

## CALCULATION TABLES FOR HIGH SCHOOLS AND MIDDLE SCHOOLS

	Required by Accreditation Rules	Points	Administrative Code Description
<b>Education improvement process</b>	Required		<p><b>67-19-01-15</b> All schools must implement an education improvement process that meets the needs of all students in the school.</p> <p>Schools may choose to follow the state education improvement process or an alternative process that at least meets the requirements of the state process.</p> <p>Schools that follow the state education improvement process must establish their plans as a result of assessments and must describe how the plan will lead to improved student achievement at the school as follows:</p> <ol style="list-style-type: none"> <li>1. The continuous cycle of education improvement is conducted over a five-year period with reports submitted to the department annually by June 30.</li> <li>2. The five-year continuous cycle includes peer visitation and consultation.</li> <li>3. The cycle results in three reports from peer reviewers external to the school: an initial team chair report, a team visitation report, and a final team chair report. The continuous cycle results in the following: <ol style="list-style-type: none"> <li>a. An initial team chair report submitted by the external team chair during the first year;</li> <li>b. The action plan for education improvement submitted by the school's education improvement committee;</li> <li>c. An annual report of the education improvement activities submitted by the school's education improvement committee;</li> <li>d. An external team report provided by the external team chair following the team visit during the second or third year of the continuous cycle; and</li> <li>e. A final team chair report submitted by the external team chair at the end of the cycle.</li> </ol> </li> <li>4. The annual accreditation review is based on the school maintaining progress in its continuous cycle by submitting the required reports.</li> </ol>
<b>Administration</b> <ul style="list-style-type: none"> <li>• Superintendent qualifications</li> </ul>	Required		<p><b>67-19-01-16(1)(a)</b> A public high school district, parochial or private high school must employ a superintendent who has a superintendent's credential, AD01 or ADP2.</p>
<ul style="list-style-type: none"> <li>• Superintendent time assignments</li> </ul>		Five points (only if qualified)	<p><b>67-19-01-16(2)</b> Time assignments for superintendents based on school enrollment for all grades.</p> <ul style="list-style-type: none"> <li>• Enrollment of 0-250</li> </ul> <p>A superintendent must devote a minimum of one-half of the instructional day to functions of the superintendency (180 minutes per day or 900 minutes per week).</p>

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			<ul style="list-style-type: none"> <li>Enrollment of 251-400 A superintendent must devote a minimum of two-thirds of the instructional day to functions of the superintendency (240 minutes per day or 1,200 minutes per week).</li> <li>Enrollment of 401+ A superintendent must devote full time to functions of the superintendency (360 minutes per day or 1,800 minutes per week), of which a maximum of one-sixth of the instructional day may be devoted to instructional activities.</li> </ul> <p><b>67-19-01-16(3)</b> Two or more school districts or a consortium of schools may share a superintendent if:</p> <ol style="list-style-type: none"> <li>The superintendent is assigned to full-time administration and supervision; and</li> <li>The superintendent has a superintendent's credential, AD01 or ADP2.</li> </ol>
<ul style="list-style-type: none"> <li>Assistant superintendent qualifications</li> </ul>		Two points (only if employed and qualified)	<p><b>67-19-01-17</b> An assistant superintendent must have a superintendent's credential, AD01 or ADP2.</p>
<ul style="list-style-type: none"> <li>Principal qualifications</li> </ul>	Required		<p><b>67-19-01-18(1)</b> A secondary school principal administering a school with enrollments as described in Section 67-19-01-06 must have the following qualifications within the person's enrollment classification:</p> <ul style="list-style-type: none"> <li>Enrollment of 0-100 A secondary school principal must have a secondary principal's credential, SP01, SP02, SP03, or SPP2. An individual holding an SP03 credential may continue to renew the credential only while the individual serves in the same school. The SP03 is no longer issued as an initial credential.</li> <li>Enrollment of 101-250 A secondary school principal must have a secondary principal's credential, SP01, SP02, or SPP2.</li> <li>Enrollment of 251+ A secondary school principal must have a secondary principal's credential, SP01 or SPP2.</li> </ul> <p><b>67-19-01-19</b> Middle school principal</p> <ul style="list-style-type: none"> <li>Enrollment of 0-100 A middle level or junior high school principal must have an elementary or a secondary principal's credential, EP01, EP02, EPP2, SP01, SP02, or SPP2. An individual holding an EP03 or SP03 may continue to renew the credential only while the individual serves in the same school. The EP03 or SP03 is no longer issued as an initial credential.</li> </ul>

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			<ul style="list-style-type: none"> <li>Enrollment of 101-250 A middle level or junior high school principal must have an elementary or a secondary principal's credential, EP01, EP02, EPP2, EP03, SP01, SP02, SP03, or SPP2.</li> <li>Enrollment of 251+ A middle level or junior high school principal must have an elementary or a secondary principal's credential, EP01, EPP2, SP01, or SPP2.</li> </ul>
<ul style="list-style-type: none"> <li>Principal time assignments</li> </ul>		Five points (only if qualified)	<b>67-19-01-18(2)</b> The time assignment for the secondary school principal within the person's enrollment classification must be as follows: <ul style="list-style-type: none"> <li>Enrollment of 0-100 A secondary school principal must devote a minimum of 120 minutes per day or 600 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</li> <li>Enrollment of 101-250 A secondary school principal must devote a minimum of 240 minutes per day or 1,200 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</li> <li>Enrollment of 251+ A secondary school principal must devote a minimum of 360 minutes per day or 1,800 minutes per week to the principalship. At least one-half of that time must include activities related to providing building-level instructional leadership and a maximum of one-sixth of the instructional day may be devoted to instructional activities.</li> </ul>
		Five points (only if qualified)	<b>67-19-01-18(3)</b> Time assignments for shared secondary school principal. The time assignments for a secondary principal serving two schools or employed in a school that has a shared superintendent must be as follows according to enrollment category: <ul style="list-style-type: none"> <li>Enrollment of 0-100 A secondary school principal must devote a minimum of 120 minutes per day or 600 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</li> <li>Enrollment of 101-250 A secondary school principal must devote a minimum of 240 minutes per day or 1,200 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</li> </ul>

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			<ul style="list-style-type: none"> <li>Enrollment of 251+               <p>A secondary school principal must devote a minimum of 360 minutes per day or 1,800 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</p> </li> </ul> <p><b>67-19-01-19(2)</b> Middle school principal</p> <p>Time assignments by enrollment categories are as follows:</p> <ul style="list-style-type: none"> <li>Enrollment of 0-100               <p>A middle level or junior high school principal must devote a minimum of 120 minutes per day or 600 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</p> </li> <li>Enrollment of 101-250               <p>A middle level or junior high school principal must devote a minimum of 240 minutes per day or 1,200 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</p> </li> <li>Enrollment of 251+               <p>A middle level or junior high school principal must devote a minimum of 360 minutes per day or 1,800 minutes per week to the principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership. A maximum of one-sixth of the instructional day may be devoted to instructional activities.</p> </li> </ul>
<ul style="list-style-type: none"> <li>Assistant principal qualifications</li> </ul>		Two points (only if employed and qualified)	<p><b>67-19-01-18(4)</b> An assistant secondary school principal must have a secondary principal's credential, SP01, SP02, or SPP2.</p> <p><b>67-19-01-19(3)</b> Assistant middle school principal</p> <p>An assistant middle level or junior high school principal must have an elementary or a secondary principal's credential, EP01, EP02, EPP2, SP01, SP02, or SPP2.</p>
<ul style="list-style-type: none"> <li>Assistant principal time assignments</li> </ul>		Two points (only if employed and qualified)	<p><b>67-19-01-18(4)</b> The time assignment for the assistant secondary school principal within the person's enrollment classification must be as follows:</p> <ul style="list-style-type: none"> <li>Enrollment of 501-750               <p>A secondary school assistant principal must devote a minimum of 180 minutes per day or 900 minutes per week to the assistant principalship.</p> </li> </ul>

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			<ul style="list-style-type: none"> <li>Enrollment of 751+ A secondary school assistant principal must devote a minimum of 360 minutes per day or 1,800 minutes per week to the assistant principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership. A maximum of one-sixth of the instructional day may be devoted to instructional activities.</li> </ul> <p><b>67-19-01-19(4)</b> Middle school assistant principal Time assignments by enrollment categories are as follows:</p> <ul style="list-style-type: none"> <li>Enrollment of 500-750 A middle level or junior high school assistant principal must devote a minimum of 180 minutes per day or 900 minutes per week to the assistant principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership.</li> <li>Enrollment of 751+ A middle level or junior high school assistant principal must devote a minimum of 360 minutes per day or 1,800 minutes per week to the assistant principalship, of which at least one-half of that time must include activities related to providing building-level instructional leadership. A maximum of one-sixth of the instructional day may be devoted to instructional activities.</li> </ul>
<ul style="list-style-type: none"> <li>Special education director qualifications</li> </ul>		Two points (only if employed and qualified)	
<b>Instructional personnel</b>			
<ul style="list-style-type: none"> <li>Teacher preparation</li> </ul>	Required		<p><b>67-19-01-37</b> A teacher's schedule must include preparation time during the teacher's working day.</p>
<ul style="list-style-type: none"> <li>Professional development plan</li> </ul>	Required		<p><b>67-19-01-30</b> A written school district plan must be adopted which describes a program for professional development. The plan must include a description of the procedures, the activities, and the timeline for completion of activities. The plan must be reviewed at least once every five years and submitted to the department each time it is amended.</p>
<b>Instructional program</b>			
<ul style="list-style-type: none"> <li>Written curriculum plan</li> </ul>	Required		A written curriculum plan is required under Section 67-19-01-13 but repealed by Section 67-19-01-31, effective January 1, 2010.
<ul style="list-style-type: none"> <li>Curriculum (two-year course offerings - high school only)</li> </ul>	Required		<p><b>67-19-01-32</b></p> <ol style="list-style-type: none"> <li>A curriculum for all students in grades 9-12 must assure each student access to a minimum of five units of credit per year.</li> <li>The minimum units of credit listed for each course are set out in North Dakota Century Code Section 15.1-21-02.</li> <li>A secondary school must provide additional units of credit in each school over a two-year period.</li> </ol>

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			<p>The number of units is determined by the enrollment categories as follows:</p> <ul style="list-style-type: none"> <li>a. 80 or fewer - 7 units from two course areas;</li> <li>b. 81-150 - 9 units from two course areas;</li> <li>c. 151-350 - 11 units from three course areas; and</li> <li>d. 351+ - 13 units from four course areas.</li> </ul> <p>4. Schools must count for purposes of the minimum two-year course offering those courses in which students are enrolled which are provided through cooperative arrangements between or among schools and approved by the department.</p> <p><b>67-19-01-33</b>          If grade 9 is included in the middle level or junior high school organizational unit, the curriculum for secondary school grades 9-12, under Section 67-19-01-32, must be provided for grade 9 students.</p>
<ul style="list-style-type: none"> <li>• Curriculum subjects and time allotment (middle schools)</li> </ul>	Required		<p><b>67-19-01-34</b></p> <ul style="list-style-type: none"> <li>1. Grades 7 and 8 required courses. A student must be enrolled for a minimum time of instruction per week in the following areas:             <ul style="list-style-type: none"> <li>a. English language arts 200 minutes.</li> <li>b. Mathematics 200 minutes.</li> <li>c. Science 200 minutes.</li> <li>d. Social studies 200 minutes. (Social studies in grade 8 must include North Dakota studies. The North Dakota studies course code must be used when reporting on the MIS03.)</li> <li>e. Physical education 80 minutes.</li> <li>f. Health 50 minutes.</li> </ul> </li> <li>2. Grades 7 and 8 additional courses:             <ul style="list-style-type: none"> <li>a. Music must be available to all students:                 <ul style="list-style-type: none"> <li>(1) For a minimum of 100 minutes per week in grade 7;</li> <li>(2) For a minimum of 100 minutes per week in grade 8; or</li> <li>(3) For a minimum of 50 minutes per week in grade 7 and for a minimum of 50 minutes per week in grade 8.</li> </ul> </li> <li>b. A minimum of 200 minutes per week of instruction in courses from one or a combination of the following must be available:                 <ul style="list-style-type: none"> <li>(1) Art;</li> <li>(2) Agribusiness;</li> <li>(3) Business education;</li> </ul> </li> </ul> </li> </ul>

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			<p>(4) Computer education;</p> <p>(5) Modern languages;</p> <p>(6) Family and consumer sciences;</p> <p>(7) Technology education; and</p> <p>(8) Other additional courses as approved by the department.</p> <p>c. A middle level or junior high school student must not be assigned to a study hall for more than one period a day.</p>
<ul style="list-style-type: none"> <li>Class size</li> </ul>		<p>10 points (0-100 enrollment)</p> <p>15 points (101-250 enrollment)</p> <p>20 points (251+ enrollment)</p> <p>Loss of 1 point per teacher</p>	<p><b>67-19-01-36</b></p> <ul style="list-style-type: none"> <li>Class size is recommended to be 25 students but may not exceed 30 students.</li> <li>A school unit is allowed 3 percent of the total number of classes taught to exceed 30 students to a maximum of 34 students per class without citation.</li> <li>Science and career and technical education classes must not exceed the capacity of the learning stations provided.</li> <li>Instrumental and vocal music classes are exempt from the class size standard.</li> </ul>
<b>Student evaluation plan</b>	Required		<p><b>67-19-01-38</b></p> <p>A school district shall develop a plan for use of standardized test scores and other available data to enable instructional personnel and supervisors to plan curriculum, to improve the instructional program, to enhance student performance, to provide for special needs of students, and to report student progress to parents and the community. The plan must be reviewed at least once every five years and be kept on file for onsite review.</p>
<p><b>Pupil personnel services</b> (effective after June 30, 2010)</p> <ul style="list-style-type: none"> <li>Pupil personnel services plan</li> </ul>	Required		<p><b>67-19-01-39</b></p> <ol style="list-style-type: none"> <li>Each district must provide a pupil personnel services plan, which ensures students' needs are being met in counseling and guidance services, career planning, social and psychological services, and health services.</li> <li>A district must have a written description of the pupil personnel services plan which is developed and reviewed periodically in cooperation with the staff members from counseling and guidance, social and psychological, and health services. The written plan must be on file with the pupil personnel services coordinator, must be reviewed at least once every five years, and kept on file for onsite review. In school districts with enrollments of 1-24 students, a copy of the written plan must be on file with the Department of Public Instruction. The written plan must include the scope of services, personnel, and resources; schedule and time assignments of services that will be provided; and health and immunization records.</li> </ol>

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<ul style="list-style-type: none"> <li>Coordinator</li> </ul>	Required		<b>67-19-01-39(3)</b> The pupil personnel services must be coordinated by a credentialed school counselor, superintendent, principal, or special education unit director. The classroom teacher may coordinate the services in elementary school districts with enrollments of 1-24 students.
<ul style="list-style-type: none"> <li>Counselor qualifications</li> </ul>	Required		<b>67-19-01-40.2</b> After the 2009-10 school year, all schools must provide counseling and guidance services to students in grades 7-12. <ol style="list-style-type: none"> <li>Each school must have a minimum of one full-time equivalent counselor available for every 300 students in grades 7-12. Proportionate time allowances may be calculated for fractions thereof.</li> <li>All counseling and guidance services must be provided by credentialed counselors, except a school may fulfill up to one-third of the counseling staffing level requirement with a qualified career advisor working under the direction of qualified counseling staff.</li> </ol>
<ul style="list-style-type: none"> <li>Counselor time assignment</li> </ul>		Three points (only if qualified)	
<ul style="list-style-type: none"> <li>Career advisor qualifications</li> </ul>	Required		<b>67-19-01-13(6)(g)(4)</b> When counselor and guidance services are provided by a career advisor for grades 7-12, a career advisor can satisfy up to one-third of the counseling requirement.
<b>Library media services</b> <ul style="list-style-type: none"> <li>Library media services plan</li> </ul>	Required		<b>67-19-01-41(1) and (2)</b> Each school must provide a library media services plan which ensures that students and staff are effective users of ideas and information.  A school must have a written description of the library media services plan, developed and reviewed periodically in cooperation with the library and instructional staff and maintained at the school district level, which includes scope of services, personnel, resources, and equipment, and schedule and time assignments of services that will be provided. The library media services written plan must be reviewed at least once every five years and remain on file for onsite review.
<ul style="list-style-type: none"> <li>Librarian qualifications</li> </ul>			<b>67-19-01-41(3)</b> Qualifications for school library media personnel employed in a secondary, middle level or junior high, elementary, or centralized (prekindergarten-grade 12) library: <ol style="list-style-type: none"> <li>The qualifications for librarians are determined by the total number of students in the schools served:               <ol style="list-style-type: none"> <li>Enrollment of 1-24  A librarian is not required; however, the library media services plan as provided in Section 67-19-01-41(1) must state what access students have to library materials and services.</li> <li>Enrollment of 25-250  A librarian must be a licensed teacher and must have an LM03, LM02, LM01, or an approved plan of study librarian credential.</li> </ol> </li> </ol>

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			<p>(3) Enrollment of 251+</p> <p>A librarian must be a licensed teacher and must have an LM01 or LM02 library media credential or an approved plan of study.</p> <p>b. If a school is unable to employ a credentialed librarian, as required by the enrollment of students served, the school may employ a licensed teacher to serve as the librarian. A written library plan of study to become a credentialed librarian must be submitted to the Department of Public Instruction and must be approved as described in Section 67-11-04-04 - School library media credentials.</p>
<ul style="list-style-type: none"> <li>Librarian time assignment</li> </ul>		Three points (only if qualified)	<p><b>67-19-01-41(4)</b></p> <p>The time assignment must be provided by a qualified librarian and is determined by the total number of students served.</p> <p>a. The time requirement is calculated at 60 minutes per day or 300 minutes per week for each 80 students. Proportionate time allowances may be calculated for fractions thereof. One full-time credentialed school librarian must be provided for each 450 students.</p> <p>b. A school with enrollment of 1-24 must make library media materials and services available to all students as indicated in the district's library media services plan. The school must annually submit a copy of its written library media services plan as described in subsection 2 to the Department of Public Instruction.</p> <p>c. In any school library with a full-time librarian, library media aide time assignments may be used to fulfill time requirements in excess of one full-time librarian.</p>
<b>School policies</b>			<b>67-19-01-42</b>
<ul style="list-style-type: none"> <li>Teacher handbook</li> </ul>		Two points	<p>Each district must develop a teacher handbook and a student-parent handbook. The handbooks must be reviewed at least once every five years and kept on file for onsite review.</p> <p>A school must provide to each teacher a current handbook containing the rules and regulations that pertain to the duties and responsibilities of the teacher. The handbook may include policies for the general operation of the school.</p>
<ul style="list-style-type: none"> <li>Student-parent handbook</li> </ul>		Two points	<p>A school must provide to each student a current student and parent handbook that includes the school mission or philosophy, goals, objectives, student rights and responsibilities, and policies on parent and student issues that include attendance, discipline, promotion and retention, and graduation requirements.</p>