

**ARTICLE 67-19****ACCREDITATION: PROCEDURES, STANDARDS, AND CRITERIA****Chapter**

67-19-01	Accreditation: Procedures, Standards, and Criteria
67-19-02	Waiver of Accreditation Standards or High School Unit Instructional Time

**CHAPTER 67-19-01****ACCREDITATION: PROCEDURES, STANDARDS, AND CRITERIA****Section**

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**67-19-01-01. Definitions.** As used in this chapter:

1. "Accredited warned status" means the status of a school that is cited on:
  - a. A required criterion;



- b. An accrual of less than eighty-five percent of the total points assigned to the point-value standards and criteria; or
  - c. An accrual of less than fifty percent of the point values assigned in any one section.
- 2. "Not accredited status" means a school does not meet the qualifying standards and criteria by enrollment categories.
  - 3. "Unit of credit" means a minimum of one hundred twenty clock-hours of instruction for all courses except the natural sciences and career and technical courses which require one hundred fifty clock-hours of instruction.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-02. Accreditation status.** A school earning the status of accredited must:

- 1. Meet all the required standards and criteria;
- 2. Accrue at least eighty-five percent of the total point values assigned to the point-value standards and criteria that apply to the school; and
- 3. Accrue at least fifty percent of the point values assigned under sections 67-19-01-13 and 67-19-01-14.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-04

**67-19-01-03. Loss of accreditation status - Penalties.**

- 1. A school failing to meet the required and minimum point-value standards and criteria in section 67-19-01-02 will be classified accredited warned.
- 2. A school must remove the accredited warned status from the previous year or the school will be classified not accredited.
- 3. A school that is not accredited is not entitled to the amounts resulting from applying the weighting factor as provided by the foundation aid payment formula.

4. Penalties for loss of accreditation status are provided by statute in North Dakota Century Code sections 15.1-27-08 and 15.1-27-09.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-27-06, 15.1-27-07, 15.1-27-08, 15.1-27-09

**67-19-01-04. Nonclassified.** A school not seeking accreditation will be declared nonclassified.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-05. Identification of accreditation status.** The accreditation status of all schools must be provided in the educational directory and listed on the annual accreditation reports issued to the schools.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-06. Classification by school grade description and authority.**

1. A school must be classified as a secondary school, middle level or junior high school, or an elementary school dependent upon the grade organization in that school. Accreditation standards and criteria must be applied according to the declared organization of a school. A school district retains the discretion to organize grades in the configurations that are most appropriate for that district.
2. Configurations for school organizations are:
  - a. A secondary school may include any consecutive combination of grades from seven through twelve.
  - b. A middle level or junior high school may include any consecutive combination of grades from five through nine.
  - c. An elementary school may include any consecutive combination of grades from prekindergarten through grade eight.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11



**67-19-01-07. Enrollment categories.**

1. For organizations listed in subsection 2 of section 67-19-01-06, the enrollment categories are as follows:
  - a. Secondary:
    - (1) One hundred or fewer;
    - (2) One hundred one through two hundred fifty; and
    - (3) Two hundred fifty-one or more.
  - b. Middle level or junior high school:
    - (1) One hundred or fewer;
    - (2) One hundred one through two hundred fifty; and
    - (3) Two hundred fifty-one or more.
  - c. Elementary:
    - (1) Twenty-four or fewer;
    - (2) Twenty-five through one hundred;
    - (3) One hundred one through two hundred fifty; and
    - (4) Two hundred fifty-one or more.
2. A school may request a waiver of an accreditation standard for the following school year as provided in North Dakota Century Code section 15.1-06-08.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-08. Qualifications and time assignments for administrators, counselors, and library media specialists.** The qualifications and time assignments for administrators, counselors, and library media specialists must be based upon the total number of students being served. Specific sections of the accreditation standards that address this are sections 67-19-01-16,

67-19-01-18, 67-19-01-19, 67-19-01-20, 67-19-01-21, 67-19-01-22, 67-19-01-40, and 67-19-01-41.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-09. Types of standards and criteria - Penalties.** Repealed effective July 1, 2007.

**67-19-01-10. Review cycle.**

1. Before September fifteenth of each year, each school must submit required accreditation information;
2. A school will be reviewed on all standards and criteria in section 67-19-01-13 or 67-19-01-14 annually;
3. The accreditation status as provided in section 67-19-01-02 will be reported to each school by March thirty-first of each school year; and
4. Corrections must be received by the department no later than June thirtieth or the reported school status will be continued.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-11. Appeals procedure.** Repealed effective July 1, 2007.

**67-19-01-12. Alternative formats and procedures.** Repealed effective June 1, 2002.

**67-19-01-13. Calculation tables for secondary, middle level, or junior high schools.**

1. The calculation tables outline the standards for secondary schools and middle level and junior high schools. The tables identify the required standards and the point-value standards and criteria that apply to the school.
2. The accreditation standards and criteria that are identified by the letter R are those which are required of all schools.
3. The point-value standards and criteria are designed to provide some flexibility to schools.



4. A school must accrue at least eighty-five percent of the overall points that apply to the school and accrue at least fifty percent of the points assigned to each section.
5. Schools accrue points for the standards that apply directly to them. For example, a school employing an assistant superintendent is eligible for the two points assigned to that standard if the person holding the position is qualified for the position.
6. Calculation tables for secondary, middle level, or junior high are:

	Points
a. Education improvement process	R
b. Administration:	
(1) Superintendent:	
(a) Qualifications	R
(b) Time assignment	5
(Accrual of 5 points only if qualified)	
(2) Assistant superintendent qualifications	2
(Accrual of 2 points only if employed and qualified)	
(3) Principal:	
(a) Qualifications	R
(b) Time assignment	5
(Accrual of 5 points only if qualified)	
(4) Assistant principal:	
(a) Qualifications	2
(Accrual of 2 points only if employed and qualified)	
(b) Time assignment	2
(Accrual of 2 points only if employed and qualified)	
(5) Special education director qualifications:	2
(Accrual of 2 points only if employed and qualified)	
c. Instructional personnel:	
(1) Teacher preparation	R
(2) Professional development plan	R
d. Instructional program:	
(1) Written curriculum plan	R
(2) Curriculum:	
(a) Two-year course offerings (high school only)	R

- |     |  |    |
|-----|--|----|
|     | (b) Curriculum subjects and time allotment<br>(middle level or junior high only)   | R  |
| (3) | Class size:  |    |
|     | Maximum accrual for enrollment category:   |    |
|     | 0-100  | 10 |
|     | 101-250  | 15 |
|     | 251+   | 20 |
|     | (Loss of 1 point per teacher)  |    |
| e.  | Student evaluation plan  | R  |
| f.  | (Effective for the 2009-10 school year) Pupil personnel services:  |    |
|     | (1) Pupil personnel services plan  | R  |
|     | (2) Coordinator  | R  |
|     | (3) Counseling and guidance services:  |    |
|     | (a) Counselor qualifications   | 3  |
|     | (b) Counselor time assignment  | 3  |
|     | (Accrual of 3 points only if qualified)  |    |
| g.  | (Effective after the 2009-10 school year) Pupil personnel services:  |    |
|     | (1) Pupil personnel services plan  | R  |
|     | (2) Coordinator  | R  |
|     | (3) Counseling and guidance services:  |    |
|     | (a) Counselor qualifications   | R  |
|     | (b) Counselor time assignment  | 3  |
|     | (Accrual of 3 points only if qualified)  |    |
|     | (4) Career advisor qualifications  | R  |
|     | When counselor and guidance services are provided by a career advisor for grades seven through twelve, a career advisor can satisfy up to one-third of the counseling requirement. |    |
| h.  | Library media services:  |    |
|     | (1) Library media services plan  | R  |
|     | (2) Librarian:   |    |
|     | (a) Qualifications   | 3  |
|     | (b) Time assignment  | 3  |
|     | (Accrual of 3 points only if qualified)  |    |
| i.  | School policies - handbooks:   |    |



- |                                 |   |
|---------------------------------|---|
| (1) Teacher handbook            | 2 |
| (2) Student and parent handbook | 2 |

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-06-19, 15.1-06-20

**67-19-01-14. Calculation tables for elementary schools.**

1. The following calculation tables outline the standards for elementary schools. The table identifies the required standards and the point-value standards and criteria that apply to the school.
2. The accreditation standards and criteria which are identified by the letter R are those which are required of all schools within the timelines established.
3. The point-value standards and criteria are designed to provide some flexibility to schools.
4. A school must accrue at least eighty-five percent of the overall points that apply to the school and accrue at least fifty percent of the points assigned to each section.
5. Schools must accrue points for the standards that apply directly to them. For example, a school employing an assistant superintendent is eligible for the two points assigned to that standard if the person holding the position is qualified for the position.
6. Calculation tables for elementary schools are:

	Points
a. Education improvement process	R
b. Administration:	
(1) Superintendent (if employed):	
(a) Qualifications	R
(b) Time assignment	5
(Accrual of 5 points only if qualified)	
(2) Assistant superintendent qualifications	2
(Accrual of 2 points only if employed and qualified)	
(3) Principal:	
(a) Qualifications	R
(b) Time assignment	5

	(Accrual of 5 points only if qualified)	
(4)	Assistant principal:	
	(a) Qualifications	2
	(Accrual of 2 points only if employed and qualified)	
	(b) Time assignment	2
	(Accrual of 2 points only if employed and qualified)	
(5)	Special education director qualifications:	2
	(Accrual of 2 points only if employed and qualified)	
c.	Instructional personnel:	
	(1) Teacher preparation	R
	(2) Professional development plan	R
d.	Instructional program:	
	(1) Written curriculum plan	R
	(2) Curriculum subjects and time allotment	R
	(3) Class size:	
	Maximum accrual for enrollment category:	
	0-100	10
	101-250	15
	251+	20
	(Loss of 1 point per teacher)	
e.	Student evaluation:	
	(1) Student evaluation plan	R
	(2) Readiness - kindergarten and first grade	2
f.	(Effective for the 2009-10 school year) Pupil personnel services:	
	(1) Pupil personnel services plan	R
	(2) Coordinator	R
	(3) Counseling and guidance services:	
	(a) Counselor qualifications	3
	(b) Counselor time assignment	3
	(Accrual of 3 points only if qualified)	
g.	(Effective after the 2009-10 school year) Pupil personnel services:	
	(1) Pupil personnel services plan	R
	(2) Coordinator	R



- (3) Counseling and guidance services:
  - (a) Counselor qualifications R
  - (b) Counselor time assignment 3
  - (Accrual of 3 points only if qualified)
- (4) Career advisor qualifications R
  - When counselor and guidance services are provided by a career advisor for grades seven and eight, a career advisor can satisfy up to one-third of the counseling requirement.
- h. Library media services:
  - (1) Library media services plan R
  - (2) Librarian:
    - (a) Qualifications 3
    - (b) Time assignment 3
    - (Accrual of 3 points only if qualified)
- i. (Effective after the 2009-10 school year)
  - Student performance strategist (kindergarten through grade three)
  - (1) Qualifications R
  - (2) Time - One full-time equivalent for each four hundred students 3
- j. School policies - handbooks:
  - (1) Teacher handbook 2
  - (2) Student and parent handbook 2

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-06-19, 15.1-07-32

**67-19-01-15. Education improvement process.** All schools must implement an education improvement process that meets the needs of all students in the school. Schools may choose to follow the state education improvement process or an alternative process that at least meets the requirements of the state process. 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:

1. The continuous cycle of education improvement is conducted over a five-year period with reports submitted to the department annually by June thirtieth.
2. The five-year continuous cycle includes peer visitation and consultation.

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:
  - a. An initial team chair report submitted by the external team chair during the first year;
  - b. The action plan for education improvement submitted by the school's education improvement committee;
  - c. An annual report of the education improvement activities submitted by the school's education improvement committee;
  - 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
  - e. A final team chair report submitted by the external team chair at the end of the cycle.
4. The annual accreditation review is based on the school maintaining progress in its continuous cycle by submitting the required reports.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-16. Administration - Superintendent qualifications and time assignments.**

1. Qualifications:
  - a. A public high school district, parochial or private high school must employ a superintendent who has a superintendent's credential, AD01 or ADP2.
  - 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.
2. Time assignments for superintendents based on school enrollment for all grades.
  - a. Enrollment two hundred fifty or fewer. 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).

- b. Enrollment two hundred fifty-one through four hundred. A superintendent must devote a minimum of two-thirds of the instructional day to functions of the superintendency (240 minutes per day or 1200 minutes per week).
  - c. Enrollment four hundred one or more. A superintendent must devote full time to functions of the superintendency (360 minutes per day or 1800 minutes per week), of which a maximum of one-sixth of the instructional day may be devoted to instructional activities.
3. Two or more school districts or a consortium of schools may share a superintendent if:
- a. The superintendent is assigned to full-time administration and supervision; and
  - b. The superintendent has a superintendent's credential, AD01 or ADP2.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-17. Qualifications of an assistant superintendent.** An assistant superintendent must have a superintendent's credential, AD01 or ADP2.

**History:** Effective January 1, 2000; amended July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 115.1-02-11

**67-19-01-18. Administration - Secondary school principal qualifications and time assignments.**

- 1. 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:
  - a. Enrollment one hundred or fewer. 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.

- b. Enrollment one hundred one through two hundred fifty. A secondary school principal must have a secondary principal's credential, SP01, SP02, or SPP2.
  - c. Enrollment two hundred fifty-one or more. A secondary school principal must have a secondary principal's credential, SP01 or SPP2.
- 2. The time assignment for the secondary school principal within the person's enrollment classification must be as follows:
  - a. Enrollment one hundred or fewer. 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.
  - b. Enrollment one hundred one through two hundred fifty. A secondary school principal must devote a minimum of 240 minutes per day or 1200 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.
  - c. Enrollment two hundred fifty-one or more. A secondary school principal must devote a minimum of 360 minutes per day or 1800 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.
- 3. 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:
  - a. Enrollment one hundred or fewer. 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.
  - b. Enrollment one hundred one through two hundred fifty. A secondary school principal must devote a minimum of 240 minutes per day or 1200 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.



- c. Enrollment two hundred fifty-one or more. A secondary school principal must devote a minimum of 360 minutes per day or 1800 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.
4. An assistant secondary school principal administering a school with enrollments as described in section 67-19-01-06 must meet the following qualifications and time:
- a. An assistant secondary school principal must have a secondary principal's credential, SP01, SP02, or SPP2.
  - b. The time assignment for the assistant secondary school principal within the person's enrollment classification must be as follows:
    - (1) Enrollment five hundred one through seven hundred fifty. A secondary school assistant principal must devote a minimum of 180 minutes per day or 900 minutes per week to the assistant principalship.
    - (2) Enrollment seven hundred fifty-one or more. A secondary school assistant principal must devote a minimum of 360 minutes per day or 1800 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-19. Administration - Middle level or junior high school principal and assistant principal - Qualifications and time assignments.**

- 1. Qualifications by enrollment categories are as follows:
  - a. Enrollment one hundred or fewer. 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.
  - b. Enrollment one hundred one through two hundred fifty. 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.



- c. Enrollment two hundred fifty-one or more. A middle level or junior high school principal must have an elementary or a secondary principal's credential, EP01, EPP2, SP01, or SPP2.
- 2. Time assignments by enrollment categories are as follows:
  - a. Enrollment one hundred or fewer. 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.
  - b. Enrollment one hundred one through two hundred fifty. A middle level or junior high school principal must devote a minimum of 240 minutes per day or 1200 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.
  - c. Enrollment two hundred fifty-one or more. A middle level or junior high school principal must devote a minimum of 360 minutes per day or 1800 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.
- 3. 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.
- 4. Time assignments by enrollment categories are as follows:
  - a. Enrollment five hundred through seven hundred fifty. 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.
  - b. Enrollment seven hundred fifty-one or more. A middle level or junior high school assistant principal must devote a minimum of 360 minutes per day or 1800 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-20. Administration - Elementary school principal qualifications and time assignments.**

1. Qualifications by enrollment categories are as follows:
  - a. Enrollment twenty-four or fewer. An elementary school principal must have a North Dakota educator's professional license with a major, minor, or an endorsement in elementary education.
  - b. Enrollment twenty-five through one hundred. 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.
  - c. Enrollment one hundred one through two hundred fifty. An elementary school principal must have an elementary principal's credential, EP01, EP02, or EPP2.
  - d. Enrollment two hundred fifty-one or more. An elementary school principal must have an elementary principal's credential, EP01 or EPP2.
2. The time assignment for the elementary school principal within the person's enrollment classification must be as follows:
  - a. Enrollment twenty-four or fewer. Time should be provided for the performance of administrative duties.
  - b. Enrollment twenty-five through one hundred. 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.
  - c. Enrollment one hundred one through two hundred fifty. An elementary school principal must devote a minimum of 240 minutes per day or 1200 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.
  - d. Enrollment two hundred fifty-one or more. An elementary school principal must devote a minimum of 360 minutes per day or 1800 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-21. Administration - Shared elementary school principal - Elementary school principal qualifications and time assignments.** 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:

1. **Enrollment twenty-four or fewer.** Time should be provided for the performance of administrative duties.
2. **Enrollment twenty-five through one hundred.** 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.
3. **Enrollment one hundred one through two hundred fifty.** An elementary school principal must devote a minimum of 240 minutes per day or 1200 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.
4. **Enrollment two hundred fifty-one or more.** An elementary school principal must devote a minimum of 360 minutes per day or 1800 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-22. Administration - Assistant elementary school principal - Elementary school principal qualifications and time assignments.**

1. An assistant elementary school principal must have an elementary principal's credential at least applicable to the next lower enrollment category.
2. Time assignments are as follows:



- a. 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.
- b. For a school with an enrollment of six hundred 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-23. Instructional personnel - Curriculum or instructional area director.** Repealed effective March 24, 2004.

**67-19-01-24. Instructional personnel - Secondary school teacher qualifications.** Repealed effective March 24, 2004.

**67-19-01-25. Instructional personnel - Secondary school teacher qualifications - Specific subject area preparation.** Repealed effective March 24, 2004.

**67-19-01-26. Instructional personnel - Middle level or junior high school teacher qualifications - General preparation.** Repealed effective March 24, 2004.

**67-19-01-27. Instructional personnel - Middle level or junior high school teacher qualifications - Specific subject area preparation.** Repealed effective March 24, 2004.

**67-19-01-28. Instructional personnel - Elementary school teacher qualifications - General preparation.** Repealed effective March 24, 2004.

**67-19-01-29. Instructional personnel - Elementary school teacher qualifications - Specific subject preparation.** Repealed effective March 24, 2004.

**67-19-01-29.1. Instructional personnel - Specialized credential preparation.** All school personnel must comply with the state credential and licensing requirements appropriate to their assignment.

**History:** Effective July 1, 2007; amended effective January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-30. Professional development plan.** 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-31. Written curriculum plan for kindergarten through grade twelve.** Repealed effective January 1, 2010.

**67-19-01-32. Instructional program - Enrollments in grades nine through twelve.**

1. A curriculum for all students in grades nine through twelve must assure each student access to a minimum of five units of credit per year.
2. The minimum units of credit listed for each course are set out in North Dakota Century Code section 15.1-21-02.
3. A secondary school must provide additional units of credit in each school over a two-year period. The number of units is determined by the enrollment categories as follows:
  - a. Eighty or fewer - seven units from two course areas;
  - b. Eighty-one through one hundred fifty - nine units from two course areas;
  - c. One hundred fifty-one through three hundred fifty - eleven units from three course areas; and
  - d. Three hundred fifty-one or more - thirteen units from four course areas.
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.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-21-02

**67-19-01-33. Middle level or junior high school - Enrollment in grade nine.** If grade nine is included in the middle level or junior high school organizational unit, the curriculum for secondary school grades nine through twelve, under section 67-19-01-32, must be provided for grade nine students.

**History:** Effective January 1, 2000.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-34. Instructional program - Enrollments in grades seven and eight.**

1. Grades seven and eight required courses. A student must be enrolled for a minimum time of instruction per week in the following areas:
  - a. English language arts two hundred minutes.
  - b. Mathematics two hundred minutes.
  - c. Science two hundred minutes.
  - d. Social studies two hundred minutes (Social studies in grade eight must include North Dakota studies. The North Dakota studies course code must be used when reporting on the MIS03.).
  - e. Physical education eighty minutes.
  - f. Health fifty minutes.
2. Grades seven and eight additional courses:
  - a. Music must be available to all students:
    - (1) For a minimum of one hundred minutes per week in grade seven;
    - (2) For a minimum of one hundred minutes per week in grade eight; or
    - (3) For a minimum of fifty minutes per week in grade seven and for a minimum of fifty minutes per week in grade eight.
  - b. A minimum of two hundred minutes per week of instruction in courses from one or a combination of the following must be available:
    - (1) Art;
    - (2) Agribusiness;



- (3) Business education;
- (4) Computer education;
- (5) Modern languages;
- (6) Family and consumer sciences;
- (7) Technology education; and
- (8) Other additional courses as approved by the department.

- c. A middle level or junior high school student must not be assigned to a study hall for more than one period a day.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-21-01

**67-19-01-35. Instructional program - Enrollments in prekindergarten through grade six.** Specific requirements regarding the length of the minimum instructional time per week for all subject areas are:

- 1. Prekindergarten and kindergarten (two and three-quarters hours per day or 825 minutes per week, equivalent);
- 2. Primary (grades one through three)

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

Unallocated time may be used for:

- a. Planning and guided learning;
- b. Initiating or expanding a subject area;
- c. Providing elective offerings; and

d. Providing pupil personnel services.

3. Intermediate (grades four through six)

	4th	5th	6th
Language arts	460	420	420
Mathematics	200	200	200
Social studies (Social studies in grade four must include North Dakota studies. The North Dakota studies course code must be used when reporting on the MIS03.)	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

Unallocated time may be used for:

- a. Planning and guided learning;
- b. Initiating or expanding a subject area;
- c. Providing elective offerings; and
- d. Providing pupil personnel services.

4. Thirty minutes of supervised recess may be counted as part of the ninety minutes of physical education for grades one through three.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-21-01

**67-19-01-36. Class size.**

1. Secondary and middle level or junior high school:

- a. Class size is recommended to be twenty-five students but may not exceed thirty students.
- b. A school unit is allowed three percent of the total number of classes taught to exceed thirty students to a maximum of thirty-four students per class without citation.

- c. Science and career and technical education classes must not exceed the capacity of the learning stations provided.
  - d. Instrumental and vocal music classes are exempt from the class size standard.
2. Elementary school:
- a. Classroom enrollment, one grade level per teacher:
    - (1) Prekindergarten through grade three is recommended to be twenty students but may not exceed twenty-five; and
    - (2) Grades four through eight is recommended to be twenty-five students but may not exceed thirty.
  - b. Maximum classroom enrollment, two grade levels per teacher:
    - (1) Prekindergarten through grade three, twenty students; and
    - (2) Grades four through eight, twenty-five students.
  - c. Maximum classroom enrollment, three grade levels per teacher, prekindergarten through grade eight, is fifteen students.
  - d. Maximum classroom enrollment, four grade levels per teacher, prekindergarten through grade eight, is ten students.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-37. Teacher preparation time - Prekindergarten through grade twelve.** A teacher's schedule must include preparation time during the teacher's working day.

**History:** Effective January 1, 2000; amended effective January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-38. Student evaluation.**

- 1. 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.

2. Kindergarten or grade one. A standardized readiness test must be administered in either kindergarten or grade one, whichever is the initial point of formal education. The most recent copyright date of the standardized readiness test administered may not be more than ten years prior to the administration of the test.

**History:** Effective January 1, 2000; amended effective July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

#### **67-19-01-39. Pupil personnel services.**

1. 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.
2. 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 one through twenty-four 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.
3. 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 one through twenty-four students.

**History:** Effective January 1, 2000; amended effective May 16, 2000; July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15-20.1-24, 15-20.1-25, 15.1-02-11, 15.1-06-20

**67-19-01-40. Counseling and guidance services - Prekindergarten through grade six.**

1. Counseling and guidance services provided to students in prekindergarten through grade six must be provided by credentialed counselors at the required time assignments.
2. a. Qualifications for school counseling and guidance personnel serving students in prekindergarten through grade six are based on the total number of students in the schools served:
  - (1) School district enrollment of one through twenty-four. A credentialed counselor is not required. However, the written plan as provided for in subsection 2 of section 67-19-01-39 must state what access the student has to counseling services by credentialed or licensed mental health professionals.
  - (2) Enrollment of twenty-five through two hundred fifty. 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.
  - (3) Enrollment of two hundred fifty-one or more. 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.
- b. 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.
3. The time assignment for counseling and guidance personnel serving students in prekindergarten through grade six based on the total number of students served:
  - a. The time requirement is calculated at sixty minutes per day or three hundred minutes per week for each eighty students. Proportionate time allowances may be calculated for fractions thereof. One full-time credentialed school counselor must be provided for each four hundred fifty students.
  - b. A school district with enrollment of one through twenty-four must submit annually a copy of its written plan as described in subsection 2 of section 67-19-01-39 to the department of public



instruction, which includes classroom guidance activities based on the same time assignment.

- c. In an elementary school, a qualified elementary school counselor or counselor designate must provide at least fifty percent of the required counselor time assignment. Other licensed counselors or licensed social workers may be used to meet the remaining fifty 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 subsection 2 of section 67-19-01-39.

**History:** Effective January 1, 2000; amended effective May 16, 2000; July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-06-19

**67-19-01-40.1. Counseling and guidance services - Grades seven through twelve for the 2009-10 school year.** During the 2009-10 school year, all schools must provide counseling and guidance services to students in grades seven through twelve as follows:

1. Counseling and guidance services must be provided by credentialed counselors.
2. a. Qualifications for school counseling and guidance personnel serving students in grades seven through twelve are based on the total number of students in the schools served:
  - (1) School district enrollment of one through twenty-four. A credentialed counselor is not required. However, the written plan as provided for in subsection 2 of section 67-19-01-39 must state what access the student has to counseling services by credentialed or licensed mental health professionals.
  - (2) Enrollment of twenty-five through two hundred fifty. 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.
  - (3) Enrollment of two hundred fifty-one or more. 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.
- b. 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.

3. The time assignment for counseling and guidance personnel serving students in grades seven through twelve is based on the total number of students served:
  - a. The time requirement is calculated at sixty minutes per day or three hundred minutes per week for each eighty students. Proportionate time allowances may be calculated for fractions thereof. One full-time credentialed school counselor must be provided for each four hundred fifty students.
  - b. A school district with enrollment of one through twenty-four must annually submit a copy of its written plan to the department of public instruction, including classroom guidance activities based on the same time assignment, as described in subsection 2 of section 67-19-01-39.
  - c. In an elementary school, a qualified elementary school counselor or counselor designate must provide at least fifty percent of the required counselor time assignment. Other licensed counselors or licensed social workers may be used to meet the remaining fifty 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 subsection 2 of section 67-19-01-39.

**History:** Effective January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-40.2. Counseling and guidance services - Grades seven through twelve after the 2009-10 school year.** After the 2009-10 school year, all schools must provide counseling and guidance services to students in grades seven through twelve.

1. Each school must have a minimum of one full-time equivalent counselor available for every three hundred students in grades seven through twelve. Proportionate time allowances may be calculated for fractions thereof.
2. 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.

**History:** Effective January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11, 15.1-06-19, 15.1-06-20

**67-19-01-41. Library media services.**

1. Each school must provide a library media services plan which ensures that students and staff are effective users of ideas and information.
2. 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.
3. Qualifications for school library media personnel employed in a secondary, middle level or junior high, elementary, or centralized (prekindergarten through grade twelve) library:
  - a. The qualifications for librarians are determined by the total number of students in the schools served:
    - (1) Enrollment of one through twenty-four. A librarian is not required; however, the library media services plan as provided in subsection 1 of section 67-19-01-41 must state what access students have to library materials and services.
    - (2) Enrollment of twenty-five through two hundred fifty. A librarian must be a licensed teacher and must have an LM03, LM02, LM01, or an approved plan of study librarian credential.
    - (3) Enrollment of two hundred fifty-one or more. A librarian must be a licensed teacher and must have an LM01 or LM02 library media credential or an approved plan of study.
  - 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.
4. The time assignment must be provided by a qualified librarian and is determined by the total number of students served.



- a. The time requirement is calculated at sixty minutes per day or three hundred minutes per week for each eighty students. Proportionate time allowances may be calculated for fractions thereof. One full-time credentialed school librarian must be provided for each four hundred fifty students.
- b. A school with enrollment of one to twenty-four 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.
- 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.
- d. In an elementary school, a qualified elementary school librarian must provide at least fifty percent of the total library program time assignment for organization, curriculum, service, coordination, and supervision responsibilities. Library media aide time assignments may be used to meet the total library time assignments in excess of the fifty percent librarian serving in a prekindergarten through grade six or prekindergarten through grade eight library.

**History:** Effective January 1, 2000; amended effective May 16, 2000; July 1, 2007; January 1, 2010.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

#### **67-19-01-42. School policies - Handbooks.**

1. 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.
2. Handbooks, kindergarten through grade twelve:
  - a. Teacher handbook. 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.
  - 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.

**History:** Effective January 1, 2000; amended effective July 1, 2007.

**General Authority:** NDCC 15.1-02-11

**Law Implemented:** NDCC 15.1-02-11

**67-19-01-43. Driver's education program - Administrative requirements.** Repealed effective January 1, 2010.