. DATE RECEIVED

70 O.S. \_\_\_\_\_

OAC 210:35-5-42  
*Planning Period*

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Deregulation/Statutory Waiver Application Worksheet

\*\* SCHOOL YEAR 2015-2016\*\*\*\*

**Superintendent:** Ann Caine **County:** Payne  
**District Name:** Stillwater **Date Received:** April 20, 2015 (sent to supt.)  
**School Name:** Stillwater High  
**RAO:** Linda Proctor-Moore **Date of Application:**  
**O.A.C. Number:** 210:35-9-43 **Planning Period**  
**Statute Number:**

	Yes	No	NA	Need
<b>Correct Form:</b>	X			
<b>Correct Standard Stated:</b>	X			
<b>Principal's Signature:</b>	X			
<b>Superintendent's Signature:</b>	X			
<b>Board President's Signature:</b>	X			
<b>Notary with Seal:</b>	X			
<b>Equivalency/Letter of Explanation:</b>	X			
<b>Bell Schedule:</b>				
<b>School Calendar:</b>				
<b>Contract(Library/Counseling):</b>				

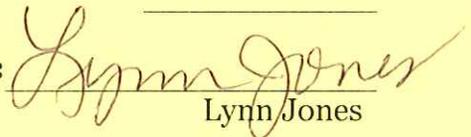
**Focus, Priority, Targeted Intervention school-**

**Enrollment**

<b>High School</b>	1101
<b>Middle/Junior High School</b>	1627
<b>Elementary School</b>	3330
<b>Total Enrollment</b>	6058

**Description:** Requesting waiver to allow three teachers to teach during their planning period. They have agreed to this and will be compensated

**Board Month:** June 2015

**Approval:**   
Lynn Jones

Abbreviated Day/COOP  
 Approved via e-mail(attached)

**Project Year:** 2 of 2  
**School Year:** 2015-2016  
**Timeline:**  
**CC:**

**Superintendent**  
**Principal**

**Notification**  
 will attend  
 will attend

