

**RELATIONS WITH STATE EDUCATION AGENCY:
JUNIOR HIGH AND MIDDLE SCHOOL ACCREDITATION**

GFB

AUTHORITY AND PURPOSE:

This rule is authorized by Utah Code Ann. § 53-2-12.1(1) which allows the Utah State Board of Education to adopt rules for school accreditation, and Utah Code Ann. § 53-2-12(2) which allows the Utah State Board of Education to adopt rules in accordance with its responsibilities.

The purpose of this rule is to:

1. Specify the standards and procedures by which junior high and middle schools may become accredited by the Utah State Board of Education;
2. Establish an accreditation program of appropriate and high standards of attainment to assist schools in maintaining and improving education programs.

CLASSIFICATION REPORTS:

The state accreditation program for junior high and middle schools has two classification categories; accredited and non-accredited. An accredited rating continues from year to year unless evaluation date, annual reports, and on-site visits justify a change in rating.

Within the accredited classification are the following ratings:

1. Accredited with Commendation: the school's current practices and plan for improvement are of a superior quality;
2. Accredited with Full Approval: the school is in compliance with minimum standards. This rating does not infer that improvement cannot be made;
3. Accredited with Comment: One or two deviations from the standards have appeared for the first time or there are deviations of a minor nature;
4. Accredited 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. Approved with comment does not necessarily precede approved with advice;
5. Accredited with Warning: A serious violation of one or more standards exists. This rating is usually issued after a school has received the advised or comment status and no improvement is shown. A school may be dropped from fully approved to warn when, in the opinion of the State Committee, the violation is such that it shall not be allowed to persist beyond the current year. A warned school is usually dropped the following year unless acceptable correction is made. No school is dropped unless it was warned

the preceding year and a special meeting has been held with local school officials.

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 without first receiving a warned status unless there is justification for the exception.

All junior high and middle schools must submit an annual accreditation report to the Utah State Office of Education in the fall.

Utah Admin R. 300-4123

PROCEDURES FOR EVALUATION AND CLASSIFICATION:

The evaluation of the junior high and middle schools for purposes of accreditation and classification is a cooperative activity in which the school, the local district and the Utah State Office of Education share the major responsibility. Basic to the operation of the program is self-evaluation and self-initiated improvement on the part of the individual school.

The procedures for junior high and middle school accreditation are as follows:

- a. Application for accreditation is voluntary;
- b. A school planning for accreditation must submit a formal application to the Utah State Office of Education;
- c. School personnel may request the state specialist for accreditation to meet with them in an orientation session to discuss accreditation standards and evaluation procedures;
- d. 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 Committee:
 - a. Junior High/Middle School Evaluative Criteria, National Study of School Evaluation;
 - b. Junior High School Evaluative Criteria, Utah State Board of Education.

Office staff members, parents, students, and community members may be invited to assist in the evaluation process.

- e. A school, in coordination with the State Committee, sets a date for a two day, on-site evaluation by a team appointed by the State 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 throughout the state.
- f. Written evaluation results from the on-site visit and other pertinent information, including the self-evaluation, are presented to the State

- Committee. After review of all information, the State Committee makes a recommendation to the Utah State Board of Education or its designee relative to an accreditation status. The Utah State Board of Education is the final accrediting authority.
- g. Continuing accreditation is subject to a review of annual reports by the State Committee, and to a complete evaluation at least every ten years, beginning with the 1979-80 to 1989-90 ten-year periods.
 - h. Annual reports for the purpose of accreditation are due in the local school district office by October 1 of each year and in the Utah Office of Education by October 15.

Utah Admin R. 300-4124

THE EDUCATION PROGRAM:

A school shall develop a written philosophy of education consistent with the priorities and goals 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. The objectives shall be reflected in practices observable in the total school program.

A school shall determine the content of its program of studies by cooperative planning and continuous evaluation. The state program of studies approved by the Utah State Board of Education for junior high and middle schools shall be followed. A school shall provide evidence of multi-cultural education, which includes the history and culture of racial and ethnic minority students, taking place within the school. Emphasis shall be given to the interdependent of world cultures.

The school shall conduct evaluation of a school's philosophy, objectives, and instruction program.

Utah Admin R. 300-4125

TEACHING PERSONNEL SCHOOL ATMOSPHERE:

Each teacher must meet the state certification standards for the position for which the teacher is 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.

Positive and negative aspects of school atmosphere shall be reported annually in narrative form in the annual accreditation report. Extenuating circumstances, which help clarify in the negative factors may be included in the report.

Utah Admin Rule 300-4126

INSTRUCTIONAL MEDIA:

A school to examine the current status of, identifies critical needs of, and establishes long range and short-range goals for its instructional media system shall use the “guidelines for the development of an instructional media system.”

A school shall include a copy of a complete “school media profile, OPSCAN” with the annual report.

All schools shall meet the minimum standards for library books, materials, periodicals, and teaching supplies adopted by the Utah State Board of Education. An adequate accounting system for supplies shall be maintained. Adequate storage space and facilities shall be provided.

School personnel shall be familiar with and follow state laws in regard to the adoption of texts.

Utah Admin R. 300-4127

PUPIL PERSONNEL SERVICES:

Education, career, and personal counseling services shall be available to all students and provided by qualified, certificated personnel.

Conferences and reporting services shall include scheduled parent teacher conferences.

Alternative pupil personnel programs shall be explicitly explained in a written statement justifying action for State Committee approval.

Utah Admin R. 300-4128

ADMINISTRATION, SUPERVISION AND ORGANIZATION:

Administration and Supervisory Staff includes:

Superintendents

Principals

Assistant Principals

Administrative interns

Athletic directors

Attendance directors

Activity directors

Department heads during released time used for administrative duties.

A person may be counted in only one area at a time. At least one-half of the school day shall be available to the principal for administrative duties.

There shall be at least one administrator for the first 350 students or fraction thereof, and a second for 700 students. Three are recommended for schools with 1050 plus enrollment.

The administrative staff, through cooperative action with the central office staff, shall provide a school climate within which meaningful innovation and reasonable experimentation are encouraged.

The principal's primary duty is leadership for the education program. To carry out this duty the principal shall:

1. Actively participate in the recruitment, selection, and assignment of school staff;
2. Effectively utilize staff and motivate them to achieve the highest degree of teaching potential;
3. Coordinate efforts to obtain maximum utilization of existing facilities, equipment, and materials, and to acquire facilities, equipment, and materials for the school;
4. Supervise and improve instruction;
5. Become well informed about educational developments that promote dynamic leadership, and know and enforce school, district, and Utah State Board of Education rules and policies;
6. Follow accepted budgetary procedures;
7. Provide an adequate system of reporting and interpreting student progress and the school program to the parents and patrons; and
8. Coordinate efforts to establish and maintain good community relations.

Complete student permanent records shall be filed in one place where they are protected by a fireproof vault, safe, or filing cabinet, which meets Underwriters Laboratories Class C specifications. If fireproof storage is not possible, either a duplicate set of records must be maintained in separate locations or records may be placed on computer.

The minimum information contained on student permanent records includes subjects taken, grade by subject with an explanation of the grading system, credit earned with an explanation of the system for awarding credit, attendance records, and test scores.

When a student transfers to another school, a copy of the student's permanent records and other useful data shall be forwarded promptly to the new school upon parental request.

An annual inventory of equipment, books, and supplies shall be maintained.

SCHOOL PLANT AND FACILITIES:

The school plant shall be adequate in size and shall provide attractive facilities for offering a modern program of education suited to the needs and interests of the students and community. The building shall be adequately maintained to ensure the health and safety of its occupants.

Custodial service, heating, lighting, ventilation, water supply, and lavatories shall be sufficient to ensure hygienic conditions for students and staff.

Proper safeguards for the protection of students and staff against hazards such as fires, storms, earthquakes, and acts of war shall be taken throughout the buildings and grounds.

An inspection of the school plant and equipment shall be made by an appropriate, approved official each school year. Deficiencies shall be listed on the annual accreditation report.