

**RELATIONS WITH STATE EDUCATION AGENCY  
ELEMENTARY SCHOOL ACCREDITATION**

**GFA**

**ACCREDITATION ELEMENTARY SCHOOLS:**

The state accreditation program for elementary schools has two classification categories: Accredited and non-accredited. An accreditation rating continues from year to year unless evaluation data, the annual report, and on site visits justify a change in rating.

Within the accredited classification are the following ratings:

1. Fully Approved: The school is in compliance with minimum standards.
2. Approved with Comments: One or two deviations from the standards have appeared for the first time or there are deviations of a minor nature;
3. Approval with advice: The school deviates substantially from one or more standards or no observable effort has been made in the second year to correct deviations from a standard upon which comment was previously made;
4. Approved with warning: A serious deviation from one or more standards exists. A school may be dropped from fully approved to warned when, in the opinion of the State Committee, the violation is such that it shall not be allowed to persist beyond the current year. If the State Elementary Accreditation Committee recommends a warned status, a special meeting is held with local school officials prior to making a final recommendation.

**WARNED STATUS:**

Schools on warned status may be dropped to a non-accredited status unless significant progress toward overcoming deviations is shown on the next report. An accredited school may not be dropped to a non-accredited status unless there is justification for the exception.

**DEVIATIONS:**

Deviations from accreditation standards because of hardship, for the purposes of pilot programs and experimentation, or for other reasons may be approved upon proper application to the Utah State Office of Education.

**ANNUAL REPORT:**

All accredited elementary schools shall submit an annual accreditation report to the Utah State Office of Education.

## **PROCEDURE:**

The procedures for elementary school accreditation are as follows:

1. Application for accreditation is voluntary;
2. A school planning for accreditation must submit a formal application to the Utah State Office of Education;
3. School personnel may request the state specialist for accreditation to meet with them in an orientation session to discuss accreditation standards and evaluation procedures;
4. A school must complete a self-evaluation. The school may use one of the following documents for its self-evaluation or other means approved by the State Elementary Accreditation Committee;
  - a. Evaluative criteria for elementary schools in Utah, Utah State Board of Education, Revised, 1977;
  - b. Elementary school evaluative criteria, national study of school evaluation, Second Edition.
5. A school, in coordination with the state elementary accreditation committee, sets a date for a two day on-site evaluation by a team appointed by the state elementary accreditation committee. The on-site visit takes place after the self-evaluation is completed and prior to April 15. The visiting team represents a cross section of professional educators from the Utah State Office of Education. The school staff may recommend people to serve on the visiting team.
6. Written evaluation results from the onsite visit and other pertinent information, including the self-evaluation, are presented to the state elementary accreditation committee. After review of all information, the state elementary accreditation committee makes a recommendation to the Utah State Board of Education relative to an accreditation status. The Utah State Board of Education is the final accrediting authority.
7. Continuing accreditation is subject to a review of annual reports by the state elementary accreditation committee, and to periodic visits by representatives of the state elementary accreditation committee.
8. Annual reports for purpose of accreditation are due in the local school district office by February 1 of each year and in the Utah State Office of Education by February 15.

## **EDUCATION PROGRAM:**

An elementary school shall develop a written philosophy of education consistent with the goals and priorities of the local Board of Education and the Utah State Board of Education. It shall be implemented by specific objectives, which delineate the purposes and scope of the school's education program.

A school shall conduct a balanced learning program for its students in accordance with the state program of studies for elementary school and district policies.

Activities, which are a part of an outgrowth of the instruction program, shall be provided to permit students to perform, lead, and follow on an individual and group basis. Approved activities include government, festivals, assemblies, programs, and physical fitness exercises.

A school shall continuously examine its philosophy and objectives and evaluate its instruction program to ensure that basic understanding and skills are learned, maintained and strengthened.

### **THE STAFF:**

All professional personnel shall hold a valid certificate or other accepted authorization for the position for which employed. The credentials and assignment of each staff member shall be included on the initial accreditation report. On succeeding reports, only staff members who do not meet the certification standard for the position they fill shall be reported.

Pupil support services shall be available to the elementary school and shall include adequate secretarial assistance, aides, custodial services, lunchroom personnel, and bus drivers.

Orientation programs shall be developed for staff new to a school or the district. Formal and informal educational experiences shall be available for new and continuing staff members, including district in-service workshops, curriculum development activities, state workshops, and university workshops.

The school shall conduct an effective public relations program to improve school atmosphere. Pupil behavior shall reflect a sound education program.

Positive and negative aspects of school atmosphere shall be reported in the annual accreditation report in a narrative form. Extenuating circumstances, which may clarify negative factors may be included in the narrative. Indications of school atmosphere shall be evaluated within the school building, on the playground, on locations of school-sponsored activities, and on school transportation facilities.

### **INSTRUCTIONAL MEDIA:**

Media shall be used as specific tools of instruction to aid in the achievement of specific curricular aims and unit objectives.

Teachers shall be aware of available media and be familiar with proper techniques for their use

Equipment shall be kept in good operating condition. Instruction and assistance shall be provided in the proper utilization and operation of equipment

All available materials shall be catalogued and indexed.

A school shall have an instructional media center, which shall be used as the hub of instruction in the school. It shall be attractive and adequate for the number of students enrolled. The area housing the collection of materials in the media center shall provide:

1. A display area such as bulletin boards or cases;
2. A means to circulate materials
3. A properly maintained and integrated card catalog
4. A processing area for receiving and processing materials
5. Sufficient shelving or storage facilities to make all materials and equipment readily available to students and faculty
6. Vertical filing facilities for unbound reference materials
7. Seating and study facilities, which can be used to accommodate at least the largest class in the school, small study groups, or individual study; and
8. Office space for media personnel.

The instructional media center staff shall instruct students in the use of the center and shall schedule time for class research and individual study.

All materials shall be properly inventoried and catalogued. A shelf list of all titles shall be maintained. Proper storage and filing spaces shall be provided for current and back copies of periodicals.

The instructional media center shall maintain an adequate balance of all types of media materials. The distribution of periodicals shall be such that all instruction areas of the school are adequately served.

The guidelines for the development of an Instructional media System, Part IV shall be used as an evaluative instrument in examining current status, identifying critical needs, and establishing long and short-range goals for the media center.

School personnel shall be familiar with and follow state laws and Utah State Board of Education rules in regard to the adoption of texts from the state adopted textbook list. There shall be evidence of teacher involvement in the evaluation and selection of textbooks on the local level. Adequate funds shall be allocated to purchase textbooks and other learning materials needed for the school. Each student shall be provided with texts and learning materials to satisfy individual needs and abilities in all areas of curriculum.

Adequate supplies shall be available for the instructional needs of the curriculum.

### **PUPIL PERSONNEL:**

A pupil personnel director shall coordinate and supervise pupil SERVICES personnel services. Counseling and social services shall be available to the school as needed. Approved pupil personnel services included resource programs, guidance and counseling, psychological services, psychometric services, pupil accounting, social work, school health services, and identification and diagnostic services for special education programs.

Pupil personnel services shall be continuously evaluated and improved.

A school shall have a planned program orienting individuals and groups to new education situations and experiences in the school.

### **ADMINISTRATION:**

The principal is the chief administrator of the school. The principal school:

1. Serve as instructional leader and curriculum consultant.
2. Serve as coordinator of pupil personnel services and as a counselor to students.
3. Assist the district superintendent in selecting and assigning the staff to the school and make recommendations concerning continued employment or reassignment of the school's teachers.
4. Orient the professional staff to and require compliance with school, district, Utah State Board of Education, state, and federal laws, rules and policies.
5. Be responsible for student placement, safety and health, control and discipline, and student accounting.
6. Provide an adequate system of reporting and interpreting student progress and the school program to parents and patrons.
7. Be responsible for the operation and management of the school plant.
8. Be responsible for securing, caring for, and disbursing equipment and school supplies and
9. Provide overall management for the school and school programs, including completing district, state and federal reports.

Supervisory functions performed in the school through the administration shall include:

1. Participating with district personnel in organizing workshops, in-service training programs, interschool visits, conferences, and individual and school research programs.
2. Assisting teachers in daily instruction activities as needed.
3. Assisting teachers in diagnosing needs and providing programs to meet the needs of individual children.
4. Assisting teachers in understanding and using course guides.

5. Observing and evaluating teacher performance, custodians, lunch personnel, and other school staff.
6. Providing professional and resource materials for staff.
7. Articulating school, district, state and federal programs.
8. Assisting the staff in self-evaluation and
9. Performing other supervisory duties assigned by the local board or the district superintendent.

### **SCHOOL PLANT:**

The school plant must be consistent with the philosophy of the school and facilitate the meeting of student needs.

1. Buildings and classrooms shall provide for the school's program. Space shall allow for a variety of classroom and extra-class experiences, recreational uses, and community activities. The plant shall provide adequate illumination, water, heat, ventilation, and sanitation services. It must be designed, equipped, inspected, and maintained in compliance with required safety standards.
2. Administrative space must be used for:
  - a. Meeting the pupils and the public.
  - b. Conferences.
  - c. Routine office work.
  - d. Inside and outside communications and
  - e. Keeping and filing records.
3. The school food services areas shall be adequate in size and designed to meet the needs of the program. The facility shall be functional, aesthetic, safe, sanitary, well maintained, and provide for efficient operation of the program.

