

## CALCULATION TABLES FOR ELEMENTARY SCHOOLS

	Required for Accreditation	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 (if employed)</li> </ul>	Yes (if employed)		<p><b>67-19-01-16(2)</b>  A graded elementary district, parochial or private elementary school may employ a superintendent. If so employed, the superintendent must have a superintendent's credential, AD01 or ADP2.</p>
<ul style="list-style-type: none"> <li>Superintendent time assignments (if qualified)</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>

	Required for Accreditation	Points	Administrative Code Description
			<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>	Yes		<p><b>67-19-01-20(1)</b> Qualifications by enrollment categories are as follows:</p> <ul style="list-style-type: none"> <li>Enrollment of 1-24 An elementary school principal must have a North Dakota educator's professional license with a major, minor, or an endorsement in elementary education.</li> <li>Enrollment of 25-100 An elementary school principal must have an elementary principal's credential, EP01, EP02, EP03, or EPP2. An individual holding an EP03 may continue to renew the credential only while the individual serves in the same school. The EP03 is no longer issued as an initial credential.</li> <li>Enrollment of 101-250 An elementary school principal must have an elementary principal's credential, EP01, EP02, or EPP2.</li> <li>Enrollment of 251+ An elementary school principal must have an elementary principal's credential, EP01 or EPP2.</li> </ul>
<ul style="list-style-type: none"> <li>Principal time assignments</li> </ul>		Five points (only if qualified)	<p><b>67-19-01-20(2)</b> The time assignment for the elementary school principal within the person's enrollment classification must be as follows:</p> <ul style="list-style-type: none"> <li>Enrollment of 1-24 Time should be provided for the performance of administrative duties.</li> </ul>

	Required for Accreditation	Points	Administrative Code Description
			<ul style="list-style-type: none"> <li>Enrollment of 25-100 An elementary 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 An elementary 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+ An elementary 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> <p><b>67-19-01-21</b> Shared elementary school principal</p> <p>The time assignments for the elementary school principal serving two schools or employed in a school that has a shared superintendent must be as follows according to enrollment category:</p> <ul style="list-style-type: none"> <li>Enrollment of 1-24 Time should be provided for the performance of administrative duties.</li> <li>Enrollment of 25-100 An elementary 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 An elementary 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+ An elementary 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>
<ul style="list-style-type: none"> <li>Assistant principal qualifications</li> </ul>		Two points (only if employed and qualified)	<p><b>67-19-01-22(1)</b> An assistant elementary school principal must have an elementary principal's credential at least applicable to the next lower enrollment category.</p>

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<ul style="list-style-type: none"> <li>Assistant principal time assignments</li> </ul>		Two points (only if employed and qualified)	<b>67-19-01-22(2)</b> <ul style="list-style-type: none"> <li>If a principal serves in more than one building or has another assignment other than teaching, there must be an assistant principal assigned in that building. Time devoted to the functions of the assistant principal is not regulated but must be commensurate with the assigned duties and documented to correspond to assigned duties.</li> <li>For a school with an enrollment of 600 or more, an elementary school assistant principal must devote a minimum of 180 minutes per day or 900 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>																																								
<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		<b>67-19-01-37</b> A teacher's schedule must include preparation time during the teacher's working day.																																								
<ul style="list-style-type: none"> <li>Professional development plan</li> </ul>	Required		<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.																																								
<b>Instructional program</b> <ul style="list-style-type: none"> <li>Written curriculum plan for K-12</li> </ul>	Required		A written curriculum plan is required under Section 67-19-01-14 but repealed by Section 67-19-01-31, effective January 1, 2010.																																								
<ul style="list-style-type: none"> <li>Curriculum subjects and time allotment</li> </ul>	Required		<b>67-19-01-35</b> Prekindergarten-grade 6 Specific requirements regarding the length of the minimum instructional time per week for all subject areas are: <ul style="list-style-type: none"> <li>Prekindergarten and kindergarten (2 3/4 hours per day or 825 minutes per week, equivalent)</li> <li>Grades 1-3:</li> </ul> <table border="1"> <thead> <tr> <th>Subject</th><th>Minutes Grade 1</th><th>Minutes Grade 2</th><th>Minutes Grade 3</th></tr> </thead> <tbody> <tr> <td>Language arts</td><td>650</td><td>650</td><td>650</td></tr> <tr> <td>Mathematics</td><td>200</td><td>200</td><td>200</td></tr> <tr> <td>Social studies</td><td>100</td><td>100</td><td>100</td></tr> <tr> <td>Science</td><td>60</td><td>60</td><td>60</td></tr> <tr> <td>Health</td><td>40</td><td>40</td><td>40</td></tr> <tr> <td>Music</td><td>90</td><td>90</td><td>90</td></tr> <tr> <td>Physical education</td><td>90</td><td>90</td><td>90</td></tr> <tr> <td>Art</td><td>45</td><td>45</td><td>45</td></tr> <tr> <td>Unallocated time</td><td>375</td><td>375</td><td>375</td></tr> </tbody> </table> Unallocated time may be used for: <ol style="list-style-type: none"> <li>Planning and guided learning;</li> <li>Initiating or expanding a subject area;</li> </ol>	Subject	Minutes Grade 1	Minutes Grade 2	Minutes Grade 3	Language arts	650	650	650	Mathematics	200	200	200	Social studies	100	100	100	Science	60	60	60	Health	40	40	40	Music	90	90	90	Physical education	90	90	90	Art	45	45	45	Unallocated time	375	375	375
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			<p>c. Providing elective offerings; and</p> <p>d. Providing pupil personnel services.</p> <p>Thirty minutes of supervised recess may be counted as part of the 90 minutes of physical education for grades 1-3.</p> <ul style="list-style-type: none"> <li>Grades 4-6</li> </ul> <table border="1"> <thead> <tr> <th>Subject</th><th>Minutes Grade 4</th><th>Minutes Grade 5</th><th>Minutes Grade 6</th></tr> </thead> <tbody> <tr> <td>Language arts</td><td>460</td><td>420</td><td>420</td></tr> <tr> <td>Mathematics</td><td>200</td><td>200</td><td>200</td></tr> <tr> <td>Social studies</td><td>200</td><td>200</td><td>200</td></tr> <tr> <td>Science</td><td>160</td><td>200</td><td>200</td></tr> <tr> <td>Health</td><td>80</td><td>80</td><td>80</td></tr> <tr> <td>Music</td><td>90</td><td>90</td><td>90</td></tr> <tr> <td>Physical education</td><td>90</td><td>90</td><td>90</td></tr> <tr> <td>Art</td><td>45</td><td>45</td><td>45</td></tr> <tr> <td>Unallocated time</td><td>325</td><td>325</td><td>325</td></tr> </tbody> </table> <p>Unallocated time may be used for:</p> <p>a. Planning and guided learning;</p> <p>b. Initiating or expanding a subject area;</p> <p>c. Providing elective offerings; and</p> <p>d. Providing pupil personnel services.</p>	Subject	Minutes Grade 4	Minutes Grade 5	Minutes Grade 6	Language arts	460	420	420	Mathematics	200	200	200	Social studies	200	200	200	Science	160	200	200	Health	80	80	80	Music	90	90	90	Physical education	90	90	90	Art	45	45	45	Unallocated time	325	325	325
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<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(2)</b></p> <p>a. If there is one grade level per teacher</p> <p>(1) Prekindergarten-grade 3: Recommended to be 20 students but may not exceed 25</p> <p>(2) Grades 4-8: Recommended to be 25 students but may not exceed 30</p> <p>b. If there are two grade levels per teacher</p> <p>(1) Prekindergarten-grade 3: Maximum of 20 students</p> <p>(2) Grades 4-8: Maximum of 25 students</p> <p>c. If there are three grade levels per teacher</p> <p>Prekindergarten-grade 8: Maximum of 15 students</p> <p>d. If there are four grade levels per teacher</p> <p>Prekindergarten-grade 8: Maximum of 10 students</p>																																								

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<b>Student evaluation</b> <ul style="list-style-type: none"> <li>Student evaluation plan</li> </ul>	Required		<b>67-19-01-38(1)</b> 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.
<ul style="list-style-type: none"> <li>Readiness kindergarten and grade 1</li> </ul>		Two points	<b>67-19-01-38(2)</b> Kindergarten or grade 1. A standardized readiness test must be administered in either kindergarten or grade 1, whichever is the initial point of formal education. The most recent copyright date of the standardized readiness test administered may not be more than 10 years prior to the administration of the test.
<b>Pupil personnel services (effective after June 30, 2010)</b> <ul style="list-style-type: none"> <li>Pupil personnel services plan</li> </ul>	Required		<b>67-19-01-39</b> <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>
<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(1) and (2)</b> Counseling and guidance services provided to students in prekindergarten through grade 6 must be provided by credentialed counselors at the required time assignments. <ul style="list-style-type: none"> <li>School district enrollment of 1-24  A credentialed counselor is not required. However, the written plan as provided for in Section 67-19-01-39(2) must state what access the student has to counseling services by credentialed or licensed mental health professionals.</li> <li>School district (?) enrollment of 25-250  A counselor must have a counselor designate credential or an approved written plan of study on file with the Department of Public Instruction as provided for in subdivision b.</li> </ul>

	Required for Accreditation	Points	Administrative Code Description
			<ul style="list-style-type: none"> <li>School district (?) enrollment of 251+</li> </ul> <p>A counselor must have a school counselor credential. Services may also be provided in accordance with North Dakota Century Code Section 15.1-13-23 and North Dakota Administrative Code Chapter 67-11-05 and Section 67.1-02-04-03.</p> <p>If a school is unable to employ a credentialed counselor, as required by the enrollment of students served, the school may employ a licensed teacher to serve as the counselor. A written plan of study to become a credentialed counselor must be submitted to the Department of Public Instruction and must be approved as described in Section 67-11-05-04 - School counselor credentials.</p>
<ul style="list-style-type: none"> <li>Counselor time assignment</li> </ul>		Three points (only if qualified)	<p><b>67-19-01-40(3)</b></p> <p>The time assignment for counseling and guidance personnel serving students in prekindergarten-grade 6 based on the total number of students served:</p> <ol style="list-style-type: none"> <li>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 counselor must be provided for each 450 students.</li> <li>A school district with enrollment of 1-24 must submit annually a copy of its written plan as described in Section 67-19-01-39(2) to the Department of Public Instruction, which includes classroom guidance activities based on the same time assignment.</li> <li>In an elementary school, a qualified elementary school counselor or counselor designate must provide at least 50 percent of the required counselor time assignment. Other licensed counselors or licensed social workers may be used to meet the remaining 50 percent required counselor time assignment. Time in excess of the accreditation standard may be provided by either a licensed counselor or a licensed social worker included in the school's written plan as described in Section 67-19-01-39(2).</li> </ol>
<ul style="list-style-type: none"> <li>Career advisor qualifications</li> </ul>	Required		<p><b>67-19-01-13(6)(g)(4)</b></p> <p>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.</p>
<p><b>Library media services</b></p> <ul style="list-style-type: none"> <li>Library media services plan</li> </ul>	Required		<p><b>67-19-01-41(1) and (2)</b></p> <p>Each school must provide a library media services plan which ensures that students and staff are effective users of ideas and information.</p> <p>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.</p>
<ul style="list-style-type: none"> <li>Librarian qualifications</li> </ul>		Three points	<p><b>67-19-01-41(3)</b></p> <p>Qualifications for school library media personnel employed in a secondary, middle level or junior high, elementary, or centralized (prekindergarten-grade 12) library:</p> <ol style="list-style-type: none"> <li>The qualifications for librarians are determined by the total number of students in the schools served:</li> </ol>

	Required for Accreditation	Points	Administrative Code Description
			<p>(1) 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.</p> <p>(2) 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.</p> <p>(3) Enrollment of 251+ 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> 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>Student performance strategist</b>			
<ul style="list-style-type: none"> <li>Qualifications</li> </ul>	Required		
<ul style="list-style-type: none"> <li>Student performance strategist time</li> </ul>		Three points	
<b>School policies</b>			
<ul style="list-style-type: none"> <li>Teacher handbook</li> </ul>		Two points	<p><b>67-19-01-42(1)</b> 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><b>67-19-01-42(2)(a)</b> 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>	Required for Accreditation	Points	Administrative Code Description
		Two points	<b>67-19-01-42(2)(b)</b> 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.