

OKLAHOMA CITY PUBLIC SCHOOLS

TITLE I HANDBOOK

*A quick reference guide to your
Title I questions*

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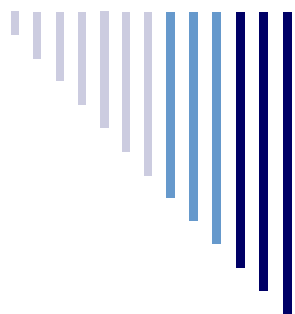
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CONTACT INFORMATION FOR TITLE I AND TITLE II

NAME	OFFICE PHONE	E-MAIL	PROGRAM/TITLE
Erin Clapper	587-0255	emclapper@okcps.org	School Support Coordinator
Bryan Coleman	587-0160	brcoleman@okcps.org	Executive Assistant
Dee Cox	587-0149	dcarroll-cox@okcps.org	School Support Coordinator
Terry Fraley	587-0110	tlfraley@okcps.org	Executive Director
Amanda Gambill	587-0278	acgambill@okcps.org	Financial Manager
Charleen Hudson	587-0100	clhudson@okcps.org	Title II Coordinator
Ngoc Huynh	587-0112	nthuynh@okcps.org	School Support Coordinator
Kim Lavielle	587-0168	kjlavielle@okcps.org	Financial Manager
Paige Pierce-Phillips	587-0400	pcpierce-phillips@okcps.org	School Support Coordinator
Tonya Steele	587-0103	tksteele@okcps.org	Financial Manager
Christen Watson	587-0178	cmwatson@okcps.org	Financial Manager
FAX NUMBER 297-6687			



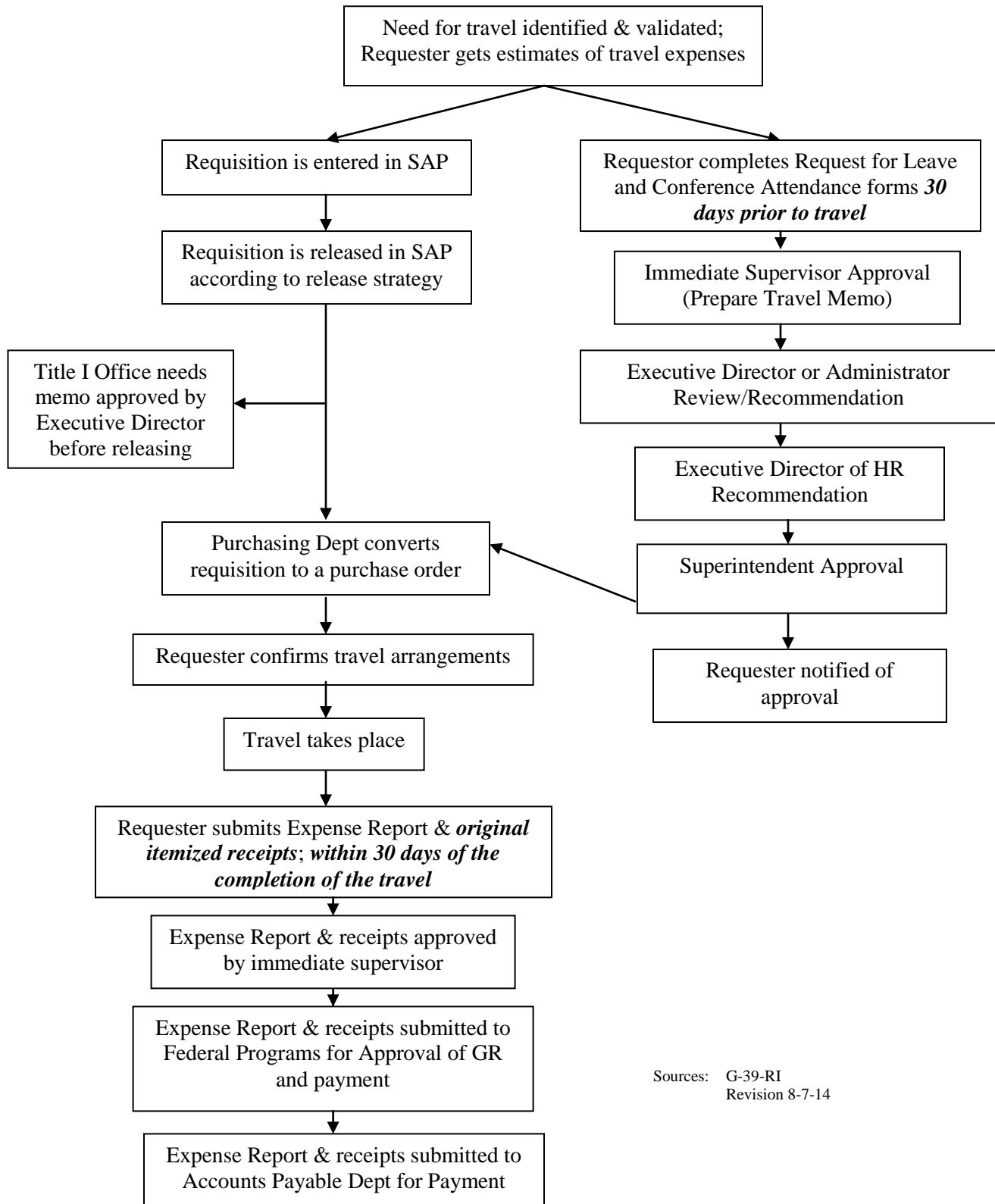
OKLAHOMA CITY PUBLIC SCHOOLS

2015-2016

TITLE I HANDBOOK

TRAVEL PROCESS

Travel Process



MEMORANDUM

TO: Office of Superintendent

THROUGH: Executive Director of

FROM: Building Administrator

DATE:

SUBJECT: **RECOMMEND APPROVAL FOR OUT-OF-DISTRICT TRAVEL FOR**

For your consideration and approval, we recommend the following to attend

The name of the conference and how it will enhance the teachers to improve student achievement

The total cost of this expenditure will not exceed \$... and includes the costs of conference registration, travel, lodging and appropriate incidental and will be charged to...



900 N Klein □ Oklahoma City, OK 73125-0428

REQUEST FOR CONFERENCE ATTENDANCE

- 1 Request for conference attendance requires prior approval before creating requisitions. All forms must be submitted fifteen (15) working days before the first day of the conference.
- 2 This request for conference attendance must be (1) typed and (b) accompanied by a completed and approved leave request form.
- 3 Reimbursement claims must be submitted within two weeks after your return. Original Receipts are required for reimbursed expenses.

Name of Employee		Date of Application		
Building/Department Assignment		Position		
Name of Meeting		Sponsoring Organization		
Location of Meeting	City	State	Begin Date	End Date

PURPOSE OF CONFERENCE

(Circle ONE: See Board Policy D-19-R1 if further information would be helpful in completing this section.)

- 1 Serving as a program presenter and/or as an officer or committee member for a professional organization.
- 2 Receiving regional or national awards
- 3 Acquiring information about the operation of a specific program, piece of equipment, or other product or procedure being considered for adoption by this district when such information is not available locally.
- 4 Upgrading of specific skills when that training is not available locally.
- 5 Assignment by the Superintendent.
- 6 Attendance at conferences, conventions, and workshops. (LIMITED REIMBURSEMENT MAY BE APPROVED).

ADDITIONAL INFORMATION EXPLAINING THE PURPOSE OF THE CONFERENCE (Optional) 10/6/2003

EXPENSES

(Extend totals horizontally and vertically. Identify items marked with an asterisk)

ESTIMATED EXPENSES	GENERAL FUNDS	SCHOOL ACTIVITY FUNDS	PERSONAL FUNDS	OTHER FUNDS	TOTAL
REGISTRATION FEE					
TRANSPORTATION*					
LODGING					
MEALS					
OTHERS					
*Mode of Transportation (Circle One): (1) Private Auto (2) District Vehicle Air (4) Other _____				GRAND TOTAL	

**Source of Other Funds (Title I, Special Grant, etc.): _____

SIGNATURES OF APPLICANT AND APPROVAL

Employee Signature	Immediate Supervisor	Director's Authorization
Approval/Disapproval	Executive Director of Human Resources	Date

Site Number _____

Personnel ID Number _____

REQUEST FOR LEAVE
OKLAHOMA CITY PUBLIC SCHOOLS

NOTE:

This form should be submitted far enough in advance so that it may be received and approved by the Director of Personnel Services and returned to the school/department before leave is taken. Two copies will be returned to the school or department.

To: Director of Personnel Services

Date _____

Employee: _____

Building or
Department _____

I hereby request permission to be absent on the dates indicated below for the reason checked.

Dates of
Requested
Absence _____

_____ Professional Leave

_____ Legal (Jury Duty or school-related court appearance)

_____ Personal Business Leave

_____ Sick

_____ Personal Leave (UNPAID)

_____ Vacation

Explanation
of Request _____

Signature of Employee _____

Immediate Supervisor _____

Director's Authorization _____

Substitute is Needed? _____

Yes _____

No _____

Explain if not approved _____

(Personnel Office Use Only)

Request meets established criteria? _____

Yes _____

No ☒ _____

Approved/Disapproved _____

Assistant Superintendent of Personnel Services

Comments: _____



**EXPENSE REPORT
FEDERAL PROGRAMS**

PURCHASE ORDER # 45-

- INSTRUCTIONS:**
- 1. Complete IMMEDIATELY upon return from
 - 2. Complete the Purchase Order Field
 - 3. Fill out Expense report including dates
 - 4. Provide details and explanations for
 - 5. Total columns and rows;
 - 6. Sign and date the report;
 - 7. Attach all ORIGINAL itemized receipts
 - 8. Deliver to your Immediate Supervisor for approval

RETURN THIS FORM AND ATTACHMENTS TO:
Oklahoma City Public Schools
TITLE I OFFICE
ROOM 315

EMPLOYEE #:				CONFERENCE TITLE OR TRIP DESCRIPTION:				
NAME:								
JOB TITLE:				CITY and STATE:				
JOB SITE:				INCLUSIVE DATES:				
CONTACT PHONE #:								
	DATE	Per Diem*	HOTEL	PLANE	AUTO MILEAGE*	VEHICLE RENTAL TAXI/LIMO*	OTHER*	TOTAL
MONDAY	/ /							\$0.00
TUESDAY	/ /							\$0.00
WEDNESDAY	/ /							\$0.00
THURSDAY	/ /							\$0.00
FRIDAY	/ /							\$0.00
SATURDAY	/ /							\$0.00
SUNDAY	/ /							\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Per Diem - Date of departure regardless of time - 50% of GSA daily rate;
Full days out of state - 100% of the GSA per diem rate;
Day of Return regardless of time - 50% per diem rate.

AUTO MILEAGE: show calculation
Effective; January 1, 2015 - December 12, 2015 0.575 = \$0.00
Amount Claimed

OTHER: provide explanation for any items claimed in this column;(Airport parking, baggage fees [1 bag per person]) Must provide itemized receipts.

TRAVELER'S SIGNATURE:		APPROVAL SIGNATURE:	
PRINT NAME:		PRINT NAME:	
DATE:		TITLE:	
		DATE:	

**OKCPS Reimbursement Request
Receipt Form**

Name:	School/Department:
Conference:	Dates:

Instructions: Please check the type of expense and write in the total amount. Then mark the appropriate day of the week, adding the date of the receipt on the line provided.

Luggage \$	Taxi** \$	Parking \$
Mileage \$	*Sunday: / /	*Monday: / /
*Tuesday: / /	*Wednesday: / /	*Thursday: / /
*Friday: / /	*Saturday: / /	

Tape the original ***detailed, itemized*** receipt in this space.

****Per Diem – Date of departure regardless of time – 50% of GSA daily rate;***

Full days out of state – 100% per diem rate;

Day of return regardless of time – 50% of the GSA daily rate

**** Taxi expenses are only covered to and from the airport. No in-between trips will be reimbursed. Rental cars are not an allowable expense without prior approval.**

**CONFERENCE DOCUMENTATION
MUST BE *SUBMITTED* WITH
REIMBURSEMENT REQUEST***

1. Agenda/Program with sessions attended highlighted
2. Picture with presenter or conference sign
3. Picture in a session
4. Certificate of Attendance

If one of the 4 choices is not submitted it will delay your reimbursement until the Federal Programs receive the proper documentation.

Things to Know about Travel Related to Trainings/Conferences

Before any travel can occur or arrangements made a PO number must exist for the following... registration, airfare, lodging, mileage reimbursement, meals and incidental reimbursement, etc.

Eligible reimbursements will **begin** when you step on the plane and reimbursements **end** when you step off the plane in OKC.

Review the Oklahoma City Board of Education Policy G-39-RI for further clarification.

All receipts must be *ITEMIZED*

Allowable Expenses for Reimbursement:

- ✓ Baggage/Luggage Fee is an allowable expense (1 bag per person)
- ✓ Parking at the airport
- ✓ Taxis **only** to and from airport/hotel or conference if it is deemed unreasonable to walk.
- ✓ Driving instead of flying to the conference is allowable. Mileage reimbursement (not gas) can only be claimed up to the amount of a coach ticket should the mileage be more.

DO:

- ✓ Do/must have approval and a PO before starting the process of travel (see flow chart)
- ✓ Do place itemized receipts on the Receipt Report Form for reimbursement
- ✓ Do submit reimbursement request to immediate supervisor
- ✓ Do submit individualized receipt (not combination with others)

DON'T:

- ✓ Don't submit credit card receipts
- ✓ Don't take a taxi other than to the conference and airport for reimbursement
- ✓ Don't take reimbursement requests to Accounts Payable
- ✓ Don't pay for other peoples' meals and request reimbursement. Only one meal will be allowed.

The following per diem schedule for travel will be as follows:

- ✓ Date of Departure regardless of time – 50% of GSA daily rate
- ✓ Full Days out of state – 100% of the GSA per diem rate;
- ✓ Day of Return regardless of time – 50% of GSA daily rate
- ✓ No adjustment to the per diem in the event the conference being attended provides breakfast, lunch or dinner.

FY 2015 Per Diem Rates - Effective October 1, 2014

STATE	DESTINATION	COUNTY / LOCATION DEFINED	FY2015 M&IE
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.		\$46
AL	Birmingham	Jefferson / Shelby	\$ 56
AL	Gulf Shores	Baldwin	\$ 51
AL	Gulf Shores	Baldwin	\$ 51
AL	Gulf Shores	Baldwin	\$ 51
AL	Huntsville	Madison / Limestone	\$ 51
AL	Mobile	Mobile	\$ 51
AL	Mobile	Mobile	\$ 51
AL	Mobile	Mobile	\$ 51
AR	Hot Springs	Garland	\$ 46
AR	Little Rock	Pulaski	\$ 61
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	\$ 66
AZ	Kayenta	Navajo	\$ 61
AZ	Phoenix / Scottsdale	Maricopa	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	\$ 71
AZ	Sedona	City Limits of Sedona	\$ 66
AZ	Sedona	City Limits of Sedona	\$ 66
AZ	Sedona	City Limits of Sedona	\$ 66
AZ	Tucson	Pima	\$ 56
AZ	Tucson	Pima	\$ 56
AZ	Tucson	Pima	\$ 56
AZ	Tucson	Pima	\$ 56
CA	Antioch / Brentwood / Concord	Contra Costa	\$ 66
CA	Bakersfield / Ridgecrest	Kern	\$ 51
CA	Barstow / Ontario / Victorville	San Bernardino	\$ 56
CA	Death Valley	Inyo	\$ 46
CA	Eureka / Arcata / McKinleyville	Humboldt	\$ 61
CA	Eureka / Arcata / McKinleyville	Humboldt	\$ 61
CA	Eureka / Arcata / McKinleyville	Humboldt	\$ 61
CA	Fresno	Fresno	\$ 61
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$ 71
CA	Mammoth Lakes	Mono	\$ 61
CA	Mammoth Lakes	Mono	\$ 61
CA	Mammoth Lakes	Mono	\$ 61
CA	Mill Valley / San Rafael / Novato	Marin	\$ 56
CA	Modesto	Stanislaus	\$ 51
CA	Monterey	Monterey	\$ 71
CA	Monterey	Monterey	\$ 71
CA	Monterey	Monterey	\$ 71
CA	Napa	Napa	\$ 66
CA	Napa	Napa	\$ 66

CA	Napa	Napa	\$ 66
CA	Oakhurst	Madera	\$ 56
CA	Oakhurst	Madera	\$ 56
CA	Oakhurst	Madera	\$ 56
CA	Oakland	Alameda	\$ 61
CA	Palm Springs	Riverside	\$ 71
CA	Palm Springs	Riverside	\$ 71
CA	Palm Springs	Riverside	\$ 71
CA	Point Arena / Gualala	Mendocino	\$ 66
CA	Redding	Shasta	\$ 61
CA	Sacramento	Sacramento	\$ 61
CA	San Diego	San Diego	\$ 71
CA	San Francisco	San Francisco	\$ 71
CA	San Francisco	San Francisco	\$ 71
CA	San Francisco	San Francisco	\$ 71
CA	San Francisco	San Francisco	\$ 71
CA	San Luis Obispo	San Luis Obispo	\$ 66
CA	San Mateo / Foster City / Belmont	San Mateo	\$ 61
CA	Santa Barbara	Santa Barbara	\$ 66
CA	Santa Barbara	Santa Barbara	\$ 66
CA	Santa Barbara	Santa Barbara	\$ 66
CA	Santa Cruz	Santa Cruz	\$ 66
CA	Santa Cruz	Santa Cruz	\$ 66
CA	Santa Cruz	Santa Cruz	\$ 66
CA	Santa Monica	City limits of Santa Monica	\$ 71
CA	Santa Monica	City limits of Santa Monica	\$ 71
CA	Santa Monica	City limits of Santa Monica	\$ 71
CA	Santa Monica	City limits of Santa Monica	\$ 71
CA	Santa Rosa	Sonoma	\$ 61
CA	South Lake Tahoe	El Dorado	\$ 71
CA	Stockton	San Joaquin	\$ 56
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	\$ 56
CA	Tahoe City	Placer	\$ 61
CA	Truckee	Nevada	\$ 71
CA	Visalia / Lemoore	Tulare / Kings	\$ 61
CA	West Sacramento / Davis	Yolo	\$ 51
CA	Yosemite National Park	Mariposa	\$ 71
CA	Yosemite National Park	Mariposa	\$ 71
CA	Yosemite National Park	Mariposa	\$ 71
CA	Yosemite National Park	Mariposa	\$ 71
CO	Aspen	Pitkin	\$ 71
CO	Aspen	Pitkin	\$ 71
CO	Aspen	Pitkin	\$ 71
CO	Aspen	Pitkin	\$ 71
CO	Aspen	Pitkin	\$ 71
CO	Boulder / Broomfield	Boulder / Broomfield	\$ 61
CO	Colorado Springs	El Paso	\$ 66
CO	Cortez	Montezuma	\$ 51
CO	Cortez	Montezuma	\$ 51
CO	Crested Butte / Gunnison	Gunnison	\$ 51
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$ 66
CO	Douglas	Douglas	\$ 61
CO	Durango	La Plata	\$ 61
CO	Durango	La Plata	\$ 61
CO	Fort Collins / Loveland	Larimer	\$ 56

CO	Montrose	Montrose	\$ 56
CO	Silverthorne / Breckenridge	Summit	\$ 56
CO	Silverthorne / Breckenridge	Summit	\$ 56
CO	Silverthorne / Breckenridge	Summit	\$ 56
CO	Silverthorne / Breckenridge	Summit	\$ 56
CO	Steamboat Springs	Routt	\$ 56
CO	Steamboat Springs	Routt	\$ 56
CO	Steamboat Springs	Routt	\$ 56
CO	Telluride	San Miguel	\$ 71
CO	Telluride	San Miguel	\$ 71
CO	Telluride	San Miguel	\$ 71
CO	Telluride	San Miguel	\$ 71
CO	Vail	Eagle	\$ 71
CO	Vail	Eagle	\$ 71
CO	Vail	Eagle	\$ 71
CO	Vail	Eagle	\$ 71
CO	Vail	Eagle	\$ 71
CT	Bridgeport / Danbury	Fairfield	\$ 71
CT	Cromwell / Old Saybrook	Middlesex	\$ 61
CT	Hartford	Hartford	\$ 56
CT	New Haven	New Haven	\$ 61
CT	New London / Groton	New London	\$ 61
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$ 71
DE	Dover	Kent	\$ 46
DE	Dover	Kent	\$ 46
DE	Lewes	Sussex	\$ 46

DE	Lewes	Sussex	\$ 46
DE	Lewes	Sussex	\$ 46
DE	Wilmington	New Castle	\$ 56
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$ 71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$ 71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$ 71
FL	Bradenton	Manatee	\$ 56
FL	Bradenton	Manatee	\$ 56
FL	Bradenton	Manatee	\$ 56
FL	Cocoa Beach	Brevard	\$ 51
FL	Daytona Beach	Volusia	\$ 51
FL	Daytona Beach	Volusia	\$ 51
FL	Daytona Beach	Volusia	\$ 51
FL	Daytona Beach	Volusia	\$ 51
FL	Fort Lauderdale	Broward	\$ 71
FL	Fort Lauderdale	Broward	\$ 71
FL	Fort Lauderdale	Broward	\$ 71
FL	Fort Lauderdale	Broward	\$ 71
FL	Fort Myers	Lee	\$ 56
FL	Fort Myers	Lee	\$ 56
FL	Fort Myers	Lee	\$ 56
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	\$ 51
FL	Gainesville	Alachua	\$ 51
FL	Gulf Breeze	Santa Rosa	\$ 51
FL	Gulf Breeze	Santa Rosa	\$ 51
FL	Gulf Breeze	Santa Rosa	\$ 51
FL	Key West	Monroe	\$ 71
FL	Key West	Monroe	\$ 71
FL	Key West	Monroe	\$ 71
FL	Key West	Monroe	\$ 71
FL	Miami	Miami-Dade	\$ 66
FL	Miami	Miami-Dade	\$ 66
FL	Miami	Miami-Dade	\$ 66
FL	Miami	Miami-Dade	\$ 66
FL	Naples	Collier	\$ 61
FL	Naples	Collier	\$ 61
FL	Naples	Collier	\$ 61
FL	Orlando	Orange	\$ 56
FL	Panama City	Bay	\$ 51
FL	Panama City	Bay	\$ 51
FL	Panama City	Bay	\$ 51
FL	Pensacola	Escambia	\$ 46
FL	Pensacola	Escambia	\$ 46
FL	Pensacola	Escambia	\$ 46
FL	Punta Gorda	Charlotte	\$ 51
FL	Punta Gorda	Charlotte	\$ 51

FL	Punta Gorda	Charlotte	\$ 51
FL	Sarasota	Sarasota	\$ 56
FL	Sarasota	Sarasota	\$ 56
FL	Sarasota	Sarasota	\$ 56
FL	Sebring	Highlands	\$ 46
FL	St. Augustine	St. Johns	\$ 56
FL	Stuart	Martin	\$ 51
FL	Tallahassee	Leon	\$ 46
FL	Tallahassee	Leon	\$ 46
FL	Tallahassee	Leon	\$ 46
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	\$ 51
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	\$ 51
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	\$ 51
FL	Vero Beach	Indian River	\$ 51
FL	Vero Beach	Indian River	\$ 51
FL	Vero Beach	Indian River	\$ 51
GA	Athens	Clarke	\$ 46
GA	Atlanta	Fulton / Dekalb / Cobb	\$ 56
GA	Augusta	Richmond	\$ 51
GA	Jekyll Island / Brunswick	Glynn	\$ 56
GA	Jekyll Island / Brunswick	Glynn	\$ 56
GA	Jekyll Island / Brunswick	Glynn	\$ 56
GA	Savannah	Chatham	\$ 56
IA	Cedar Rapids	Linn	\$ 51
IA	Dallas	Dallas	\$ 51
IA	Des Moines	Polk	\$ 51
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	\$ 61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	\$ 61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	\$ 61
ID	Coeur d'Alene	Kootenai	\$ 61
ID	Coeur d'Alene	Kootenai	\$ 61
ID	Coeur d'Alene	Kootenai	\$ 61
ID	Driggs / Idaho Falls	Bonneville / Fremont / Teton	\$ 46
ID	Sun Valley / Ketchum	Blaine / Elmore	\$ 71
IL	Bolingbrook / Romeoville / Lemont	Will	\$ 51
IL	Chicago	Cook / Lake	\$ 71
IL	Chicago	Cook / Lake	\$ 71
IL	Chicago	Cook / Lake	\$ 71
IL	Chicago	Cook / Lake	\$ 71
IL	Chicago	Cook / Lake	\$ 71
IL	O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair	\$ 56
IL	Oak Brook Terrace	Dupage	\$ 61
IL	Springfield	Sangamon	\$ 56
IN	Bloomington	Monroe	\$ 56
IN	Ft. Wayne	Allen	\$ 56
IN	Hammond / Munster / Merrillville	Lake	\$ 46
IN	Indianapolis / Carmel	Marion / Hamilton	\$ 61
IN	Lafayette / West Lafayette	Tippecanoe	\$ 51
IN	South Bend	St. Joseph	\$ 56
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth	\$ 61
KS	Wichita	Sedgwick	\$ 56
KY	Boone	Boone	\$ 51
KY	Kenton	Kenton	\$ 56
KY	Lexington	Fayette	\$ 61

KY	Louisville	Jefferson	\$ 61
KY	Louisville	Jefferson	\$ 61
KY	Louisville	Jefferson	\$ 61
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$ 61
LA	Baton Rouge	East Baton Rouge Parish	\$ 56
LA	Covington / Slidell	St. Tammany Parish	\$ 56
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	\$ 71
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	\$ 71
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	\$ 71
MA	Andover	Essex	\$ 56
MA	Boston / Cambridge	Suffolk, city of Cambridge	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	\$ 71
MA	Burlington / Woburn	Middlesex less the city of Cambridge	\$ 71
MA	Falmouth	City limits of Falmouth	\$ 51
MA	Falmouth	City limits of Falmouth	\$ 51
MA	Falmouth	City limits of Falmouth	\$ 51
MA	Hyannis	Barnstable less the city of Falmouth	\$ 56
MA	Hyannis	Barnstable less the city of Falmouth	\$ 56
MA	Hyannis	Barnstable less the city of Falmouth	\$ 56
MA	Martha's Vineyard	Dukes	\$ 71
MA	Martha's Vineyard	Dukes	\$ 71
MA	Martha's Vineyard	Dukes	\$ 71
MA	Nantucket	Nantucket	\$ 61
MA	Nantucket	Nantucket	\$ 61
MA	Northampton	Hampshire	\$ 56
MA	Pittsfield	Berkshire	\$ 61
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol	\$ 56
MA	Quincy	Norfolk	\$ 51
MA	Springfield	Hampden	\$ 51
MA	Worcester	Worcester	\$ 61
MD	Aberdeen / Bel Air / Belcamp	Harford	\$ 56
MD	Annapolis	Anne Arundel	\$ 61
MD	Annapolis	Anne Arundel	\$ 61
MD	Annapolis	Anne Arundel	\$ 61
MD	Baltimore County	Baltimore	\$ 61
MD	Baltimore City	Baltimore City	\$ 71
MD	Baltimore City	Baltimore City	\$ 71
MD	Baltimore City	Baltimore City	\$ 71
MD	Baltimore City	Baltimore City	\$ 71
MD	Cambridge / St. Michaels	Dorchester / Talbot	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	\$ 61
MD	Centreville	Queen Anne	\$ 51
MD	Centreville	Queen Anne	\$ 51
MD	Centreville	Queen Anne	\$ 51
MD	Columbia	Howard	\$ 61
MD	Frederick	Frederick	\$ 56

MD	Lexington Park / Leonardtown / Lusby	St. Mary's / Calvert	\$ 61
MD	Ocean City	Worcester	\$ 71
MD	Ocean City	Worcester	\$ 71
MD	Ocean City	Worcester	\$ 71
ME	Bar Harbor	Hancock	\$ 61
ME	Bar Harbor	Hancock	\$ 61
ME	Bar Harbor	Hancock	\$ 61
ME	Bar Harbor	Hancock	\$ 61
ME	Bar Harbor	Hancock	\$ 61
ME	Kennebunk / Kittery / Sanford	York	\$ 56
ME	Kennebunk / Kittery / Sanford	York	\$ 56
ME	Kennebunk / Kittery / Sanford	York	\$ 56
ME	Kennebunk / Kittery / Sanford	York	\$ 56
ME	Kennebunk / Kittery / Sanford	York	\$ 56
ME	Portland	Cumberland / Sagadahoc	\$ 56
ME	Portland	Cumberland / Sagadahoc	\$ 56
ME	Portland	Cumberland / Sagadahoc	\$ 56
ME	Portland	Cumberland / Sagadahoc	\$ 56
ME	Rockport	Knox	\$ 56
ME	Rockport	Knox	\$ 56
ME	Rockport	Knox	\$ 56
MI	Ann Arbor	Washtenaw	\$ 56
MI	Benton Harbor / St. Joseph / Stevensville	Berrien	\$ 51
MI	Detroit	Wayne	\$ 56
MI	East Lansing / Lansing	Ingham / Eaton	\$ 51
MI	Grand Rapids	Kent	\$ 51
MI	Holland	Ottawa	\$ 56
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun	\$ 51
MI	Mackinac Island	Mackinac	\$ 66
MI	Mackinac Island	Mackinac	\$ 66
MI	Mackinac Island	Mackinac	\$ 66
MI	Midland	Midland	\$ 46
MI	Muskegon	Muskegon	\$ 46
MI	Muskegon	Muskegon	\$ 46
MI	Muskegon	Muskegon	\$ 46
MI	Petoskey	Emmet	\$ 51
MI	Petoskey	Emmet	\$ 51
MI	Petoskey	Emmet	\$ 51
MI	Pontiac / Auburn Hills	Oakland	\$ 56
MI	South Haven	Van Buren	\$ 56
MI	South Haven	Van Buren	\$ 56
MI	South Haven	Van Buren	\$ 56
MI	Traverse City / Leland	Grand Traverse / Leelanau	\$ 51
MI	Traverse City / Leland	Grand Traverse / Leelanau	\$ 51
MI	Traverse City / Leland	Grand Traverse / Leelanau	\$ 51
MN	Duluth	St. Louis	\$ 56
MN	Duluth	St. Louis	\$ 56
MN	Duluth	St. Louis	\$ 56
MN	Eagan / Burnsville / Mendota Heights	Dakota	\$ 56
MN	Minneapolis / St. Paul	Hennepin / Ramsey	\$ 71
MN	Rochester	Olmsted	\$ 51
MO	Kansas City	Jackson / Clay / Cass / Platte	\$ 61

MO	St. Louis	St. Louis / St. Louis City / St. Charles / Crawford / Franklin / Jefferson / Lincoln / Warren / Washington	\$ 66
MS	Hattiesburg	Forrest / Lamar	\$ 51
MS	Oxford	Lafayette	\$ 51
MS	Southaven	Desoto	\$ 46
MS	Starkville	Oktibbeha	\$ 46
MT	Big Sky / West Yellowstone	Gallatin	\$ 61
MT	Big Sky / West Yellowstone	Gallatin	\$ 61
MT	Butte	Silver Bow	\$ 51
MT	Glendive / Sidney	Dawson / Richland	\$ 56
MT	Helena	Lewis and Clark	\$ 56
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$ 51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$ 51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$ 51
NC	Asheville	Buncombe	\$ 51
NC	Atlantic Beach / Morehead City	Carteret	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	\$ 56
NC	Chapel Hill	Orange	\$ 56
NC	Charlotte	Mecklenburg	\$ 51
NC	Durham	Durham	\$ 51
NC	Fayetteville	Cumberland	\$ 51
NC	Greensboro	Guilford	\$ 56
NC	Greensboro	Guilford	\$ 56
NC	Greensboro	Guilford	\$ 56
NC	Kill Devil	Dare	\$ 61
NC	Kill Devil	Dare	\$ 61
NC	Kill Devil	Dare	\$ 61
NC	Kill Devil	Dare	\$ 61
NC	New Bern / Havelock	Craven	\$ 46
NC	Raleigh	Wake	\$ 66
NC	Wilmington	New Hanover	\$ 56
ND	Dickinson / Beulah	Stark / Mercer / Billings	\$ 56
ND	Minot	Ward	\$ 56
ND	Williston	Williams / Mountrail / McKenzie	\$ 56
NE	Omaha	Douglas	\$ 61
NH	Concord	Merrimack	\$ 51
NH	Conway	Carroll	\$ 61
NH	Conway	Carroll	\$ 61
NH	Conway	Carroll	\$ 61
NH	Conway	Carroll	\$ 61
NH	Durham	Strafford	\$ 46
NH	Laconia	Belknap	\$ 51
NH	Laconia	Belknap	\$ 51
NH	Laconia	Belknap	\$ 51
NH	Lebanon / Lincoln / West Lebanon	Grafton / Sullivan	\$ 56
NH	Manchester	Hillsborough	\$ 56
NH	Portsmouth	Rockingham	\$ 61
NH	Portsmouth	Rockingham	\$ 61
NH	Portsmouth	Rockingham	\$ 61
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	\$ 66
NJ	Belle Mead	Somerset	\$ 56
NJ	Cherry Hill / Moorestown	Camden / Burlington	\$ 61

NJ	Eatontown / Freehold	Monmouth	\$ 56
NJ	Edison / Piscataway	Middlesex	\$ 51
NJ	Flemington	Hunterdon	\$ 61
NJ	Newark	Essex / Bergen / Hudson / Passaic	\$ 61
NJ	Parsippany	Morris	\$ 56
NJ	Princeton / Trenton	Mercer	\$ 61
NJ	Springfield / Cranford / New Providence	Union	\$ 56
NJ	Toms River	Ocean	\$ 51
NJ	Toms River	Ocean	\$ 51
NJ	Toms River	Ocean	\$ 51
NM	Carlsbad	Eddy	\$ 51
NM	Carlsbad	Eddy	\$ 51
NM	Carlsbad	Eddy	\$ 51
NM	Las Cruces	Dona Ana	\$ 56
NM	Los Alamos	Los Alamos	\$ 51
NM	Santa Fe	Santa Fe	\$ 71
NM	Taos	Taos	\$ 66
NV	Incline Village / Reno / Sparks	Washoe	\$ 51
NV	Incline Village / Reno / Sparks	Washoe	\$ 51
NV	Incline Village / Reno / Sparks	Washoe	\$ 51
NV	Las Vegas	Clark	\$ 71
NV	Stateline / Carson City	Douglas / Carson City	\$ 61
NY	Albany	Albany	\$ 61
NY	Binghamton / Owego	Broome / Tioga	\$ 46
NY	Buffalo	Erie	\$ 56
NY	Floral Park / Garden City / Great Neck	Nassau	\$ 66
NY	Glens Falls	Warren	\$ 66
NY	Glens Falls	Warren	\$ 66
NY	Glens Falls	Warren	\$ 66
NY	Ithaca / Waterloo / Romulus	Tompkins / Seneca	\$ 46
NY	Kingston	Ulster	\$ 66
NY	Lake Placid	Essex	\$ 61
NY	Lake Placid	Essex	\$ 61
NY	Lake Placid	Essex	\$ 61
NY	Lake Placid	Essex	\$ 61
NY	Lake Placid	Essex	\$ 61
NY	New York City	Bronx / Kings / New York / Queens / Richmond	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	\$ 71
NY	Niagara Falls	Niagara	\$ 51
NY	Niagara Falls	Niagara	\$ 51
NY	Niagara Falls	Niagara	\$ 51
NY	Nyack / Palisades	Rockland	\$ 61
NY	Poughkeepsie	Dutchess	\$ 66
NY	Riverhead / Ronkonkoma / Melville	Suffolk	\$ 71
NY	Rochester	Monroe	\$ 51

NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	\$ 56
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	\$ 56
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	\$ 56
NY	Syracuse / Oswego	Onondaga / Oswego	\$ 56
NY	Tarrytown / White Plains / New Rochelle	Westchester	\$ 71
NY	Troy	Rensselaer	\$ 51
NY	Watertown	Jefferson	\$ 56
NY	West Point	Orange	\$ 51
OH	Akron	Summit	\$ 51
OH	Canton	Stark	\$ 51
OH	Cincinnati	Hamilton / Clermont	\$ 56
OH	Cleveland	Cuyahoga	\$ 56
OH	Columbus	Franklin	\$ 56
OH	Dayton / Fairborn	Greene / Darke / Montgomery	\$ 56
OH	Hamilton	Butler / Warren	\$ 51
OH	Medina / Wooster	Wayne / Medina	\$ 51
OH	Mentor	Lake	\$ 46
OH	Sandusky / Bellevue	Erie / Huron	\$ 46
OH	Youngstown	Mahoning / Trumbull	\$ 51
OK	Enid	Garfield	\$ 56
OK	Oklahoma City	Oklahoma	\$ 66
OR	Beaverton	Washington	\$ 51
OR	Bend	Deschutes	\$ 61
OR	Bend	Deschutes	\$ 61
OR	Bend	Deschutes	\$ 61
OR	Clackamas	Clackamas	\$ 61
OR	Eugene / Florence	Lane	\$ 51
OR	Lincoln City	Lincoln	\$ 56
OR	Lincoln City	Lincoln	\$ 56
OR	Lincoln City	Lincoln	\$ 56
OR	Portland	Multnomah	\$ 66
OR	Seaside	Clatsop	\$ 51
OR	Seaside	Clatsop	\$ 51
OR	Seaside	Clatsop	\$ 51
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton	\$ 51
PA	Bucks	Bucks	\$ 71
PA	Chester / Radnor / Essington	Delaware	\$ 51
PA	Erie	Erie	\$ 46
PA	Gettysburg	Adams	\$ 51
PA	Gettysburg	Adams	\$ 51
PA	Gettysburg	Adams	\$ 51
PA	Harrisburg	Dauphin County excluding Hershey	\$ 51
PA	Hershey	Hershey	\$ 51
PA	Hershey	Hershey	\$ 51
PA	Hershey	Hershey	\$ 51
PA	Lancaster	Lancaster	\$ 56
PA	Malvern / Frazer / Berwyn	Chester	\$ 51
PA	Mechanicsburg	Cumberland	\$ 56
PA	Montgomery	Montgomery	\$ 66
PA	Philadelphia	Philadelphia	\$ 66
PA	Philadelphia	Philadelphia	\$ 66
PA	Philadelphia	Philadelphia	\$ 66
PA	Philadelphia	Philadelphia	\$ 66
PA	Philadelphia	Philadelphia	\$ 66

PA	Pittsburgh	Allegheny	\$ 71
PA	Reading	Berks	\$ 56
PA	Scranton	Lackawanna	\$ 56
PA	State College	Centre	\$ 56
RI	East Greenwich / Warwick / North Kingstown	Kent / Washington	\$ 56
RI	Jamestown / Middletown / Newport	Newport	\$ 71
RI	Jamestown / Middletown / Newport	Newport	\$ 71
RI	Jamestown / Middletown / Newport	Newport	\$ 71
RI	Providence / Bristol	Providence / Bristol	\$ 71
SC	Aiken	Aiken	\$ 46
SC	Charleston	Charleston / Berkeley / Dorchester	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	\$ 56
SC	Columbia	Richland / Lexington	\$ 51
SC	Hilton Head	Beaufort	\$ 61
SC	Hilton Head	Beaufort	\$ 61
SC	Hilton Head	Beaufort	\$ 61
SC	Myrtle Beach	Horry	\$ 51
SC	Myrtle Beach	Horry	\$ 51
SC	Myrtle Beach	Horry	\$ 51
SC	Myrtle Beach	Horry	\$ 51
SD	Hot Springs	Fall River / Custer	\$ 46
SD	Hot Springs	Fall River / Custer	\$ 46
SD	Hot Springs	Fall River / Custer	\$ 46
SD	Hot Springs	Fall River / Custer	\$ 46
SD	Rapid City	Pennington	\$ 51
SD	Rapid City	Pennington	\$ 51
SD	Rapid City	Pennington	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	\$ 51
TN	Brentwood / Franklin	Williamson	\$ 56
TN	Chattanooga	Hamilton	\$ 56
TN	Knoxville	Knox	\$ 56
TN	Memphis	Shelby	\$ 61
TN	Nashville	Davidson	\$ 66
TN	Nashville	Davidson	\$ 66
TN	Nashville	Davidson	\$ 66
TN	Oak Ridge	Anderson	\$ 46
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$ 56
TX	Austin	Travis	\$ 71
TX	Austin	Travis	\$ 71
TX	Austin	Travis	\$ 71
TX	Big Spring	Howard	\$ 46
TX	College Station	Brazos	\$ 56
TX	Corpus Christi	Nueces	\$ 51
TX	Dallas	Dallas	\$ 71
TX	Dallas	Dallas	\$ 71
TX	Dallas	Dallas	\$ 71
TX	El Paso	El Paso	\$ 51
TX	Galveston	Galveston	\$ 56
TX	Galveston	Galveston	\$ 56
TX	Galveston	Galveston	\$ 56

TX	Greenville	Hunt County	\$ 51
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$ 71
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$ 71
TX	Laredo	Webb	\$ 56
TX	McAllen	Hidalgo	\$ 56
TX	Midland	Midland	\$ 56
TX	Midland	Midland	\$ 56
TX	Midland	Midland	\$ 56
TX	Pearsall	Frio / Medina / La Salle	\$ 46
TX	Plano	Collin	\$ 61
TX	Round Rock	Williamson	\$ 51
TX	San Angelo	Tom Green	\$ 51
TX	San Angelo	Tom Green	\$ 51
TX	San Angelo	Tom Green	\$ 51
TX	San Antonio	Bexar	\$ 66
TX	South Padre Island	Cameron	\$ 56
TX	South Padre Island	Cameron	\$ 56
TX	South Padre Island	Cameron	\$ 56
TX	Waco	McLennan	\$ 51
UT	Moab	Grand	\$ 56
UT	Moab	Grand	\$ 56
UT	Moab	Grand	\$ 56
UT	Park City	Summit	\$ 71
UT	Park City	Summit	\$ 71
UT	Park City	Summit	\$ 71
UT	Provo	Utah	\$ 51
UT	Salt Lake City	Salt Lake / Tooele	\$ 61
UT	Salt Lake City	Salt Lake / Tooele	\$ 61
UT	Salt Lake City	Salt Lake / Tooele	\$ 61
VA	Abingdon	Washington	\$ 46
VA	Blacksburg	Montgomery	\$ 46
VA	Charlottesville	City of Charlottesville / Albemarle / Greene	\$ 56
VA	Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline	\$ 56
VA	Loudoun	Loudoun	\$ 61
VA	Lynchburg	Campbell / Lynchburg City	\$ 51
VA	Norfolk / Portsmouth	Cities of Norfolk / Portsmouth	\$ 61
VA	Prince William / Manassas	Prince William / City of Manassas	\$ 56
VA	Richmond	City of Richmond	\$ 66
VA	Roanoke	City limits of Roanoke	\$ 51
VA	Virginia Beach	City of Virginia Beach	\$ 56
VA	Virginia Beach	City of Virginia Beach	\$ 56
VA	Virginia Beach	City of Virginia Beach	\$ 56
VA	Wallops Island	Accomack	\$ 56
VA	Wallops Island	Accomack	\$ 56
VA	Wallops Island	Accomack	\$ 56
VA	Warrenton	Fauquier	\$ 46
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	\$ 51
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	\$ 51

VA	Williamsburg / York	James City / York Counties / City of Williamsburg	\$ 51
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	\$ 66
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	\$ 66
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	\$ 66
VT	Manchester	Bennington	\$ 71
VT	Manchester	Bennington	\$ 71
VT	Manchester	Bennington	\$ 71
VT	Montpelier	Washington	\$ 61
VT	Stowe	Lamoille	\$ 71
VT	White River Junction	Windsor	\$ 56
WA	Anacortes / Coupeville / Oak Harbor	Skagit / Island / San Juan	\$ 61
WA	Everett / Lynnwood	Snohomish	\$ 61
WA	Ocean Shores	Grays Harbor	\$ 51
WA	Ocean Shores	Grays Harbor	\$ 51
WA	Ocean Shores	Grays Harbor	\$ 51
WA	Olympia / Tumwater	Thurston	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	\$ 61
WA	Richland / Pasco	Benton / Franklin	\$ 46
WA	Seattle	King	\$ 71
WA	Seattle	King	\$ 71
WA	Seattle	King	\$ 71
WA	Spokane	Spokane	\$ 61
WA	Tacoma	Pierce	\$ 61
WA	Vancouver	Clark / Cowlitz / Skamania	\$ 56
WI	Appleton	Outagamie	\$ 46
WI	Brookfield / Racine	Waukesha / Racine	\$ 56
WI	Madison	Dane	\$ 56
WI	Madison	Dane	\$ 56
WI	Madison	Dane	\$ 56
WI	Milwaukee	Milwaukee	\$ 61
WI	Sheboygan	Sheboygan	\$ 51
WI	Sheboygan	Sheboygan	\$ 51
WI	Sheboygan	Sheboygan	\$ 51
WI	Sturgeon Bay	Door	\$ 56
WI	Sturgeon Bay	Door	\$ 56
WI	Sturgeon Bay	Door	\$ 56
WI	Wisconsin Dells	Columbia	\$ 61
WI	Wisconsin Dells	Columbia	\$ 61
WI	Wisconsin Dells	Columbia	\$ 61
WV	Charleston	Kanawha	\$ 51
WV	Morgantown	Monongalia	\$ 46
WV	Shepherdstown	Jefferson	\$ 56
WV	Wheeling	Ohio	\$ 46
WY	Cody	Park	\$ 51
WY	Cody	Park	\$ 51
WY	Cody	Park	\$ 51
WY	Cody	Park	\$ 51
WY	Evanston / Rock Springs	Sweetwater / Uinta	\$ 51
WY	Gillette	Campbell	\$ 51
WY	Jackson / Pinedale	Teton / Sublette	\$ 56
WY	Jackson / Pinedale	Teton / Sublette	\$ 56

WY	Jackson / Pinedale	Teton / Sublette	\$ 56
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**OKLAHOMA CITY PUBLIC SCHOOLS
Travel EXPENSE APPROVAL, DOCUMENTATION,
AND REIMBURSEMENT
ADMINISTRATIVE REGULATION**

SUMMARY AND RESPONSIBILITIES

The Board of Education believes that professional growth is integral to achieving the district's goals and mission. Employees and Board members are encouraged to participate in meetings, conferences, seminars, and workshops that promote professional growth or are essential to conducting district business. Employees and Board members may be authorized by administrative approval or by Board of Education approval to participate in professional growth or district business activities requiring travel. Authorization shall be based on the availability of funds, staffing requirements for the work area, the relationship of the activity to the employee's role in the district, and the employee's role within the organization sponsoring the activity.

District employees and members of the Board of Education may be reimbursed for their reasonable and necessary expenses while on authorized travel status on district business, subject to furnishing proper documentation of expenses for which reimbursement is requested. Travel approval may be contingent upon an employee's ability to fund travel expenses prior to reimbursement.

An individual traveling on district business is responsible to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs for food and tips, materials and supplies, circuitous routes, luxury accommodations or auto rentals, and services not necessary or justified in the performance of district business are to be avoided as standard practice.

Those performing authorized travel are responsible for the preparation and submission of the district's travel claim form and accompanying documentation within thirty (30) days of the completion of the travel. Regardless of who prepares the forms, the claimant will always retain responsibility for reporting travel expenses in an accurate and ethical manner, demonstrating compliance with all applicable Board policies and regulations related to travel.

This travel regulation shall govern all official Oklahoma City Public Schools travel, including travel funded under state or federal grants, contracts, or other authorized outside sources. Any exceptions to this policy shall be submitted to the Superintendent, Chief Human Resources Officer and Chief Financial Officer for approval thirty (30) days in advance of the requested travel. All official district travel shall be properly authorized, reported, and reimbursed in accordance with Board policy, the laws of the State of Oklahoma, and other applicable federal or IRS regulations.

In the event, out-of-state travel occurs prior to obtaining the required approval of the Superintendent and Chief Human Resources Officer, the District may take the time needed to investigate any such request before making a final decision to approve or deny reimbursement.

TRAVEL APPROVAL

Only the Superintendent or persons designated by the Superintendent may approve travel and, after the travel is completed, approve claims for recommended payment by the district.

OUT-OF-STATE TRAVEL APPROVAL FOR EMPLOYEES AND STUDENTS

All out-of-state travel must be approved by the Superintendent and Chief Human Resources Officer in thirty (30) days in advance of travel or requests for expenditures. It is the responsibility of the employee traveling to obtain a Purchase Order (PO) issued in advance of the travel in accordance with Oklahoma School Law.

A. Site/Department Approval

The request form approved by the employee's supervisor must be submitted to the site/department leader for review and approval. Items to be included at a minimum are:

1. Employee name and position.
2. Date of projected travel.
3. Business purpose of travel and benefit to district.
4. Projected expenditures for transportation, lodging, meals, incidental expenses, registration costs, rental vehicle, other.
5. Funding source (Federal Funds require review and approval by the Federal Program Administrator)
6. Required signature

B. Leadership Team Approval

1. After site/department approval, the forms must be approved by the appropriate member of the District Leadership Team consisting of CFO, CIO, Executive Director of Student Services, Executive Director of Elementary Schools or the Executive Director of Secondary Schools.
2. This administrator is responsible for ensuring compliance with Board policy and will verify that information on the form and in the accompanying documentation is reasonable, complete, and accurate.

C. Superintendent and Chief Human Resources Officer Approval

1. After approval by the appropriate Leadership Team Member(s), the forms must be approved by the Chief Human Resources Officer and the Superintendent.
2. Upon final approval the Purchasing Department will be notified that approval has been granted and will review purchase requisitions submitted and issue POs as appropriate.

- A. Claimants may neither authorize their own travel nor approve the reimbursement of their own travel expenses.
- C. Employees on official school business that require expenses may be reimbursed if:
 - 1. Prior authorization has been requested and approved on a Professional Leave Request.
 - 2. The Professional Leave Request must be approved prior to the travel event by the Superintendent, Chief Human Resources Officer and by the immediate supervisor of the employee making the request.
- D. Student Activity Fund accounts may be used for travel expenses incurred for school activities, professional meetings, etc., once budget authorization has been approved by the Board of Education and the out-of-state travel request approved by the Superintendent and Chief Human Resources Officer. Employees may not use student-raised activity fund revenue to pay for adult travel.
- E. Board Member Travel does not require any authorization.

TRAVEL REIMBURSEMENT

The Oklahoma School Code authorizes a school district to reimburse Board of Education members and employees, for necessary travel expenses. These procedures apply to the documentation and reimbursement of travel expenses of district employees and members of the Board of Education. Reimbursement may be made for travel expenses incurred both within and without the district, but no reimbursement will be allowed for travel between the regular work site and the residence of an employee or between the site of a regular Board meeting and the residence of a Board of Education member.

All travel will be approved and paid in accordance with district travel policy, state laws, and IRS guidelines. The Board of Education authorizes the encumbrance clerk to issue the PO(s) and pay travel-related reimbursements for hotel registration, transportation and other expenses as necessary. The PO(s) must be submitted for Board of Education approval. Reimbursement will be made only for expenses which are reasonable and necessary to the transaction of official business in connection with the purpose of the travel and which are within Board policy. Cash advances to an employee shall not be issued.

Employee requests for reimbursement must be made on the proper expense reimbursement form, must be signed by the claimant and signed by the approving designated administrator, must have complete itemized receipts, and must be in accordance with district procedures. Board Member should submit any requests to the Superintendent's office or designee, sign the reimbursement form and submit complete itemized receipts.

Travel Reimbursement Expenses allowed may include:

- A. Transportation Reimbursements:
Whenever possible the District will issue a PO to the provider of transportation services, lodging and conference registration. In the event issuance of a PO is not possible reimbursement will be provided as follows:

1. Air fare shall be reimbursed on actual cost basis and supported by documentation verifying proof of payment. Air travel shall be at coach rate. Air travel cost may also include baggage fees, seat fees, or other fees associated with air travel.
 2. Personal automobile reimbursement costs shall not exceed the cost of flying coach plus other business-related transportation costs. Reimbursement will be made only for the most direct route in travel and shall be supported by:
 - a. Date of travel.
 - b. Business purpose of travel.
 - c. Miles traveled.
 - d. Allowance of IRS prevailing rate per mile by the shortest, most direct travel route from the authorized point of departure is allowed for each individual if performed by conveyance other than that owned by the district. Employee will be reimbursed for mileage to and from the employee's principal work site. Travel by commercial conveyance will be reimbursed at actual cost when supported by valid receipts.
 - e. Comparative cost calculations when choosing travel via personal automobile rather than air travel.
 3. District-owned vehicles -- Valid itemized receipts or documentation for necessary gas, oil, turnpike charges, parking, and repairs are required if purchased from personal funds for travel in district-owned conveyance.
 4. Taxi fare shall be reimbursed on actual cost basis and supported by documentation.
 5. Parking fees and turnpike tolls shall be reimbursed on actual cost basis and supported by itemized documentation.
 6. Rental car shall be reimbursed on actual cost basis and supported by itemized documentation.
- B. Lodging Reimbursement:
1. Reimbursement shall be based on the actual cost incurred and supported by itemized documentation.
 2. The maximum amount to be reimbursed shall not exceed the actual cost of a single room rate, or double room rate if two district employees occupy the same room.
 3. Itemized receipts listing the guest's name, the amounts charged, and showing printed name and address of service business must accompany all requests for reimbursement. Lodging receipts should indicate a zero balance or a charge to a credit card.
 4. All lodging shall be secured at a reasonable rate for the activity and/or event scheduled.
- C. Meal Reimbursements:
1. Per IRS regulations, meal reimbursements can only be paid if travel includes an overnight stay. While on travel status, meal expenses incurred within the principal employment area are considered taxable by the IRS and therefore will not be reimbursed.
 2. Meals and Incidental Expenses for employees on official District travel will be reimbursed on a per diem basis at the maximum standard rate for continental United

States travel as provided for by the Internal Revenue Service Code, as amended, for deductibility of expenses for travel away from home without additional documentation.

3. The District will utilize the standard Per Diem rates as established by the U.S. General Services Administration (GSA) and current rates by city are available on the U.S. GSA website
4. The following per diem schedule for travel will be as follows:
 - Date of Departure regardless of time – 50% of GSA daily rate
 - Full days out of state - 100% of the GSA per diem rate;
 - Day of Return regardless of time - 50% of GSA per diem rate.
 - No adjustment to the per diem in the event the conference being attended provides breakfast, lunch or dinner.
5. No purchase of alcohol will be reimbursed.
- D. Other Travel Expenses – Other travel expenses as approved with accompanying itemized receipts and descriptions would include, but not be limited to:
 1. Registration fees
 2. Baggage fees for more than one bag will be reimbursed when overnight travel is for three (3) or more days.
- E. Travel Expenses of Persons with Disabilities – Payment may be approved for extraordinary expenses incurred in travel by an individual with a disability as defined by the Rehabilitation Act of 1973. Reimbursement requires that expenses be approved and authorized by the Superintendent and identified on the travel claim form as “Reasonable Accommodations for Claimant with Disability as Approved by the Superintendent.” Expenses allowed may include:
 1. Transportation, lodging, and subsistence expenses incurred by an attendant approved and authorized to accompany the claimant when assistance is necessary for travel.
 2. Cost of specialized transportation to and from the points of travel.
 3. Costs of specialized services provided by a commercial carrier necessary to accommodate the claimant’s disability.
 4. Costs incurred as a direct result of the claimant’s disability for baggage handling in connection with public transportation or at lodging facilities.
 5. Cost of renting and/or transporting a wheelchair.
- F. Other Special Circumstances
 1. Employees are not authorized to pay the travel expenses of another employee without approval from the Superintendent or Chief Financial Officer prior to making travel arrangements.
 2. Emergency situations which should be immediately communicated to the Chief Human Resource Officer and Chief Financial Officer.
- G. Board Member are responsible for approving their own reimbursement

REPORTING TRAVEL EXPENSES

Those performing authorized travel are responsible for the initial cost of travel, the preparation and submission of the district's travel reimbursement claim form and accompanying documents within thirty (30) days after the travel is completed. When traveling, the claimant should obtain appropriate, itemized original receipts for all applicable charges and keep a personal record of miscellaneous expenditures charged to the district so that necessary documentation is accumulated and available to prepare and submit with the travel reimbursement claim form.

The travel reimbursement claim form must be signed by the claimant seeking reimbursement. The claimant's signature affirms that the travel was performed as stated and that the claim for reimbursement is a true and correct account of expenses. The signature also certifies that none of the expenses claimed have been previously reimbursed or otherwise provided by other sources. Claimants are warned that by their signature, the claimant is held liable under possible penalty of law for any falsified expenses or misstatement of claim, in addition to adverse employment actions that may be taken by the district against an employee/claimant, including possible employment termination.

Claims for Reimbursement:

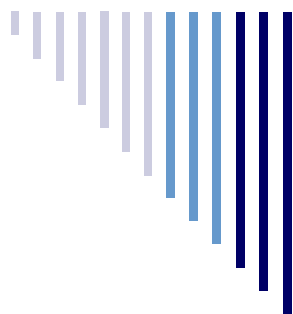
- A. Claims for reimbursement for travel expenses must be signed by the claimant and by the approving designated administrator and submitted on the district travel claim form. Completion may be made by means of computer, typewriter, or clearly legible handwriting. Request for reimbursement with insufficient or incomplete documentation will be denied.
- B. Claims should be submitted within thirty (30) days after travel is completed. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year or be encumbered with an open purchase order prior to June 30. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the Superintendent or Chief Financial Officer.
- C. The claim must be submitted to the designated official for approval who, after review and approval of the claim, is to sign authorization for disbursement of funds and verify that the claim complies with the requirements of this policy.
- D. The Chief Financial Officer or designee is responsible for the final audit of the reimbursement claim for accuracy, completeness, validity, and compliance before processing the claim through the Finance Department for payment.
 - 1. Errors in calculation or procedure shall be corrected and the claimant provided with a corrected copy or notified of the change in dollar amount on the travel reimbursement claim form.
 - 2. Issues involving an interpretation of law, policy, or procedure shall be corrected or returned to the authorizing administrator or claimant.
 - 3. Issues unresolved by the authorizing administrator and the Chief Financial Officer shall be forwarded to the Superintendent for a final decision.
- E. A claimant must state the purpose of the travel in the appropriate space on the travel claim form. Although the statement should be concise, it must be clear enough that an ordinary citizen would understand the purpose of the trip.

- F. Travel status begins when the employee leaves the district or authorized point of departure and ends when the employee returns to the district or authorized final destination. The inclusive dates during which the travel was conducted must be shown on the travel form. If available, the formal announcement or brochure of a meeting, workshop, or conference should be attached to the travel claim form. However, if it is in the best interest of the district the travel may be reimbursed when approval to extend the travel beyond the dates of the attended event has been approved in advance by the Superintendent and Chief Human Resources Officer on the travel authorization form.
- G. Expense of spouse attending conference/meeting shall not be paid with district funds.
- H. A claimant may be reimbursed only for expenses the claimant personally incurred and is entitled to claim as reasonable and necessary travel expenses.
- I. The "Miscellaneous Costs" section on the travel claim form:
1. Miscellaneous expenses must be listed separately under the "miscellaneous expense" category. An expense will not qualify as miscellaneous travel expense unless it is clearly connected with the purpose of the travel and cannot be otherwise grouped in another category of travel expense on the travel claim form. There must be a clear business reason for incurring these expenses. If the business connection of the expense with the purpose of the travel is not clear, additional information may be required to determine if the claimed expense is valid. If the claimant has doubt as to the connection to a valid business purpose, a statement explaining the expense should be attached to the travel claim to minimize delay of payment. Purchases and charges of a personal nature, such as telephone calls not necessary to the travel purpose or employment duties, reading materials, over-the-counter medications, alcoholic beverages, movies, non-meal snacks, non-business use of transportation, etc., are not allowable miscellaneous reimbursement expenses.
 2. Miscellaneous travel expenses may include parking and toll fees, business communications such as Internet access, telephone, postage and fax charges (when approved and authorized); baggage handling for equipment and materials; registration fees, and non-personal emergency and other expenses incidental to the purpose of travel.
 3. Original receipts must be attached to travel claim forms when seeking reimbursement for any miscellaneous expense item including any sales tax associated with the purchase. By law, all receipts are to contain the following information:
 - a. Date the expense was incurred.
 - b. Quantity purchased and amount paid.
 - c. Description of the goods or services purchased.
 - d. Name and address of the vendor, if available.
 - e. A credit card slip alone, which is the customer's copy of a credit card charge form, may not be sufficient to qualify as a receipt. To qualify as a receipt, a credit card slip should be attached to a supporting vendor receipt, if available, which contains all the information required of a receipt.
- A. Lodging - The room rate charged, an itemized list of all charges included on the bill, and an acknowledgement or verification that the bill has been paid.

- B. Registration/Tuition - An itemized list of all charges and an acknowledgement or verification of receipt of payment.
- C. Common carrier passenger's ticket receipt - The passenger's ticket receipt issued by the common carrier agent must show the passenger's name, the number of seats charged, the date of arrival or departure, and the destination points.
- D. Hire of travel conveyance - The vendor for the rent or lease of a vehicle must issue a receipt showing all charges paid, including any purchases of fuel and payment of other purchases made in the operation of the rented or leased vehicle, and the amount of miles driven.
- E. If one of the three major categories of expenses - meals, lodging and transportation - are omitted for overnight travel and one or both of the others is claimed, the claim form must be either annotated with a statement to cross reference to another claim by number where the omitted expense item was claimed; must show that payment of the omitted expenses was made by another source; or must state that no reimbursement is being claimed for omitted expenses. For example, if meals are claimed, there needs to be a notation that lodging or transportation is being claimed or not claimed. If lodging is claimed, there must be a notation regarding whether meals and/or transportation are claimed or not claimed. The notation may be a simple "no charge" or "zero expenses."

Lost Receipts

If a receipt for an expense item is lost a letter of full explanation of the lack of receipt documentation and an itemized list of what, where, and when the items were purchased must be submitted and attached to the travel claim form. A signed and dated statement or affidavit of lost or unavailable receipt by the claimant may be used to document lost or unavailable receipts. The affidavit must include the name of the claimant, the inclusive dates of travel, an itemized list of expenses for which the required receipts are missing, and a full explanation of how receipts were lost or destroyed. The reviewing authority may take the time needed to investigate any such request for reimbursement before making a final decision to approve or deny reimbursement.



OKLAHOMA CITY PUBLIC SCHOOLS

2015-2016

TITLE I HANDBOOK

Time and Effort Process

Time and Effort Reporting Directions 2015-2016

The Federal Government's Office of Management and Budget (OMB) Circular A-87, requires an employee whose salary and wages are supported, in whole or in part, with Federal funds to document his/her time spent working on Federal programs in order to ensure that charges to each Federal program reflect an accurate account of the employee's time and effort devoted to that program. The system is an "after-the-fact" process under which the distribution of salaries is supported by activity reports as described below. There are two types of documentation: semiannual certifications and monthly personnel activity reports (PAR).

Semiannual Certifications

If an employee works solely on a single Federal award or cost objective, charges for the employee's salary and wages must be supported by periodic certifications that the employee worked solely on that program or cost objective for the period covered by the certification. Those certifications must –

- Be prepared at least semiannually.
- ***Signed by the employee and supervisory official having firsthand knowledge of the work performed by the employee.***
- The form must be submitted by January 31st for the period of July 1 – December 31 or last day of contract prior to December 31st and June 30th or the last day of the contract for January 1 – June 30.

Semiannual with Established Work Schedule

If an employee works on multiple cost objectives but has an established work schedule may be eligible to document time and effort with a semiannual certification. To be eligible the employee must-

- Currently work on a schedule that includes multiple activities or cost objective that must be supported by monthly personnel activity reports.
- Work on specific activities or cost objectives based on a ***predetermined schedule.***
- Not work on multiple activities or cost objectives at the exact same time on their schedule.

In lieu of personnel activity reports, eligible employees may support a distribution of their salaries and wages through documentation of an established work schedule that meets the standards listed below the employee must-

- Indicate the specific activity or cost objective that the employee worked on for each segment of the employee's schedule.
- Account for the total hours of which each employee is compensated during the period reflected on the employee's schedule.
- Be certified at least semiannually and ***signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.***

Any revisions to an employee's established schedule that continue for a prolonged period must be documented and certified in accordance with the requirements. The effective dates of any changes must be clearly indicated in the documentation provided.

Time and Effort Reporting Directions
2015-2016

Any significant deviations from an employee's established schedule, that require the employee to work on multiple activities or cost objectives at the same time, including but not limited to lengthy, unanticipated schedule changes, ***must be documented*** by the employee using a personnel activity report that covers the period during which the deviations occurred.

Personnel Activity Reports – Monthly

If an employee works on multiple activities or cost objectives, a distribution of the employee's salary and wages must be supported by a personnel activity report (PAR). A PAR must—

- Reflect an after-the-fact distribution of the actual activity of the employee.
- Account for the total activity for which each employee is compensated.
- Be prepared monthly.
- ***Be signed by the employee and supervisory official having firsthand knowledge of the work performed by the employee.***

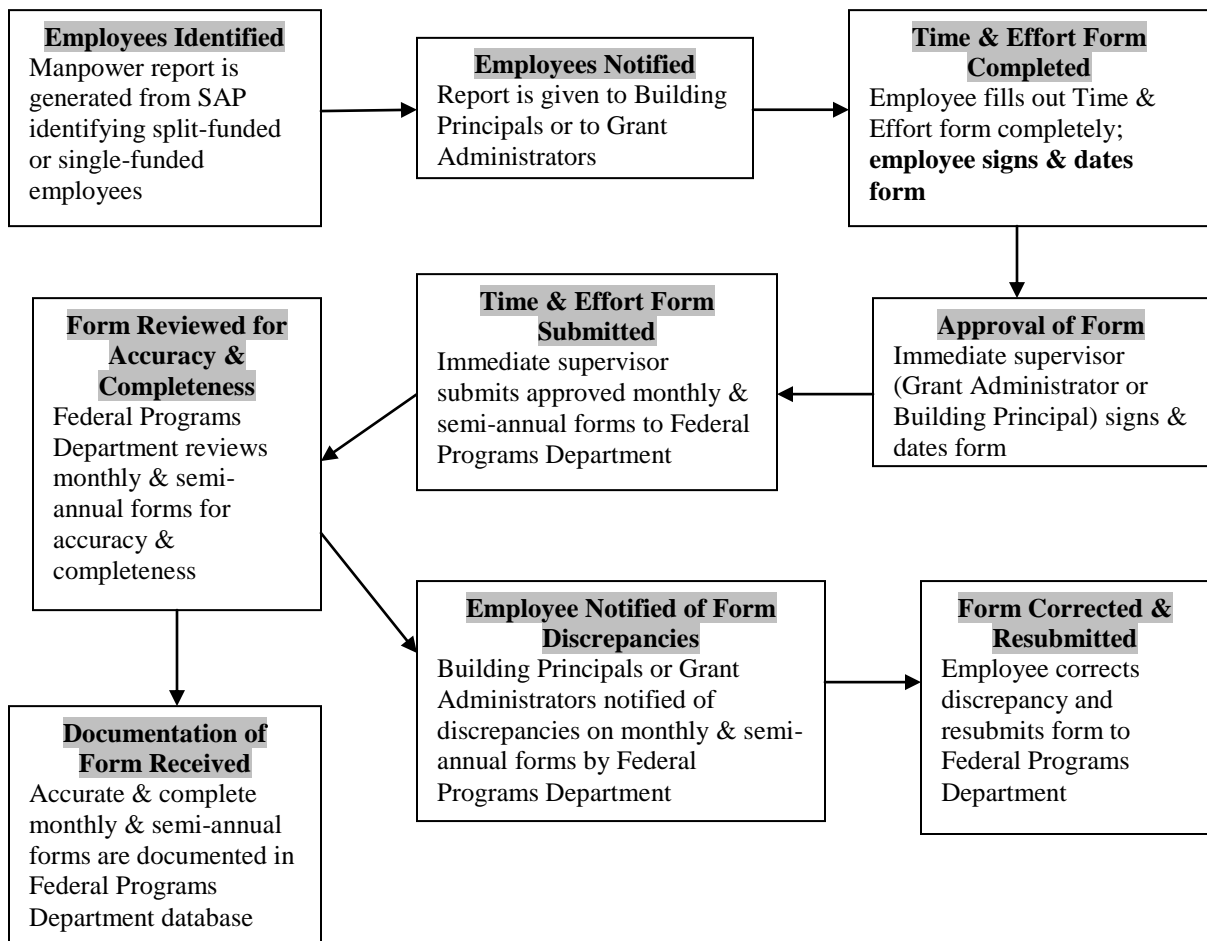
All Time and Effort Forms Must be submitted to the Federal Programs Office – Room 315.

Time and Effort Reporting Process

An employee whose salary is paid by more than one funding source, at least one of which is a federal fund, must complete a monthly Time & Effort form. This must be done for each month the employee is on contract and paid by the multiple funds.

An employee whose salary is paid by more than one funding source and has an Established Work Schedule may complete a semiannual Time & Effort Form with the schedule attached.

An employee whose salary is paid solely by one federal fund must complete a semi-annual Time & Effort form. This must be completed twice a year, once for the period of January through June and once for the period of July through December.



***Submit by June 30 for the period ending June 30 or the last day of their contract.**

SAMPLE ELEMENTARY ESTABLISHED WORK SCHEDULE

2015-2016 School Year

Employee: Jane Doe

Position: Remedial Specialist

School: Houston Elementary

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum
8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break
8:45-9:15 Small Group Reading	8:45-9:15 Small Group Reading	8:45-9:15 Small Group Reading	8:45-9:15 Small Group Reading	8:45-9:15 Small Group Reading
9:15-10:00 Small Group Math	9:15-10:00 2 nd Grade Reading and Math	9:15-10:00 Small Group Math	9:15-10:00 2 nd Grade Reading and Math	9:15-10:00 Small Group Math
10:00 – 10:30 1 st Grade Reading/Math	10:00-10:30 Small Group Writing	10:00 – 10:30 1 st Grade Reading/Math	10:00-10:30 Small Group Writing	10:00 – 10:30 1 st Grade Reading/Math
10:30-11:00 Title I Planning	10:30-11:00 Title I Planning	10:30-11:00 Title I Planning	10:30-11:00 Title I Planning	10:30-11:00 Title I Planning
11:00 -11:30 Lunch	11:00 -11:30 Lunch	11:00 -11:30 Lunch	11:00 -11:30 Lunch	11:00 -11:30 Lunch
11:30 – 12:30 3 rd Grade Reading	11:30-1:00 Individual Students Reading/Math/Writing	11:30 – 12:30 3 rd Grade Reading	11:30-1:00 Individual Students Reading/Math/Writing	11:30 – 12:30 3 rd Grade Reading
12:30-1:30 4 th and 5 th Grade Reading/Math	1:30-2:00 Kdg – Skills Review	12:30-1:30 4 th and 5 th Grade Reading/Math	1:30-2:00 Kdg – Skills Review	12:30-1:30 4 th and 5 th Grade Reading/Math
1:30 – 2:00 Title I Planning with Teachers	2:00-2:30 Title I Planning with Teachers	1:30 – 2:00 Title I Planning with Teachers	2:00-2:30 Title I Planning with Teachers	1:30 – 2:00 Title I Planning with Teachers
2:00 – 2:30 Small Group Reading	2:30 – 3:00 Small Group Math	2:00 – 2:30 Small Group Reading	2:30 – 3:00 Small Group Math	2:00 – 2:30 Small Group Reading
2:30 – 3:00 Break/Planning	3:00-3:30 Bus Duty	2:30 – 3:00 Break/Planning	3:00-3:30 Bus Duty	2:30 – 3:00 Break/Planning

SAMPLE SECONDARY ESTABLISHED WORK SCHEDULE

2015-2016 School Year

Employee: John Depp

Position: 50/50 Remedial Specialist – Navigator Math/Ramp Up Math

School: Rock MS/HS

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum
8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break
8:45-10:45 Algebra I (GF)	8:45-10:45 Remedial Math (Title I)	8:45-10:45 Algebra II (GF)	8:45-10:45 Remedial Math (Title I)	8:45-10:45 Remedial Math (GF)
10:45-11:45 Lunch/PLC	10:45-11:45 Lunch/PLC	10:45-11:45 Lunch/PLC	10:45-11:45 Lunch/PLC	10:45-11:45 Lunch/PLC
11:45-1:45 Algebra I (GF)	11:45-1:45 Remedial Math (Title I)	11:45-1:45 Algebra II (GF)	11:45-1:45 Remedial Math (Title I)	11:45-1:45 Algebra I (GF)
1:45-2:15 Planning	1:45-2:15 Planning	1:45-2:15 Planning	1:45-2:15 Planning	1:45-2:15 Planning

Oklahoma City Public Schools

TIME AND EFFORT REPORTING

Office of Management and Budget (OMB) Circular A-87

Any employees that are paid with federal funds must keep records of their time worked. Employees that are compensated from more than one federal funding source must record their time on a monthly basis. Employees that are compensated from only one federal funding source may report their time semi-annually.

Semi-Annual Reporting

First Name:	
Last Name:	
Job Title:	
Work Location:	

Reporting for time period	July 1, 2015 – December 31, 2015	Please check here	
Reporting for time period	January 1, 2016 – June 30, 2016	Please check here	

For the period shown above, 100% of my time and effort was devoted to the federally-funded activity named below.

(Name of federally-funded grant)

I certify that the information provided above is correct.

Employee Signature

Date

Principal/Supervisor Signature

Date

Submit the completed and signed form to the Title I Office / Federal Programs Department (Room 315 of the Administration Building) by the following dates:

Submit by January 31 for the period ending December 31.

*Submit by June 30 for the period ending June 30 or the last day of their contract.

Oklahoma City Public Schools

TIME AND EFFORT REPORTING

Office of Management and Budget (OMB) Circular A-87

Any employees that are paid with federal funds must keep records of their time worked. Employees that are compensated from more than one federal funding source must record their time on a monthly basis. Employees that are compensated from only one federal funding source may report their time semi-annually.

Monthly Reporting

First Name:	
Last Name:	
Job Title:	
Work Location:	

Reporting for the month of:	
-----------------------------	--

I have indicated, for each funding source, whether my effort was reimbursed in salary payment or was provided as an in-kind match.

Federally funded activities (e.g., Title I, Title II, General Fund, IDEA)	% of time and effort

I certify that the information provided above is correct.

Employee Signature

Date

Principal/Supervisor Signature

Date

Submit the completed and signed form, as well as the completed and signed Personnel Activity Report, to Title I Office by the 10th of the following month.

Personnel Activity Report - Monthly Summary 2015-2016
Name of School and/or Office

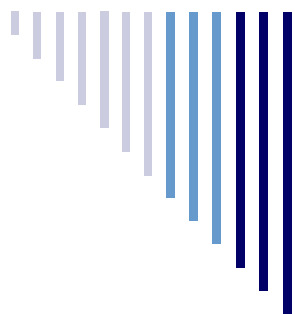
Name
I.D. #

Month

Date	Funding Source ____ (%)	Hours		Funding Source _____ (%)	Hours		Hours/day
1							0
2							0
3							0
4							0
5							0
6							0
7							0
8							0
9							0
10							0
11							0
12							0
13							0
14							0
15							0
16							0
17							0
18							0
19							0
20							0
21							0
22							0
23							0
24							0
25							0
26							0
27							0
28							0
29							0
30							0
31							0
Total General Fund Hours		0	Total Title I Hours		0	0	
Percentage of Time		#DIV/0!	Percentage of Time		#DIV/0!	#DIV/0!	

I certify that I performed work consistent with the above schedule.
Employee's Signature and Date _____

I certify that I have firsthand knowledge that the above employee perofrmed work consistent with the
above scheduleand as distributed in the above percentages during the Certification period.
Supervisor's Signature and Date _____



OKLAHOMA CITY PUBLIC SCHOOLS

STIPEND PROCESS

Stipend Eligibility

An employee may be paid for time worked or activities attended outside of the contract day as long as the activity is not included in their negotiated contract agreement.

All stipends must be budgeted properly and the activities identified/approved prior to the payment request.

Allowable Stipend Payment:

- ✓ Tutoring – Before, After , Saturday School, Intersession or Summer School
- ✓ Professional Development that occurs off contract hours and has been budgeted and is an allowable activity under Federal Funds
- ✓ Parent Night Activities – Reading, Math and/or home strategies, Universities, Language Spanish/English classes

Non-Allowable Stipend Payment with Federal Funds:

- ✓ Tutoring for RSA or ACE
- ✓ Conferences that are out of town
- ✓ Parent Activities – ***Open House, Parent/Teacher Conference***
- ✓ School Improvement Planning

The amount paid to principals and certified employees for off-contract time is determined by their negotiated contract agreements.

The amount paid to non-certified employees for off-contract time is determined by the Fair Labor Standards Act (FLSA), according to school board policy G-07.

How to Correctly Complete a Stipend Request Form

Steps:

1. Activity—List the name of the activity. Name of activity must give indication of type of activity, such as tutoring, training, parent activity, etc.
2. Date—List the date(s) of the activity.
3. Project—List the project, which is also known as the funding source.
4. Function—List the function(s) related to the staff member that is to be paid.
5. Object—List the object(s) related to the staff member that is to be paid.
6. Cost Center—List the cost center related to the funding source that is going to pay the stipend.
7. Subject—List the subject related to the staff member that is to be paid.

REMEMBER that the only people who should be tutoring are ones who are highly qualified in the subject area in which they are tutoring.

8. Employee ID—List the correct ID number related to the staff member that is to be paid.
9. Employee Name—List the last and first name of the staff member that is to be paid.
10. Certified—List whether or not the staff member is certified.
11. Total Amount—List the total amount that is to be paid.
12. Signature—The principal or coordinator of the activity must sign.

All Stipend Request Must have the Following:

~Stipend request form must be typed.

~Agenda must be submitted for professional development and parent involvement activities.

~Sign-in/out sheets must be submitted for all activities.

NOTE that there should be a sign-in time and a sign-out time for each day for all staff members and that staff members should fill this out themselves.

Project Codes:

511 - Title I
515 - School Improvement

Function:

1000 - teachers for tutoring
2410 - administrator/secretary for tutoring
2213 - training/prof development for teachers
2573 - training/prof development for non-instructional staff (administrators)
2194 - parent involvement/childcare

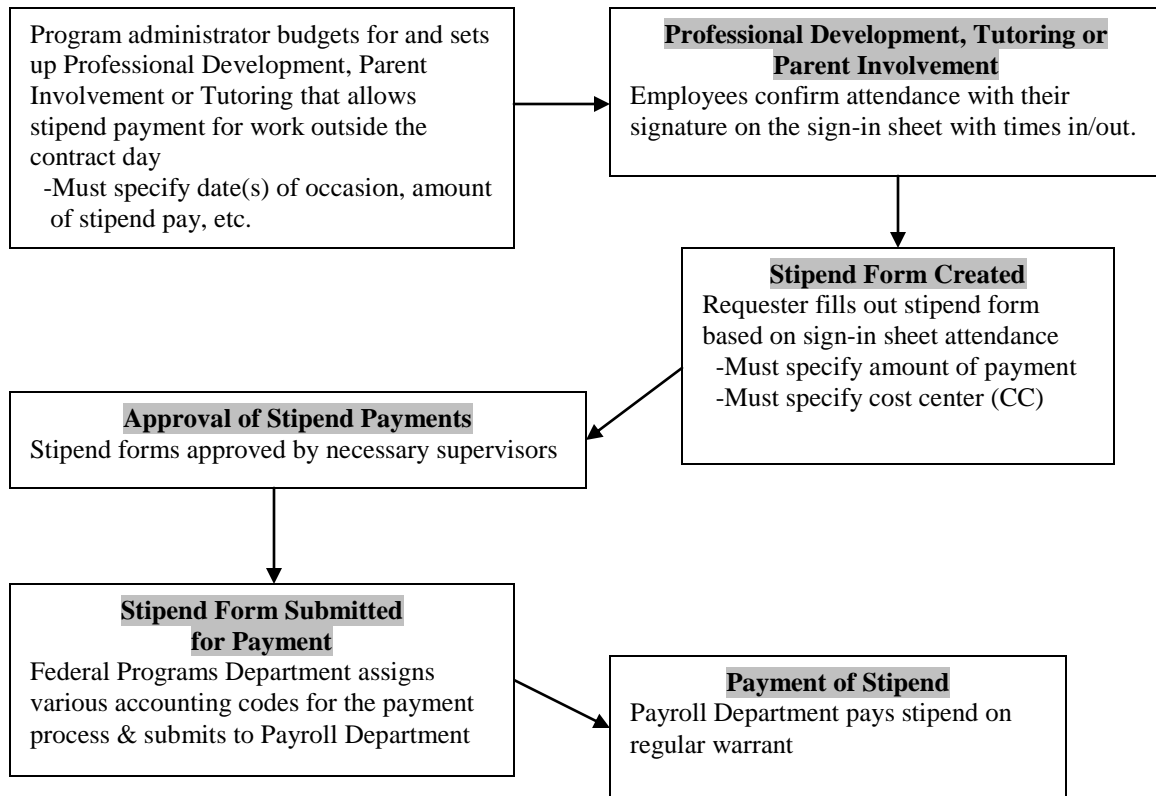
Object:

170 - training/prof development for certified staff
180 - training/prof development for non-certified staff
192 - certified - extra duty
193 - non-certified - extra duty

Subject:

1139 - ES reading
2231 - ES math
1116 - MS reading/language arts
2231 - MS math
4215 - HS reading/language arts
4404 - HS math
5031 - HS Biology I

Stipend Payment Process



Oklahoma City Public Schools

2015-2016 Request for Daily *Stipend Payment* For Parent Involvement Federal Programs

ACTIVITY: _____ ACTIVITY DATE: _____

SIGNATURE PRINCIPAL/COORDINATOR	DATE	FEDERAL PROGRAMS FINANCIAL MANAGER	DATE
PRINTED NAME	E-MAIL ADDRESS	PRINTED NAME	E-MAIL ADDRESS
FAX #	PHONE #		
PROJECT 	FUNCTION 	OBJECT 	

BACKUP DOCUMENTATION TO SUPPORT STIPEND REQUEST MUST BE KEPT IN THE REQUESTOR'S OFFICE

OFFICE USE ONLY									
Cost Center	Wage Type	Order	GL Account	Subject	Employee ID#	Employee Last Name	Employee First Name	Highly Qualified Y/N	Total Amount of Stipend

* Must attach Sign-In Sheets and Agendas.
 ** Serves as Time and Effort documentation for extra duty.

Executive Director of Federal Programs _____
 Approved: _____ Disapproved: _____
 Date: _____

Oklahoma City Public Schools

2015-2016 Request for Daily *Stipend Payment* For Professional Development Federal Programs

ACTIVITY: _____ ACTIVITY DATE: _____

SIGNATURE PRINCIPAL/COORDINATOR	DATE	FEDERAL PROGRAMS FINANCIAL MANAGER	DATE
PRINTED NAME	E-MAIL ADDRESS	PRINTED NAME	E-MAIL ADDRESS
FAX #	PHONE #		
PROJECT 	FUNCTION 	OBJECT 	

BACKUP DOCUMENTATION TO SUPPORT STIPEND REQUEST MUST BE KEPT IN THE REQUESTOR'S OFFICE

Cost Center	OFFICE USE ONLY			Subject	Employee ID#	Employee Last Name	Employee First Name	Highly Qualified Y/N	Total Amount of Stipend
	Wage Type	Order	GL Account						

* Must attach Sign-In Sheets and Agendas.
 ** Serves as Time and Effort documentation for extra duty.

Executive Director of Federal Programs _____
 Approved: _____ Disapproved: _____
 Date: _____

Oklahoma City Public Schools

ACTIVITY: _____ ACTIVITY DATE: _____

SIGNATURE PRINCIPAL/COORDINATOR	DATE	FEDERAL PROGRAMS FINANCIAL MANAGER	DATE
PRINTED NAME	E-MAIL ADDRESS	PRINTED NAME	E-MAIL ADDRESS
FAX #	PHONE #		PHONE #
PROJECT <input type="text"/>	FUNCTION <input type="text"/>	OBJECT <input type="text"/>	

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* Must attach Sign-In Sheets and Agendas.
** Serves as Time and Effort documentation for extra duty.

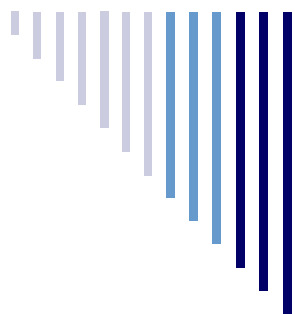
Executive Director of Federal Programs _____
 Approved: _____ Disapproved: _____
 Date: _____

Oklahoma City Public Schools

Title I Sign-In Sheet for the Following Activity

	From: To:	
<i>Type of Title I Activity</i>	<i>Time of Day</i>	<i>Contact</i>
<i>School Site</i>	<i>Date of Activity</i>	<i>Principal Verification (Signature)</i>

Teacher ID# Required ☺	Printed Name	Signature	School	Highly Qualified	Time In	Time Out
1.						
2.						
3						
4.						
5.						
6						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						



OKLAHOMA CITY PUBLIC SCHOOLS

2015-2016

TITLE I HANDBOOK

PURCHASING AND FINANCIAL

Guidelines for Title I Expenditures

- Expenditures must match approved program activities.
- Purchases must be supported by scientifically based research.
- Materials need to specify the supplemental activity/program that they will be used for on the site budget.
- Materials for cross-curricular activities must be integrated with reading or math.
- Expenditures for activities/programs required by the local school district are **NOT** allowable expenditures
- General classroom / office supplies are **NOT** allowable expenditures and should be purchased with local funds (ex: staplers, tape, pencils, crayons, etc).
- Certificates and incentives/awards are **NOT** allowable expenditures
- Paper/toner/ink must be for activities/programs that are supplemental to activities/programs required by the local school district and must specify the supplemental activity/program that they will be used for on the site budget (ex. after school/ parent nights). Maximum of **2%** of the site allocation.

Food for Parent meetings – Per SDE

- In the past, schools have used Title I A funds to pay for refreshments as a way to increase attendance at Title I A parent meetings. Although there is no direct correlation between providing food for parents and increasing the academic achievement of students, the Oklahoma State Department of Education (OSDE) extends the courtesy to Oklahoma schools for using part of the Parental Involvement portion of the Title I A funds to pay for light refreshments for educational parental involvement activities, as long as they are reasonable and necessary expenditures. The following are considered light refreshments: *cheese and crackers, cookies, fruits, coffee/soft drinks, donuts/pastries.*
- Districts are encouraged to use their activity accounts, partnership with community businesses, donations, etc. to pay for food for Title I parent meetings.

Furniture – Per SDE

- Classroom furniture and storage furniture are not allowed from TIA funds
- **Chapter I, Article V, Section 68, Items 7 and 12** of Oklahoma law states that School Districts and Boards of Education shall:

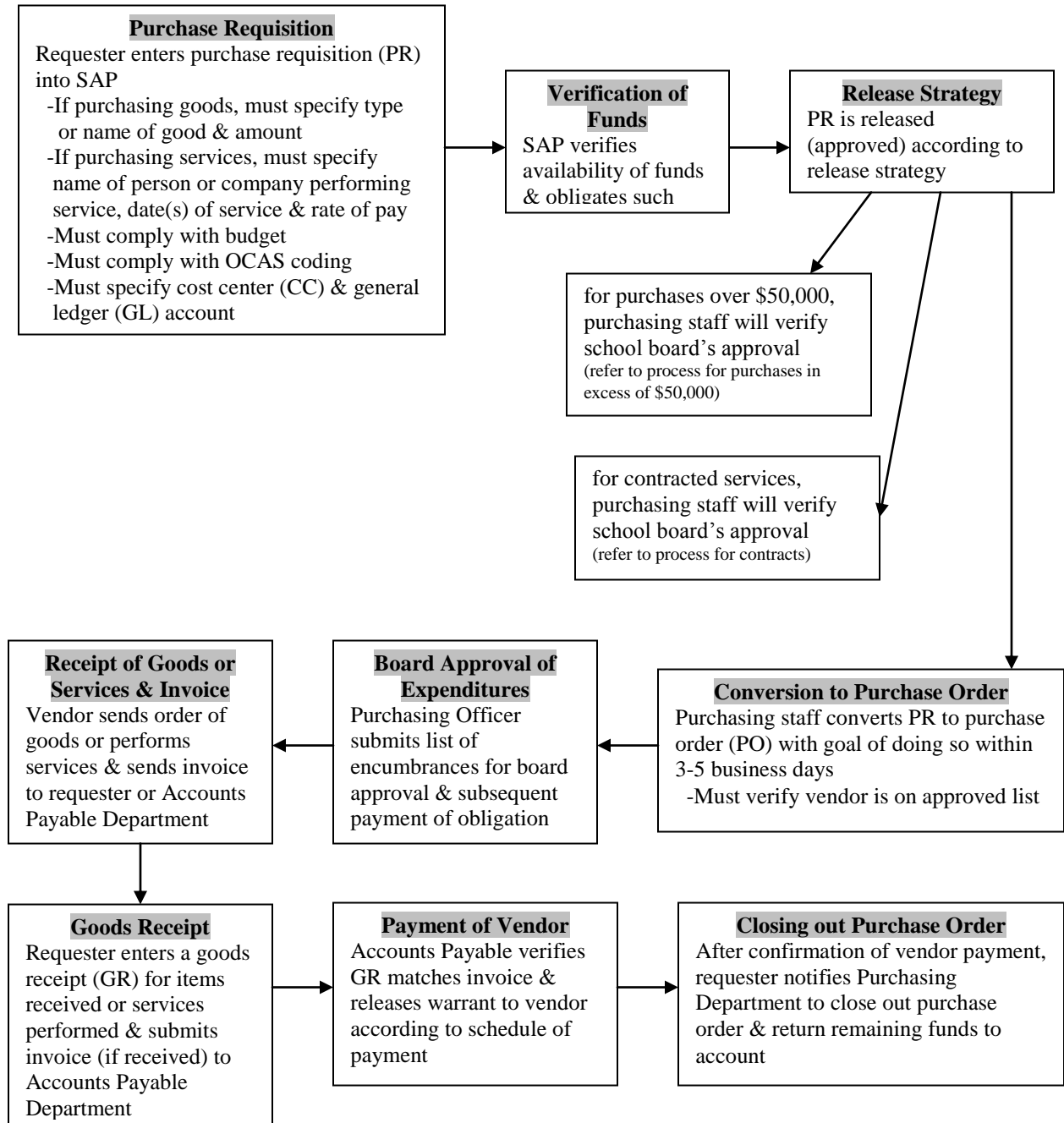
“7. Purchase, construct or rent, and operate and maintain, classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings, and other schoolhouses and school buildings, and acquire sites and equipment therefor;

12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.”

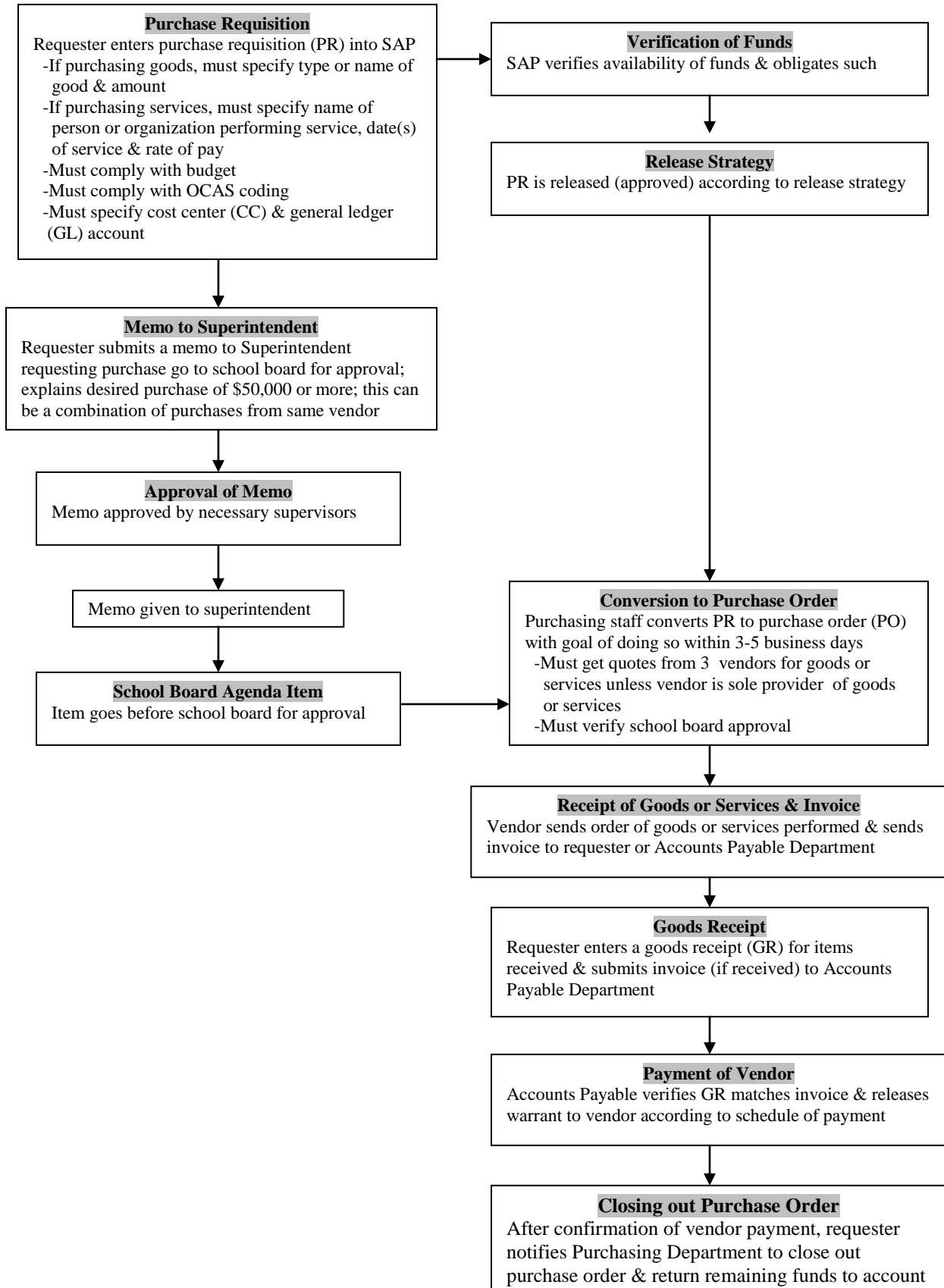
iTune cards – Per SDE

- iTune gift cards are not allowable expenditures from federal funds.

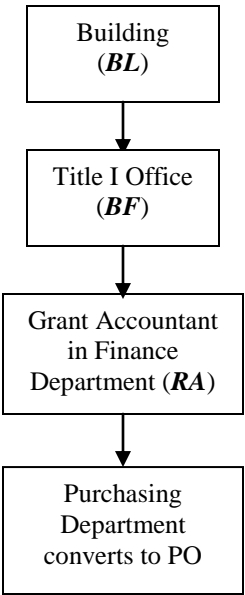
Purchasing Goods and Services Process



Purchasing Goods and Services in Excess of \$50,000 Process



Requisition Release Strategy for Title I Schools



Frequently Used OCAS Codes

Function	Object	Description
1000	100	Salaries for Teachers, Teaching Assistants, Bilingual Aides and Computer Aides
	192	Stipends for teachers for After/Before/Saturday School **NOTE--Teachers must be highly qualified in subject area in which they are tutoring.**
	200	Benefits for salaried employees and stipends for after/before/Saturday school
	444	Web-based subscription, online license for supplemental instructional intervention
	611	Paper/toner/ink for supplemental instructional intervention activities
	614	Testing supplies/materials (not actual test that gives credit to student)
	615	Videos/audiovisual supplies
	641	Books
	642	Periodicals/publications
	645	Workbooks
	648	Magazines
	653	Technology items that are less than \$5,000 per item*
	681	Supplies/materials for supplemental instructional intervention activities
2112	100	Salaries for Truancy Officers/Attendance Advocates
	200	Benefits for salaried employees
2113	100	Salaries for Social Workers
	200	Benefits for salaried employees
2120	100	Salaries for Counselors and Assistant Counselors
	200	Benefits for salaried employees
2194	100	Salaries for Parent Liaisons
	192	Stipends for teachers/paraprofessionals/principal for attending parental involvement
	200	Benefits for salaried employees and stipends for parental involvement activities
	444	Web-based subscription, online license
	530	Postage for parent involvement materials
	611	Paper/toner/ink for parent involvement activities

Function	Object	Description
2194	641	Books
	681	Supplies/materials for parent involvement activities
	682	Food for parent involvement activities
2213	170	Stipends for teachers/paraprofessionals attending prof dev activities outside of
	100	Pay for substitutes to cover classes while teachers attend professional development
	200	Benefits for stipends for prof dev activities, for substitutes, for salaried employees
	320	Contracted services for on-site prof dev activities for teachers (trainers/consultants)
	449	Room rental for professional development activities
	444	Web-based subscription, online license
	582	Out-of-district travel for teachers/paraprofessionals attending
	611	Paper/toner/ink for professional development activities
	641	Books
	860	Registration for professional development activities for teachers/paraprofessionals
2220	100	Salaries for Library/Media Consultants and Library/Media Assistants
	200	Benefits for salaried employees
	641	Library books
2410	192	Stipends for principal/secretary for After/Before/Saturday School
	200	Benefits for principal/secretary for After/Before/Saturday School
2573	170	Stipends for principal/secretary/media specialist, counselor and speech pathologist for attending professional development activities outside of contract
	200	Benefits for stipends for professional development activities
	582	Out-of-district travel for principal/media specialist, counselor and speech pathologist for attending professional development conferences
	641	Books
	860	Registration for professional development conferences
2720	513	Transportation for After/Before/Saturday School that is being provided by outside

Source: State Department of Education OCAS Manual
(adapted by OKCPS Federal Programs Dept)

*Should not have to budget anything 700

Common Allowable Items under Title I (project 511) Funds

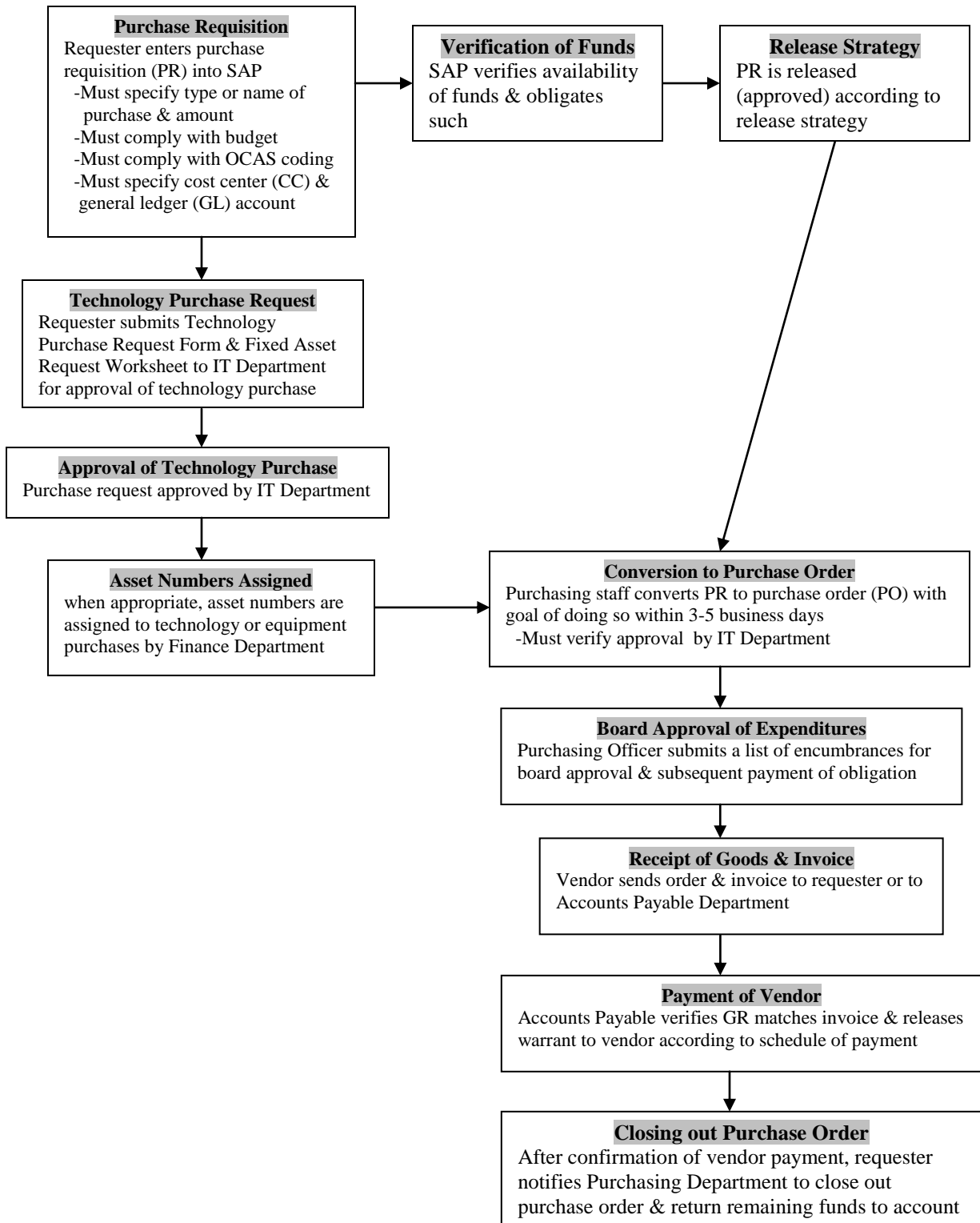
Item	Condition	Location in Budget
books	for student use in individual classrooms	1000-600
	for student use in library	2220-600
classroom supplies (crayons, scissors, glue, etc)	for an extended day instructional activity (conducted after-school, before-school, on Saturday, during intersession, during summer)	1000-600
	for a supplemental instructional or intervention program (conducted during school day)	1000-600
computers (laptops or desktops)	for student use (in a classroom or lab)	1000-600
food	for parent activity (snacks or light meal; activity must be recognized as allowable / eligible under Title I regulations / rules)	2194-600
iPads	for student use	1000-600
paper / toner / ink (includes lexmark materials & risograph materials)	for an extended day instructional activity (conducted after-school, before-school, on Saturday)	1000-600 *
	for a supplemental instructional or intervention program	1000-600 *
	for communicating with parents	2194-600 *
	for professional development activities for teachers/staff	2213-600 *
parent materials	for informing parents about how to help students with academics or school expectations (ex: pamphlets)	2194-600
	for informing parents about available family resources and parenting skills	
	for communicating with parents about school (ex: planners; paper/toner/ink)	
planners	for student use	1000-600
	for parent use (for communication/information)	2194-600
postage	for communicating with parents	2194-500
reimbursement for meals / mileage	for going to training / conference (outside of OKC metro area)	2213-500; 2573-500
software	for a supplemental instructional or intervention program	1000-600
smartboard	for a classroom	1000-600
	for a meeting room for prof dev	2213-600
stipends / extra-duty payments	for tutoring students or serving as administrator for after-school, before-school, on Saturday, during intersession, during summer	1000/2410-100/200
	for attending trainings / conferences outside the contract day	2213/2573-100/200
	for participating in parent involvement activities outside the contract day	2194-100/200
subscription / license (web-based)	for a supplemental instructional or intervention program	1000-500
substitutes	for covering class while the teacher is out on professional development purposes (whether it is conducted in or out of the building)	2213-100/200
technology accessories (bulbs, cords, etc)	for use with technology purchased out of Title I funds (whether technology was purchased in previous school years or just this current school year)	1000/2213/ 2194-600
textbooks	for supplementing the district's adopted series	1000-600
transportation (using district transportation)	for students for an extended day instructional activity (conducted after-school, before-school, on Saturday)?	2720-400
	for students for a transitional activity (ex: elementary students going to visit middle school)	2720-400
transportation (using outside vendor)	for students for an extended day instructional activity (conducted after-school, before-school, on Saturday)?	2720-500
	for students for a transitional activity (ex: elementary students going to visit middle school)	2720-500

* The 2% of allocation amount is a combination of all of these categories. It is not 2% for instruction and 2% for parent involvement, etc. It is also not 2% for paper and 2% for toner/ink.

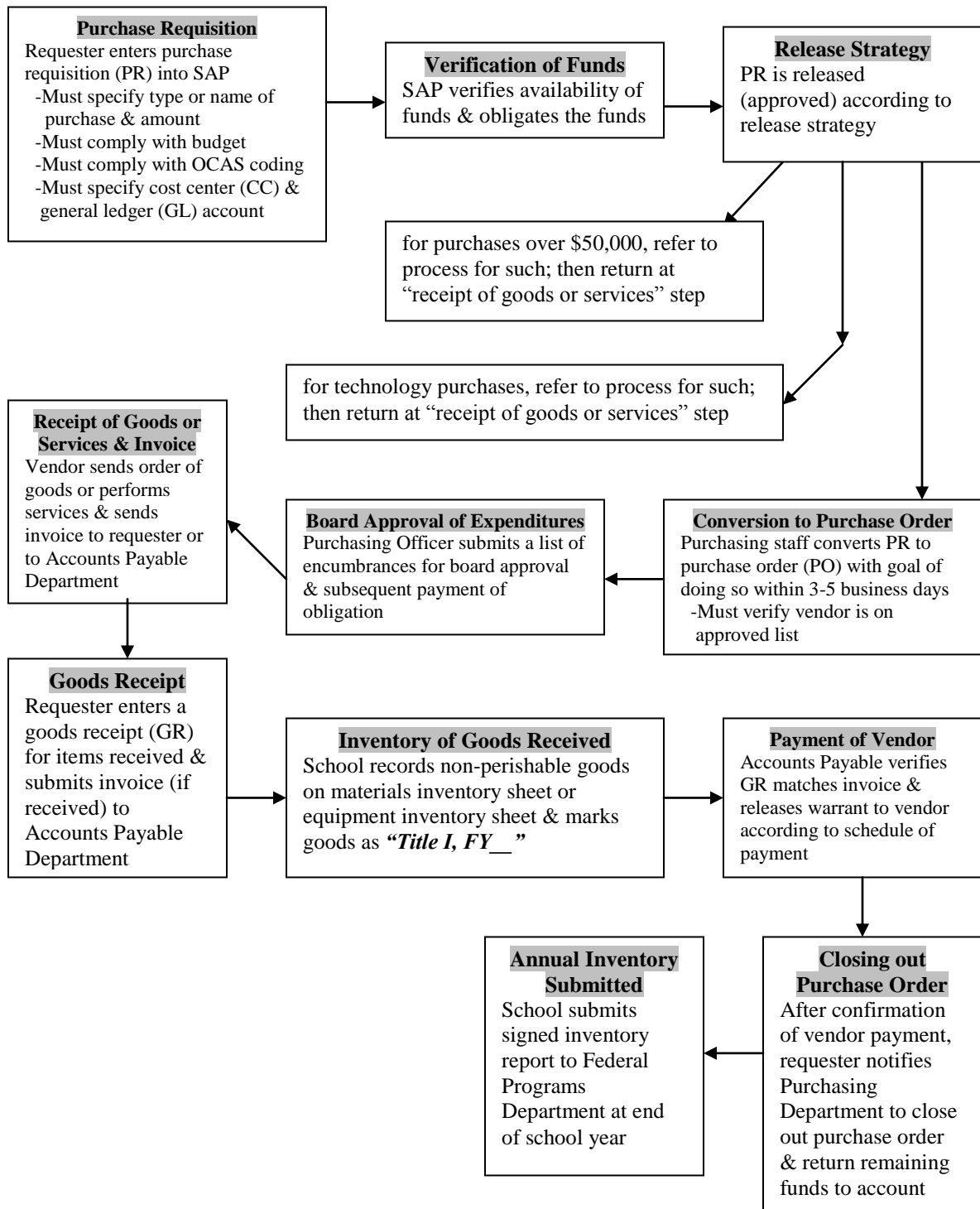
NON-Allowable Items for Title I (project 511) Funds

ACT exam fees (for credit / graduation purposes)	The US Dept of Education does not allow for Title I funds to pay for expenses that are related to the regular education that schools / districts are required to provide to students.
accessories or replacement items (for items purchased with non-Title I funds)	The US Dept of Education does not allow for Title I funds to pay for expenses that are related to expenses that were purchased with general or state funds.
awards / medals / incentives	The State Dept of Education does not allow for Title I funds to pay for these items.
classroom supplies (for regular use)	The US Dept of Education does not allow for Title I funds to purchase classroom materials unless they are for a supplemental instructional or intervention program (conducted during school day) or for an extended day instructional activity (conducted after-school, before-school, on Saturday, during intersession, during summer).
computers for teachers	The US Dept of Education does not allow for Title I funds to purchase materials for teacher use that are related to the regular education that schools / districts are required to provide to students. OKCPS provides computers to all classroom teachers as they are deemed necessary to job performance.
copy machine / printers	The State Dept of Education does not allow for Title I funds to pay for these items.
iPads for teachers	The US Dept of Education does not allow for Title I funds to purchase materials for teacher use that are related to the regular education that schools / districts are required to provide to students.
next year's expenses	The State Dept of Education does not allow for Title I funds to pay for expenses that are solely for use in the next school / fiscal year.
office supplies	The US Dept of Education does not allow for Title I funds to purchase materials / supplies that are related to the regular education that schools / districts are required to provide to students.
planners for teachers	The US Dept of Education does not allow for Title I funds to purchase materials for teacher use that are related to the regular education that schools / districts are required to provide to students.
reimbursement for meals / mileage (inside OKC metro area)	The district travel policy considers the OKC metro area to be in-district. Therefore, meal and mileage expenses for attending trainings / conferences inside the OKC metro area are not eligible for reimbursement.
snacks for parent activities (PTA, Open House, parent conferences)	The US Dept of Education considers these parent activities to be related to the regular education that schools / districts are required to provide to students. The US Dept of Ed allows for Title I funds to purchase snacks for parent activities that are supplemental and focused on: informing parents about how to help students with academics or school expectations, informing parents about available family resources and parenting skills, and engaging parents to be active participants in their child's education.
snacks for school staff	The US Dept of Education does not allow for Title I funds to purchase food for school staff.
snacks for students	The US Dept of Education does not allow for Title I funds to purchase food for students.
storage containers for classrooms	The State Dept of Education does not allow for Title I funds to pay for these items.
substitutes for non-prof dev absences	The US Dept of Education does not allow for Title I funds to pay for substitutes to cover class while the teacher is out on sick or personal business leave.

Technology Purchases Process



Inventory of Purchased Goods Process



INVENTORY AND EQUIPMENT INFORMATION
Code of Federal Regulations Title 34, Volume I, Part 80.32

TITLE 34--EDUCATION

PART 80--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

Subpart C--Post-Award Requirements

Sec. 80.32 Equipment.

(a) Title. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.

(b) States. A state will use, manage, and dispose of equipment acquired under a grant by the state in accordance with state laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.

(c) Use.

*(1) **Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds.** When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.*

(2) The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in Sec. 80.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.

(4) When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

(1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.*

(2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.*

(3) In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

(f) Federal equipment. In the event a grantee or subgrantee is provided federally-owned equipment:

(1) Title will remain vested in the Federal Government.

(2) Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.

(3) When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.

(g) Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

(1) The property shall be identified in the grant or otherwise made known to the grantee in writing.

(2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow Sec. 80.32(e).

(3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

(h) The provisions of paragraphs (c), (d), (e), and (g) of this section do not apply to disaster assistance under 20 U.S.C. 241-1(b)-(c) and the construction provisions of the Impact Aid Program, 20 U.S.C. 631-647.

(Approved by the Office of Management and Budget under control number 1880-0517)

(Authority: 20 U.S.C. 3474; OMB Circular A-102)

[53 FR 8071 and 8087, Mar. 11, 1988, as amended at 53 FR 8072, Mar. 11, 1988; 53 FR 49143, Dec. 6, 1988]

*** In the state of Oklahoma use the fair market value of \$2,500 instead of \$5,000.**

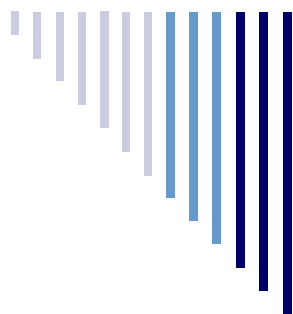
Enter School Name Here

Oklahoma City Public Schools (OKCPS) - Inventory
Code of Federal Regulations Title 34, Volume 1, Part 80.32

Principal Signature: _____

Date: _____

[illegible]



OKLAHOMA CITY PUBLIC SCHOOLS

2015-2016

TITLE I HANDBOOK

PERSONNEL PROCESS

Guidelines for Title I Personnel

Paraprofessionals – Per SDE

- **Federal definition:** “For the purposes of Title I, Part A, a **paraprofessional** is an employee of an LEA who provides instructional support in a program supported with Title I, Part A funds. 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 under *Title I, Part A*. ”. [Title I Paraprofessionals, Non-regulatory Guidance, Section A-2]

Section 1119(c) of the ESEA defines paraprofessional criteria:

“All paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have completed at least 2 years of study at an institution of higher education, obtained an associate's (or higher) degree or met a rigorous standard of quality and can demonstrate it through a formal State or local academic assessment.”

- “Two years of study” means the equivalent of two years of full-time study, as defined by the institution of higher education (IHE). For some IHEs that may mean 12 credit hours per semester (requiring a total of 48 credit hours), while in others it may mean 15 credit hours a semester (requiring a total of 60 credit hours). The Office of Federal Programs defines a full-time course load as 12 credits. Therefore, two years of higher education will translate into a total of 48 credits. Credits do not have to be earned over a period of two consecutive years.
- Title I paraprofessionals will have to be linked in the HQT system to a Highly Qualified teacher.
- Paraprofessionals paid from federal funds must work under the direct supervision of a Highly Qualified Teacher (not only a Certified teacher), and direct their assistance towards the high-risk and disadvantaged students.

Tutors – Per SDE

- Tutors must be Highly Qualified Teachers (HQT) in the subject matter (Math, Reading, Language Arts, etc.), not only Certified teachers.
- Tutors will use job code 415
- Elementary level teachers who hold an Elementary Certification are considered HQT in Math (K-5), Reading or LA (K-8). However, they cannot teach/tutor Math at the middle-school level without middle school certification in Math (6-8).
- NCLB, Sec.1111(b)(A) stipulates that each state should implement “yearly student academic assessments that include, at a minimum, academic assessments in mathematics, reading or language arts, and science that will be used as the primary means of determining the yearly performance of the State.” The academic assessments that Oklahoma includes in the determination of student performance are the OCCT tests in Reading, Writing, Math, Science, Social Studies, History, Geography (grades 5-8); EOI tests in Algebra I, Geometry, Algebra II, Biology, US History, English II and English III (grades 9-12); and OAAP tests.

To enable all children to meet the State’s academic achievement standards, the Office of Federal Programs is allowing the use of federal funds for tutors at the grade level that the assessments are performed as follows:

- Reading and Math tutors at the Elementary, Middle and High School level
- Science and Social Studies tutors at the Middle and High School level
- English tutors at the High School level

**Allowable Job Titles and Codes for School Personnel paid with Title I Funds
for Elementary Schools**

Job Title	Job Description	Job Code	Function
Remedial Specialist	Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student (aka Resource Teacher, Math Enhancement, Language Enhancement, Intervention Teacher). <u>Subject Code / Description</u> 1139 - Title I Reading (elementary) 2231 - Title I Math (elementary)	207	1000
Bilingual Assistant	Assists in the instruction of students using more than one language for teaching content.	414	1000
Librarian / Media Consultant	Develops plans for and manages the use of teaching and learning resources, including the maintenance of equipment, content materials, services, multimedia and information sources.	206	2220
Parent Liaison	Fosters ties between the school, the family and/or community by conducting services such as family education, the integration of community services and/or direct intervention as needed.	322	2194
Social Worker	Provides social services for clients who may be individuals, families, groups, communities, organizations or society in general. Typical responsibilities include: (1) preparing a social or developmental history on a student with disabilities; (2) group and individual counseling with a student and his or her family; (3) working with those problems in a student's living situation (home, school and community) that affect adjustment in school; (4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and (5) other related services as necessary. The provider of these services are certified, licenses or otherwise qualified professionals.	352	2113
Teaching Assistant	Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified, but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.	414	1000
Teaching Assistant (Computer Lab)	Assists and provides direction to computer users.	414	1000

Source: State Department of Education "Allowable Job Titles and Codes"
(adapted by OKCPS Federal Programs Dept)

**Allowable Job Titles and Codes for School Personnel paid with Title I Funds
for Secondary Schools**

Job Title	Job Description	Job Code	Function
Remedial Specialist	<p>Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student (aka Resource Teacher, Math Enhancement, Language Enhancement, Intervention Teacher).</p> <p>***NOTE: Navigator Math & Literacy positions fall under this title.</p> <p><u>Subject Code / Description</u> 2231 - Title I Math (middle school) 1116 - Title I Language Arts (middle school) 4215 - Title I Reading (high school) 4404 - Title I Math (high school)</p>	207	1000
Bilingual Assistant	Assists in the instruction of students using more than one language for teaching content.	414	1000
Counselor	Guides individuals, families, groups and communities by assisting them in problem solving, decision making, discovering meaning and articulating goals related to personal, educational and career development.	203	2120
Counselor Assistant	Assists students, parents, teachers or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.	401	2120
Librarian / Media Consultant	Develops plans for and manages the use of teaching and learning resources, including the maintenance of equipment, content materials, services, multimedia and information sources.	206	2220
Parent Liaison	Fosters ties between the school, the family and/or community by conducting services such as family education, the integration of community services and/or direct intervention as needed.	322	2194
Social Worker	Provides social services for clients who may be individuals, families, groups, communities, organizations or society in general. Typical responsibilities include: (1) preparing a social or developmental history on a student with disabilities; (2) group and individual counseling with a student and his or her family; (3) working with those problems in a student's living situation (home, school and community) that affect adjustment in school; (4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and (5) other related services as necessary. The provider of these services are certified, licenses or otherwise qualified professionals.	352	2113
Teaching Assistant	Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified, but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.	414	1000
Teaching Assistant (Computer Lab)	Assists and provides direction to computer users.	414	1000
Truancy Officer / Attendance Advocate	Investigates continued absences of students to determine if absences are lawful and known to parents. Maintains files and assists administrators with parent meetings regarding truancy issues and provides documentation to assist parents in resolving student attendance issues. Prepares legal documents to District Attorney's office as pursuant to state law in filing charges on parents for truancy. Attends court proceedings for truancy cases.	356	2112

Source: State Department of Education "Allowable Job Titles and Codes"
(adapted by OKCPS Federal Programs Dept)

Personnel Process

All personnel transactions;

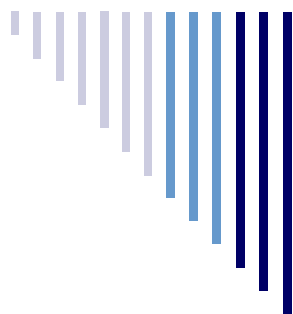
Allocation Requests

Modifications

Deletes

**Must be created in SearchSoft
And
Approved Before Any Action
Can Be Taken**

https://www.searchsoft.net/ats/emp_login.shtml?COMPANY_ID=00012942



OKLAHOMA CITY PUBLIC SCHOOLS

2015-2016

TITLE I HANDBOOK

**PARENT
REQUIREMENTS**

PARENT INVOLVEMENT REQUIREMENTS

According to Section 1118 of the Elementary and Secondary Education Act (ESEA) and the title I, Part A Parental Involvement Non-Regularity Guidance,

"Each school served under Title I, Part A must convene an annual meeting, at a time convenient for Parents to inform them of their school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and right of parents to be involved in those programs."

One requirement of the ESEA is the Title I Annual Parent Meeting. Each year, schools receiving Title I, Part A funds are required to host a meeting for parents to explain the Title I program and how parents can be involved. At this meeting, the following issues **must** be addressed:

- ✓ Explain whether the school participates in a schoolwide or targeted assistance program.
- ✓ Explain the requirement of a schoolwide or targeted assistance program.
- ✓ Explain what participation in Title I means for the school and include-
 - A description and explanation of the school's curriculum.
 - Information on the forms of academic assessment used to measure student progress.
 - Information on the proficiency levels students are expected to meet.
- ✓ Explain the district Parental Involvement Policy, the School Parental Involvement Policy, and the school School-Parent Compact. (Note that each Title I School **must** have a **site specific** Parental Involvement Policy and School-Parent Compact. This is not the same as the district Parental Involvement Policy.)
- ✓ Explain the rights of parents to be involved in the school's programs and provide ways to do so.
- ✓ Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.

In order to keep parents informed, schools **must** invite to this meeting all parents of children participating in Title I, Part A programs. In a schoolwide school, all parents would be invited to attend, and in a targeted assistance school, parents of the children receiving Title I services would be invited. Schools **must** offer a flexible number of additional meetings, such as in the morning or evening so that as many parents as possible can attend.

Document the Meeting:

The Title I Annual Parent Meeting should be documented by the school with **agendas, minutes, and sign-in sheets**. When creating these documents, schools should ensure:

- ✓ Each document is clearly labeled with the school name and address.
- ✓ Each document is clearly labeled "Title I annual Parent Meeting.
- ✓ Each document includes the location, date and time of the meeting.
- ✓ Each parent signs in and out of the meeting and the name of their child(ren).

Schools **must** maintain these records in a file for at least five (5) years for monitoring purposes. Although schools should provide a flexible number of meetings at different times to ensure all parents have the opportunity to attend a meeting, agendas, minutes, and other information shared at the meeting should be made available in a public file to all parents who could not attend during the designated times.

Parents' Right Know – Non-Highly Qualified Teachers:

Schools **must** provide to each individual parent timely notice that the parent's child has been assigned, or taught for **four** or more consecutive weeks by a teacher who is not highly qualified. [Section 1111(h)(6)(B)(ii), ESEA.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
GENERAL COMPLIANCE ISSUES
PARENTAL INVOLVEMENT SITE POLICY

DISTRICT NAME	
SCHOOL NAME	
DATE	

PUBLIC LAW 107-110, <i>No Child Left Behind Act of 2001</i> (NCLB) REQUIREMENTS	PAGE #
1. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements, and the right of the parents to be involved. <i>Section 1118(C)(1).</i>	
2. Offer a flexible number of meetings , such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. <i>Section 1118(C)(2).</i>	
3. Involve parents, in an organized, ongoing, and timely way , in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under Section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children. <i>Section 1118(c)(3).</i>	
4. Provide parents with timely information about programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. <i>Section 1118(C) (4) (A-C).</i>	
5. If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. <i>Section 1118(c)(5).</i>	

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

- ☐ **As a component of the school-level parental involvement** policy developed under subsection (b), each school served shall jointly develop with parents for all children served a **school-parent compact** that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. *Section 1118(d)*. (see **school-parent compact** requirements document).
- ☐ **Building capacity for involvement** to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted. *Section 1118(e)*. (See **building capacity for involvement** requirements document).
- ☐ **Accessibility in carrying out parental involvement requirements**, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parent of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. *Section 1118 (f)*.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
GENERAL COMPLIANCE ISSUES
SCHOOL-PARENT INVOLVEMENT COMPACT CHECKLIST

DISTRICT NAME	
SCHOOL NAME	
DATE	

*Each school shall jointly develop with parents for all children served a **school-parent compact** that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. (Parental Involvement Policy-Section 1118).*

PUBLIC LAW 107-110, No Child Left Behind Act of 2001 (NCLB) REQUIREMENTS	DOES THE COMPACT ADDRESS THE COMPONENTS?
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards, and the way in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. <i>Section 1118(d)(1).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Address the importance of communication between teachers and parents on ongoing basis through: <ul style="list-style-type: none"> <input type="checkbox"/> Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; <input type="checkbox"/> Frequent reports to parents on their children's progress; <input type="checkbox"/> Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. <i>Section 1118(d)(2)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Revisit the **school-parent compact annually to review its effectiveness with all stakeholders and to update the compact using the most recent data.*

OKLAHOMA STATE DEPARTMENT OF EDUCATION
SITE PARENTAL INVOLVEMENT POLICY - GENERAL COMPLIANCE ISSUES
BUILDING CAPACITY FOR PARENTAL INVOLVEMENT REQUIREMENTS

DISTRICT NAME	
SCHOOL NAME	
DATE	

PUBLIC LAW 107-110, No Child Left Behind Act of 2001 (NCLB) REQUIREMENTS	PAGE #
1. School shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic achievement standards. State and local academic assessments, the requirement of this part and how to monitor a child's progress and work with educators to improve the achievement of their children. <i>Section 1118(e)(2).</i>	
2. School shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. <i>Section 1118(e)(2).</i>	
3. School shall educate teachers, pupil services personnel, principals, and other staff , with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. <i>Section 1118(e)(3).</i>	
4. School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, and Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in education of their children. <i>Section 1118(e)(4).</i>	
5. School shall ensure information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parent can understand. <i>Section 1118(e)(5).</i>	
6. School may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. <i>Section 1118(e)(6).</i>	
7. School may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training. <i>Section 1118(e)(7).</i>	
8. School may pay reasonable and necessary expenses associated with local parental involvement activities , including transportation and child care cost, to enable parents to participate in school-related meetings and training sessions. <i>Section 1118(e)(8)</i>	
9. Schools may train parents to enhance the involvement of other parents. <i>Section 1118(e)(9).</i>	
10. Schools may arrange school meetings at a variety of times , or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation. <i>Section 1118 (e)(10).</i>	
11. Schools may adopt and implement model approaches to improving parental involvement. <i>Section 1118(e)(11).</i>	
12. Schools may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section. <i>Section 1118(e)(12).</i>	
13. Schools may develop appropriate roles for community-based organizations and business in parent involvement activities. <i>Section 1118(e)(13).</i>	
14. Schools shall provide such other reasonable support for parental involvement activities under this section as parents may request. <i>Section 1118(e)(14).</i>	

Site Parental Involvement Policy Template

Section 1118(c)

PART I. GENERAL EXPECTATIONS

(Each school in its School Site Parental Involvement Policy must establish the school's expectations for parental involvement. [Section 1118(a)(2), ESEA.] There is no required format for those written expectations; however, this is a sample of what might be included.)

The *name of school* agrees to implement the following statutory requirements:

- The school that receives Title I, Part A funds will put into operation programs, activities and procedures for the involvement of parents consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this school site parental involvement policy into its district plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the schoolwide or targeted site plan is not satisfactory to the parents of participating children in the Title I, Part A program, the school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school will involve the parents of children served with Title I, Part funds in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

(The School Site Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118(a)(2), ESEA.] This is a “sample template” as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.)

1. The name of school will build parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the parents and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school will, with the assistance of the district, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- the state's academic content standards,

- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child's progress, and
- how to work with educators.

(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

- B. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

(List activities.)

- C. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

(List activities.)

- D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

(List activities.)

- E. The school will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

(List actions.)

- F. The school will take the following actions to provide other such reasonable support for parental involvement activities as parents may request.

(List actions.)

2. The **name of school** will:

- A. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program.
- B. Offer a flexible number of meetings (the school may use Title I funds to pay related expenses, such as child care, transportation or home visits).
- C. Involve parents in planning, review, and improvement of Title I programs.
- D. Provide timely information about Title I programs to parents; describe the curricula, the student assessments and proficiency levels students are expected to meet; respond promptly to parent suggestions and provide opportunities for regular meetings where parents can provide input.
- E. Provide parents with an opportunity to submit dissenting views to the district if a school's program is not acceptable to them.

PART III DISCRETIONARY SCHOOL SITE PARENTAL INVOLVEMENT POLICY COMPONENTS

The School Site Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Training parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV ADOPTION

This School Site Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by _____.

This policy was adopted by the name of school on mm/dd/yy and will be in effect for the period of _____. The school will distribute this policy to all parents of participating Title I, Part A children on or before _____.

(Signature of Authorized Official)

(Date)

TITLE I SCHOOL-PARENT COMPACT

Section 1118(d)(1)(2)(A)(B)(C)

Any school receiving Title I funds must have a School-Parent compact. *Section 1118(d)* A compact is a voluntary agreement between groups of people and is a component of the school-level parent involvement policy. It outlines how parents, school staff, and students will share the responsibility for improved student academic achievement.

The school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Oklahoma's student academic standards.

The parent's responsibility is to support their child's learning, such as monitoring attendance, completion of homework, and monitoring television, and other outside activities. Parents should also be encouraged to volunteer in their child's classroom and assist in making decisions relating to the education of their children. *Section 1118(d)(1)*

School responsibilities: *Section 1118(d)(1)*

- Provide high-quality curriculum and instruction;
- Provide a supportive and effective learning environment; and
- Enable children to meet with state's standards.

Parent's responsibilities: *Section 1118(d)(1)*

- Monitor attendance, homework completion, television watching, and other outside activities;
- Volunteer in their child's classroom; and
- Assist with decisions relating to the education of their children.

The law also stresses that the compact should address the importance of communication between teachers and parents on an ongoing basis. *Section 1118(d)(2)*

Communication: *Section 1118(d)(2)(A)(B)(C)*

- Conduct parent-teacher conferences in elementary schools, at least annually, during which the compact should be discussed as the compact relates to the child's achievement;
- Provide frequent progress reports to parents on their children's progress; and
- Provide reasonable access to staff, and opportunities to volunteer and observe in the classroom.

ELEMENTARY PARENT-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a STAFF MEMBER, I will provide your child with every opportunity to learn and grow by:

- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

As a STUDENT, I will keep my focus on what is important in meeting my goal of learning by:

- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a PARENT/GUARDIAN, I will support _____'s (name of school) programs and activities that give my child the optimum opportunity for learning by:

- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences; and
- Providing and maintaining accurate information on my child's records for contact.

Parent/Guardian:		Date:	
Student:		Date:	
Teacher:		Date:	
Principal:		Date:	

MIDDLE SCHOOL PARENT-SCHOOL COMPACT

Our school philosophy as a school is that families, students and school staff should work in partnership to help each student reach his/her potential. **As partners we agree to the following:**

As a student I will:

- Believe that I can learn and will learn;
- Read for at least 30 minutes, five days a week;
- Come to class on time, ready to learn and with assignments completed;
- Set aside time every day to complete my homework;
- Know and follow the school and class rules;
- Follow the school's uniform dress code;
- Regularly talk to my parents and my teachers about my progress in school; and
- Respect my school, classmates, staff and family.

Student Signature _____

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education;
- Monitor television viewing and make sure that my child reads every day;
- Make sure that my child attends school every day, on time, and with homework completed;
- Support the school's discipline and uniform dress code;
- Monitor my child's progress in school;
- Make every effort to attend school events such as parent-teacher conferences, Open House and Back-to-School Night;
- Ensure that my child receives adequate sleep, regular medical attention and proper nutrition;
- Participate in shared decision making with school staff and other families for the benefit of students; and
- Respect the school, staff, students and families.

Parent/guardian Signature _____

As a teacher I will:

- Communicate high expectations for every student;
- Endeavor to motivate my students to learn;
- Teach and involve students in classes that are interesting and challenging;
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community;
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class;
- Communicate regularly with families about their child's progress in school;
- Provide assistance to families on what they can do to support their child's learning;
- Participate in shared decision making with other school staff and families for the benefit of students; and
- Respect the school, staff, students and families.

Teacher Signature _____

Principal Signature _____

HIGH SCHOOL PARENT-SCHOOL COMPACT

Schools, families, and students benefit when they all take collective responsibility for quality education. When a partnership exists and each partner fulfills his/her responsibilities, student learning improves. The term school community refers to teachers, students, families, other school staff and community members. The signatures below indicate our support of and commitment to the following responsibilities:

<i>Administrative Responsibilities</i>	<i>Teacher Responsibilities</i>	<i>Family Responsibilities</i>	<i>Student Responsibilities</i>
1. Through collaborative decision making, create with the involvement of staff, families, students and the community, a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making with colleagues, families and students, create a school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making, participate with school staff and students in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making, participate with parents and school staff in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.
2. Provide instructional leadership to ensure appropriate instructional practices, high academic standards, student support, and the delivery of a quality core curriculum to all students.	2. Endeavor to motivate my students to learn. Provide appropriate and varied classroom instruction that actively involves students, and maintain high standards within each subject.	2. Communicate the value of education, and provide home support and monitoring of student academic work and progress in school.	2. Produce quality work that meets the high standards of each class.
3. Provide a safe, orderly and positive teaching/learning environment.	3. Provide a safe, orderly, and caring classroom environment conducive to learning.	3. Establish a schedule with my child for study time, television viewing, peer activities and out-of-school time.	3. Attend school regularly, on time, and with completed homework. Follow agreed schedule and

			home/school rules.
4. Provide appropriate professional development for staff, families and students to improve teaching and learning and to support collaborative partnerships with families and the community.	4. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.	4. Participate in training opportunities with staff that help to improve teaching and learning both at home and at school.	4. Participate in school activities with my parents and teachers that help to improve teaching and learning both at home and at school.
5. Maintain open two-way communication between the home and school.	5. Establish two-way communication with families about student progress in school.	5. Communicate regularly with the school.	5. Tell parents honestly what is happening at school and help to maintain two-way communication.
6. Respect the school, students, staff and families.	6. Respect the school, students, staff and families.	6. Respect the school, staff, students, and families.	6. Respect the school, staff, students, and families.

Signatures

Principal

Teacher

Parent/Guardian

Student

Returned and filed at school this _____ day of _____, 20____.

What is Title I and How Can I be Involved?

Annual Parent Meeting
(School Name)
(Date)

Definition of Title I:

- Title I provides federal funding to schools to help students who are low achieving or at most risk of falling behind.
- Title I is allocated to schools based on the percentage of student receiving free/reduced lunch.
- Schools with a percentage of at least 40% are eligible for a schoolwide program.

(School Name) operates a Title I
Schoolwide Program.

Schoolwide means:

- The school uses Title I funds to upgrade the entire educational program of the school.
- Title I funds are used to serve all children in order to raise academic achievement.
- Title I funds will be used to provide additional assistance to all students who experience difficulties in meeting the State's performance targets.

To be a “Schoolwide” School:

- The school must have a free/reduced lunch count of at least 40%.
- The school must collect and analyze data that effects student achievement.
- The school must develop a comprehensive site plan and annually review the effectiveness of the plan.

(School Name)'s
Title I Schoolwide Program

Planning Team:

- (List planning team members here.
Remember, the planning team must include at least one parent.)

Summary:

- (Insert summary of schoolwide plan here including a brief explanation of needs assessment and how the school will meet all 10 components.)

Focus Goals

- (Insert the identified goals for the upcoming school year.)

Curriculum and Instructional Strategies:

- (Insert a summary of the school's curriculum and school reform strategies to be used in the upcoming school year.)

Assessment:

- (Insert a description of how students will be assessed during the school year. Parents must be given an explanation of state achievement tests. This section may also include information on teacher-created assessments, reading inventories, and district benchmarks.)

Proficiency Levels for [School Year]:

- (Insert state performance targets for reading and math for the current school year.)

Title I Parent Notification Requirements

Parent Involvement Policy

- (Insert here information on where the policy is located and how parents can obtain a copy of the policy. Provide parents at the meeting a copy and discuss the policy at this time.)

School-Parent Compact

- (Insert here information on where the Home-School Compact is located and how parents can obtain a copy. Provide parents at the meeting a copy and discuss at this time.)

Parent's Right to Know – Student Achievement

- (Insert here information on how parents will be provided information regarding their child's achievement on state assessments.)

Parent's Right to Know – Non-Highly Qualified Teachers

- Schools are required to notify parents if their child has been taught for four or more consecutive weeks by a teacher that is not highly qualified.
- (Insert here information on Highly Qualified status of teachers. Provide parents a sample letter and discuss at this time.)

How Can You Be Involved?

Parent Involvement Opportunities

- (Insert a list of parent involvement opportunities at the school. You may want to include a calendar with the information given to parents during the meeting.)

Parent Involvement in Decision Making

- (Insert a list of opportunities for parents to be involved in decisions at the school including how they can be involved in various committees.)

Right to Request Meetings

- Upon the request of parents, the school must provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.
- The school must respond to any such suggestions as soon as practicably possible.

Questions?

Contact Information

- (Insert names and phone numbers of contacts at the school.)

Oklahoma City Public Schools – Sign-In Sheet

Topic:	2015-2016 Title I Annual Parent Meeting
Location:	
Date:	
Time:	
Facilitator(s):	

[illegible]



Estimado padre o Guardian,

De acuerdo con No Child Left Behind Act de 2001 (NCLB) cualquier escuela que recibe fondos para los estudiantes académicamente desfavorecidos (fondos de Title I) deberá informar a los padres si su hijo(a) es asignado(a) un profesor por **cuatro** o más semanas consecutivas, que no es "altamente calificado" bajo NCLB.

Conforme a los requisitos de NCLB, un profesor de "altamente calificado" es uno que:

1. Ha obtenido una licenciatura o superior;
2. Ha obtenido una certificación del Estado; y
3. Ha demostrado capacidad en los temas académicos de la base que el/ella enseña pasando una prueba del área, usando múltiples experiencias en su área para completar un alto estándar del estado en su evaluación (HOUSSE) o tiene bastantes horas a ser equivalentes a una licenciatura (24 horas del semestre). Los temas académicos de la base son ingleses; Artes de la lectura o de la lengua; Matemáticas; Ciencia; Idiomas extranjeros; Estudios sociales (Cívica, gobierno, economía, historia, geografía) los artes (artes, drama, música visuales).

Aunque Oklahoma tiene algunos de los más exigentes requisitos de certificación en el país, estos requisitos no automáticamente quiere decir que cada profesor cumple el estándar altamente calificado, incluso si él o ella han estado enseñando durante años y se ha desarrollado en niveles elevados. Algunos maestros, profesores de veteranos aún pendientes, posible que deba cumplir con las regulaciones.

Este momento, el profesor de su hijo (Mr./Ms. _____) no se considera "altamente calificados" bajo NCLB. (el/ella), sin embargo, trabaja actualmente para satisfacer el requisito y tenemos plena confianza en (el/ella) en su capacidad de enseñar efectivamente en este trabajo.

Si tiene alguna pregunta sobre las calificaciones del profesor, no dude en contactar me. Para obtener información adicional acerca de los requisitos federales profesores altamente calificados y políticas de Oklahoma relacionadas con ellas, por favor visite sitio Web del Oklahoma estado Departamento de educación en www.sde.state.ok.us.

Respetuosamente,

principal



Dear Parent or Guardian,

In accordance with the *No Child Left Behind Act of 2001* (NCLB) any school that receives funds for educationally disadvantaged students (Title I funds) must inform parents if their child is assigned a teacher for **four** or more consecutive weeks who is not "highly qualified" under NCLB.

According to NCLB requirements, a "highly qualified" teacher is one who:

1. Has obtained a Bachelor's degree or higher;
2. Has obtained full State certification; and
3. Has demonstrated competency in the core academic subject area(s) that he/she teaches by passing a content area test, using multiple areas of experience to complete a High Objective Uniform State Standard of Evaluation (HOUSSE) or has enough hours to be equivalent to a major (24 semester hours). The core academic subjects are English; Reading or Language Arts; Mathematics; Science; Foreign Languages; Social Studies (Civics, Government, Economics, History, Geography) The Arts (visual arts, Drama, Music).

Although Oklahoma has some of the most demanding certification requirements in the country, these requirements do not automatically mean that every teacher meets the highly qualified standard, even if he or she has been teaching for years and has been performing at high levels. Certain teachers, even outstanding veteran teachers, may need to comply with the regulations.

As of this writing, your child's teacher (Mr./Ms._____) is not considered "highly qualified" under NCLB. (*He/she*) is, however, currently working to meet the requirement and we have full confidence in (*his/her*) ability to teach effectively in this assignment.

If you have any questions regarding the teacher's qualifications, please feel free to contact me. For additional information about the federal highly qualified teacher requirements and Oklahoma's policies related to them, please visit the Oklahoma State Department of Education's website at www.sde.state.ok.us.

Respectfully,

Signature

Principal

Date

Dear Parents and Guardians:

The federal *No Child Left Behind Act of 2001* (NCLB) requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered “highly qualified” for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is “highly qualified” in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas.

The purpose of this letter is to notify you as required that Mr./Ms. _____ is not currently considered “highly qualified” under NCLB in one or more subjects being taught to your son or daughter.

Please be assured that this does not mean this teacher is not qualified for this assignment. Mr./Ms. _____ does meet state requirements for this position. Given his/her professional experience, we believe that your child is receiving high-quality education in his/her class. (Additional information or explanation is district’s option.)

If you have any concerns regarding this information, you have a right as a parent to review the qualification of your child’s teachers. Please contact name/title at number if you have any questions.

Sincerely,

District Superintendent