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ACCREDITATION REGULATIONS APPLICABLE TO KANSAS ELEMENTARY & SECONDARY SCHOOLS AND SCHOOL DISTRICTS



Effective May 1, 1984



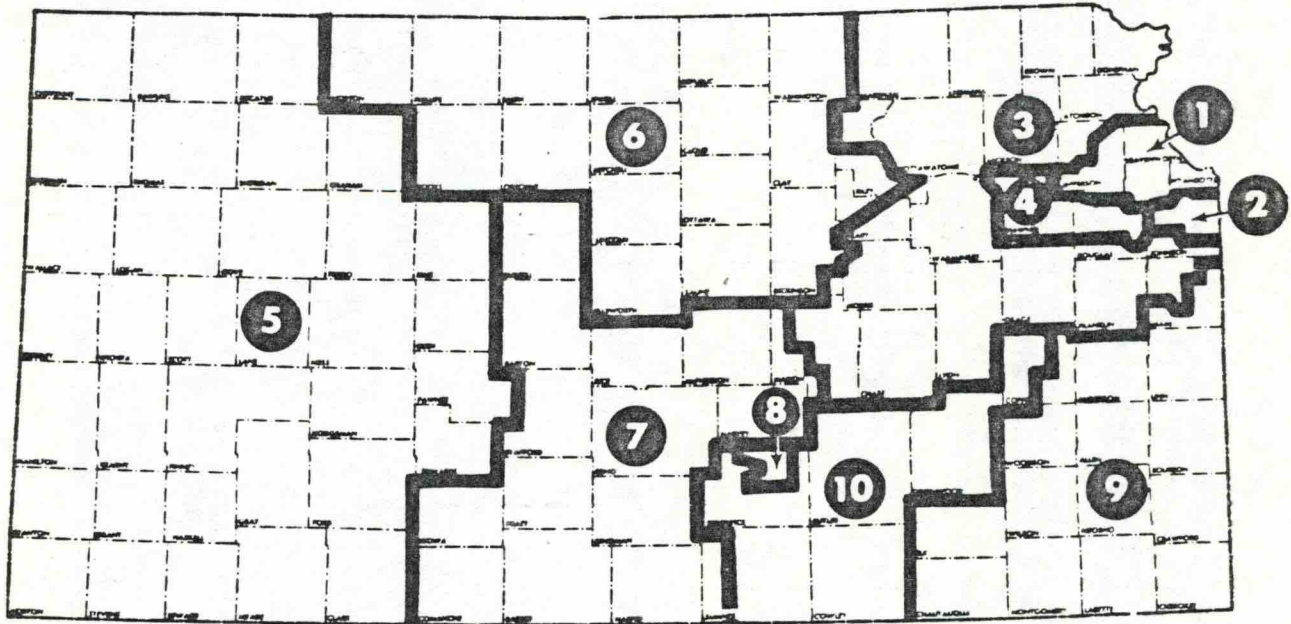
Kansas State Department of Education

Kansas State Education Building

120 East 10th Street Topeka, Kansas 66612

An Equal Employment/Educational Opportunity Agency

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FOREWORD

The State Board of Education is required by law to define by regulation those matters relating to the administration, staffing, courses of study, and instruction in Kansas schools.

The accreditation regulations that appear in this publication have been filed with the office of the Revisor of Statutes. When filed in the Revisor's office, the regulations have the same effect as law. These accreditation regulations effective May 1, 1984, are filed under the constitutional authority of the State Board of Education. The correct reference will now be S.B.R. 91-31-1 through 91-31-15.

Schools interested in exceeding minimum accreditation regulations through school or district evaluation procedures are requested to contact the accreditation unit in this agency.

Recommendations for revisions and improvement of regulations are reviewed and considered by the State Board of Education each year. Continued improvement has resulted from comments and suggestions of evaluators and school officials.

Best wishes as you continue to improve educational offerings through the accreditation procedures of this agency.

Dr. Harold Blackburn
Commissioner of Education

ACKNOWLEDGEMENTS

Many people have assisted the accreditation unit with these regulations. Appreciation is extended to the Accreditation Advisory Committee for their time, expertise, and dedication devoted to improving accreditation standards.

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ARTICLE 31. ACCREDITATION REGULATIONS APPLICABLE
TO KANSAS SCHOOLS AND SCHOOL DISTRICTS

91-31-1. Definition of terms.

(a) "Accredited-advised" means failure of the school to meet one or more state board accrediting regulations.

(b) "Accredited-warned" means failure of the school to correct the previous year's deficiency, or failure to comply with Kansas statutes.

(c) "Board of education" means the board of education of any unified district or the governing body of any nonpublic school.

(d) "Class period" means a segment of the school day regularly scheduled for instruction in a designated subject. The length of time of the period may vary according to the type of subject and pattern of scheduling.

(e) "Daily program" means the schedule of classes taught by teachers during the school day.

(f) "Lawful custodian" means a parent, stepparent, foster parent, guardian or other person who has legal custody of a child or who is liable by law to maintain, care for or support the child or who is related to the child.

(g) "Library media" means printed and audiovisual forms of communication and their accompanying technology.

(h) "Library media center" means the service area which houses both the library and the audiovisual services.

(i) "Library media program" means the complete instructional program and other services furnished to pupils and teachers by a library media specialist.

(j) "Library media specialist" means a person who holds a valid certificate with the appropriate endorsement for that person's level of assignment and who directs the library media program in its entirety or specializes in either the print or nonprint areas of the program.

(k) "Principal" means a person having the administrative and supervisory responsibilities for a school or schools.

(l) "Program of studies" means those courses of instruction offered in a school during the year.

(m) "School" means an attendance facility under the control of a board of education.

(n) "School year" means the 12 month period ending June 30.

(o) "Special education state plan" means the state plan for special education services authorized by K.S.A. 72-933 et seq., as amended and supplemented.

(p) "State board" means the state board of education.

(q) "Superintendent" means the chief administrative officer appointed by the board of education of the district who is responsible for administrative and supervisory duties for all units of organization within the district and who has charge and control of the schools and their personnel.

(r) "Teacher" means a person who holds a valid certificate with the appropriate endorsement or endorsements for that person's level of assignment.

(s) "Unified course" means a course that is organized and taught by one or more teachers and that includes content from two or more subject areas.

(t) "Unit of credit" means one unit of credit earned for satisfactory completion of any approved subject taught for a minimum of 40 minutes daily, five periods a week for 36 weeks, or 120 clock hours. One-half unit of credit is earned for approved subjects taught for a minimum of 40 minutes daily, five periods a week for 18 weeks, or 60 clock hours. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983; amended May 1, 1984.)

91-31-2. Procedures for accrediting schools. (a) Each board of education shall make application in writing to the state board requesting the proper forms for accreditation. The application shall be submitted on or before August 15 of the school year in which the school requests accreditation. Accreditation shall be for one school year.

Each school requesting accreditation shall file the principal's building report and other reports required by the state board. The building report shall be filed no later than October 1. Intentional falsification of any report may result in denial or loss of accreditation.

(b) Each school shall meet the provisions of Kansas statutes and the state board of education rules and regulations.

(c) The accreditation status of each school shall be determined on the basis of data provided in official reports of the affected school, including the superintendent's report and principal's building report, reports from the state department of education specialists, the report of the state department of health and environment, the report or order of the state fire marshal, and other official or special reports regarding the local school that may be requested by the state board.

(d) Schools shall be accredited, or if any deficiencies exist, accredited-advised, accredited warned, or dropped from the accredited list by the state board. Each school shall report, each year, the progress made to correct any deficiencies cited the previous year. For any violation, the state board shall issue an accreditation advisement the first year. If there is continued noncompliance during the second school year, the state board shall issue an accreditation warning. If the deficiency is not corrected by the following school year, the state board shall drop the violating school or schools from the accredited list.

(1) Each school desiring accreditation shall comply with the provisions of K.S.A. 72-9001 et seq., as amended, by filing their personnel evaluation policies, and any amendments to those policies with the state board. Failure to file personnel evaluation policies, or any amendments thereto, or noncompliance with the personnel evaluation policies that are filed, may result in accreditation being denied or revoked. The state board shall issue an accreditation advisement the first year for any violation. If there is continued noncompliance during the second school year, the state board shall issue an accreditation warning. If the deficiency is not corrected by June 30 of the following school year, the state board shall drop from the accredited list any school or schools which remain in violation.

(2) The failure of any board of education to comply with the decision of the state board regarding approval of an application for out-district tuition, as provided in K.S.A. 72-4418 and K.A.R. 91-16-1 et seq., shall be considered due cause for the state board to drop, without warning, all schools within the district from the accredited list, effective the following June 30.

(e) During the school year, but not later than March 15 of the year, any school with deficiencies shall be notified by the state board. All official accreditation notices indicating deficiencies shall be mailed to the superintendent. Deficiencies identified after March 15 as a result of investigating a complaint shall be entered into the accreditation file after notifying the superintendent, and shall be included in the official June 30 accreditation or non-accreditation notice.

(f) Responses from schools regarding the correction of deficiencies shall be filed with the state board no later than April 1, except for those deficiencies identified after April 1 as a result of investigating a complaint.

(g) The accreditation of each school shall be effective as of June 30 of the year in which granted and shall remain in force for one year unless changed by action of the state board.

(h) High schools shall be accredited by the state board and designated either accredited, or accredited comprehensive.

(1) Accredited. Each accredited high school shall maintain, offer and teach at least 30 units of credit in grades nine through 12, as reported on September 15 of the year in which accreditation is granted. Those high schools organized on a grades 10 through 12 plan may count units taught in grade nine. Each accredited high school shall meet the following requirements:

(A) The 30 units of credit shall be taught each year in separate classes. Correspondence credits shall not be counted as part of the 30 units requirement.

(B) When the unit is taught in more than one section, only one unit of credit shall be counted as a part of the 30 required units of credit.

(2) Accredited comprehensive. An accredited comprehensive high school shall maintain, offer, and teach a minimum of 50 units of credit in grades nine through 12, as reported on September 15 of the year in which accreditation is granted. Those high schools organized on a grades 10 through 12 plan may count units taught in grade nine. Each accredited high school shall meet the following requirements:

(A) The 50 units shall be taught each year in separate classes. Correspondence credits shall not be counted as part of the 50 units requirement.

(B) When the unit is taught in more than one section, only one unit of credit shall be counted as a part of the 50 required units of credit.

On application from the board of education, any high school teaching less than 30 units of credit, as reported in the September 15 school principal's building report, shall be dropped from the accredited list by the state board on or before November 15 of that school year.

(i) Each elementary school, to be accredited, shall have a minimum enrollment of 10 pupils on September 15 of the current school year. On application from the board of education, any elementary school with an enrollment of less than 10 pupils on September 15, shall be dropped from the accredited list by the state board on or before the following November 15.

(j) Except as provided by S.B.R. 91-31-2(d)(2) and S.B.R. 91-31-11, any school which has been accredited warned shall be dropped from the accredited list by the state board if the deficiency or deficiencies are not corrected by June 30 of the following school year.

(k) At the regular June meeting of the state board, the commissioner of education shall recommend to the state board any action to be taken regarding the accreditation of schools. In those cases where the commissioner of education will recommend non-accreditation of any school, the commissioner shall notify the president and clerk of the board of education, and the superintendent no later than May 15. The board of education shall be given an opportunity at the June meeting of the state board to present reasons why the school should be accredited. When a school has been denied accreditation, the state board of education shall have five days after the June board meeting in which to send an official notice of denial of accreditation. The notice shall be sent by the commissioner of education by restricted mail to the president and clerk of the board of education and the superintendent, with return receipt requested.

(l) Any school denied accreditation effective June 30 may, upon request by letter of the board of education, be given tentative accreditation status by the state board, to be effective the following August 15, if the deficiencies causing denial of accreditation have been corrected. The letter shall be signed by the president and clerk of the board of education, shall provide evidence that all deficiencies have been corrected, and shall be filed with the commissioner of education at least three weeks prior to the regular August meeting of the state board. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983; amended May 1, 1984.)

Regulations Applicable to All Schools
(Unless Otherwise Specified)

91-31-3. Policies. (a) All orders, rules and regulations of the board of education, and any revisions, shall be in writing and codified, and upon request shall be made available to the employees, patrons and students of the district. The policies for the employment of staff or the selection of pupils shall not discriminate on the basis of race, religion, color, ethnic background, national origin, ancestry, physical handicap, or sex.

In addition, the board of education shall adopt policies pertaining to personnel and to the suspension and expulsion of pupils as provided by K.S.A. 72-8901 et seq., as amended. The policies shall be on file and copies shall be available to patrons, students, teachers, administrators, and to the state board of education for examination on request.

(b) All certified personnel shall be evaluated in accordance with policies adopted under K.S.A. 72-9001 et seq., as amended, and as on file with the state board.

(c) The board of education shall adopt policies which govern the conduct of all persons employed by or attending schools of the district, and provide specific procedures for their enforcement. The board shall submit school conduct policies and amendments to its legal counsel for review and approval to assure compliance with city ordinances, state laws and constitutional requirements. Copies of policies and amendments shall be filed with the commissioner of education as provided by K.A.R. 91-15-1.

(d) Goals and objectives. Effective September 1, 1985, each unified school district and nonpublic school shall have educational goals and curricular objectives for each instructional area in the educational program. All such goals and objectives shall be reviewed annually. All goals and objectives shall be on file and copies shall be available to patrons, students, teachers, administrators, and to the state board of education for examination on request. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-4. Organization; special, exemplary or innovative programs; waiver of regulations. Schools that have special, exemplary or innovative programs that do not meet all accreditation regulations may, prior to the beginning of the school term, request approval from the state board to conduct those programs. Approval shall be granted if the superintendent has submitted the proposed program in writing, and the program includes:

(a) A statement citing how the program would be curtailed or prohibited if regulations of the state board are applied to the program;

(b) evidence that the goals and objectives of the program fall within statewide education goals defined by the state board;

(c) evidence that the program adopted is in compliance with Kansas statutes;

(d) evidence that the evaluation procedures for the program are identified in advance and provide valid and objective data for assessing its success; and

(e) evidence that all staff members have valid certificates with the appropriate endorsements for their levels of assignment.

The state board shall notify the superintendent in writing of approval or denial of the program. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-5. Summer school programs. Summer school programs shall be submitted for approval on forms provided by the state board and shall meet the following requirements: (a) Administration. Summer school programs shall be under the supervision of an administrator who holds a valid certificate with the appropriate endorsement for that level of assignment.

(b) Summer school notification. Districts planning to operate a summer program shall notify the state board by May 1 of each year.

(c) Scholastic records. Permanent scholastic records shall be maintained for summer school sessions.

(d) Summer school report. Each district shall make a report, on forms furnished by the state board, not later than 10 days after the first day of summer school.

(e) Curriculum.

(1) Subjects may be offered for enrichment, makeup purposes, or to obtain credit for courses not available during the regular school term.

(2) Courses taught in the summer school program shall include the same content and achievement standard as similar courses taught in the regular school term.

(f) Enrollees.

(1) Permission. A pupil desiring to enroll in summer school for credit shall obtain permission from the principal of the pupil's parent school.

(2) Subject prerequisites. Admission to summer school courses shall be subject to the recognized prerequisites in the several school subject areas.

(3) Correspondence courses. Pupils shall obtain prior approval from their parent school principal before enrolling in correspondence courses for credit.

(g) Summer school instructors. Each teacher in an approved summer school shall hold a valid certificate with the appropriate endorsement for the teacher's level of assignment.

(h) Requirements for credit. This section shall not apply to elementary schools.

(1) Time required for repeated subjects and new subjects.

(A) One unit of credit shall be earned for those courses which meet for a total of 120 clock hours.

(B) One-half unit of credit shall be earned for those courses which meet for a total of 60 clock hours.

(C) Time for makeup work for one unit of credit or one-half unit of credit shall be at least one-half the time requirement for a regular school term course.

(D) Instructional time for credit shall be exclusive of registration, holidays, and break time.

(2) Driver education. Any school may offer an approved course in driver education during the summer term, and the instruction shall be administered and supervised by the school as provided by Kansas statutes.

(i) Schools shall be accredited, or if any deficiencies exist, accredited advised, accredited warned, or dropped from the accredited list by the state board as provided by S.B.R. 91-31-2(d).

(j) During the school year, but not later than March 15 of the year, any school with deficiencies shall be notified by the state board. All official accreditation notices indicating deficiencies shall be mailed to the superintendent. Deficiencies identified after March 15 as a result of investigating a complaint shall be entered into the accreditation file, after notifying the superintendent, and shall be included in the official June 30 accreditation or non-accreditation notice.

(k) Responses from schools regarding the correction of deficiencies shall be filed with the state board no later than April 1 of the year following the year in which the reports were submitted, except for those deficiencies identified after this date as a result of investigating a complaint.

(l) The accreditation of a school shall be effective as of June 30 of the year following the year in which the forms are filed and shall remain in force for one year unless changed by action of the state board. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983; amended May 1, 1984.)

91-31-6. Administration. (a) Admission. Any pupil transferring from or completing a course of study in an accredited school shall be eligible for admission to another accredited school. Schools shall accept pupils from unaccredited schools in accordance with the provisions of subsection (b).

(b) Placement. Placement of pupils in the education program shall be determined according to the policy of the board of education and the policy shall include the following:

- (1) past education experience record;
- (2) successful performance at the level of assignment; or
- (3) examinations administered by the local district.

(c) Promotion. Promotion shall be determined according to the policy of the board of education.

(d) Pupil records. Accurate and complete records of scholarship, attendance and activities shall be kept in a safe or fire-resistant compartment. Except as provided by K.S.A. 72-5386, when a pupil transfers or is promoted to another school within or without the school district, academic records shall follow the pupil on request. Pupil records shall be maintained and released in compliance with the right to privacy act as provided by K.S.A. 72-6214.

(e) Teacher records. An individual teacher record including a current college transcript or transcripts, certification, tenure, salary, retirement status and other personnel data shall be on file as directed by the board of education.

(f) Activity funds. A complete record of activity funds shall be maintained.

(g) Surety bonds. Each person responsible for the receipt and disbursement of money shall be bonded with a surety bond in an amount fixed by the board of education which shall be approved and paid by the board of education.

(h) Auditing. In addition to persons authorized to make audits under K.S.A. 75-1122 et seq., as amended, accounts shall also be subject to audit by state board of education auditors.

(i) Sales tax. A permanent record shall be maintained showing sales and admissions for which sales tax is paid as required by Kansas statutes.

(j) Inventories. Inventories of all equipment, apparatuses, books, and supplies shall be on file.

(k) Activities program. The activities program shall be under the supervision of the principal.

(l) Display of flags. Schools shall fly the United States flag and a Kansas flag as provided by K.S.A. 73-701 and 73-706.

(m) Adherence to health laws. All schools shall adhere to the provisions of Kansas school health statutes, K.S.A. 72-1204 et seq., as amended, and K.S.A. 72-5201 et seq., as amended.

(n) Observance of fire, safety and tornado laws. Fire and safety provisions of K.S.A. 31-132 et seq., as amended, shall be observed. Schools shall establish tornado procedures and conduct tornado drills as provided by regulations promulgated by the state fire marshal under K.S.A. 1982 Supp. 31-133.

(o) School transportation. Transportation of pupils shall comply with Kansas statutes and the rules and regulations published by the Kansas department of transportation.

(p) Length of school year. The length of the school year shall be at least 180 days taught or 1080 hours taught as provided by K.S.A. 1982 Supp. 72-1106 (a)(2).

(q) Length of school day. The length of the school day shall be at least six hours except as provided by K.S.A. 1982 Supp. 72-1106. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-7. Staff. (a) Superintendent.

(1) All schools shall be under the supervision of a superintendent who holds a valid certificate with the appropriate endorsement for that assignment and who shall be assigned at least one-half time to administration and supervision of the schools in the district.

(2) A school district with an enrollment of less than 300 students may also assign the superintendent as elementary and high school principal.

(b) Principals. Principals shall be employed by the board of education under a written contract and shall hold valid certificates with the appropriate endorsements for their levels of assignment.

(c) Assistant principal. In schools where the principal requires assistance because of administrative responsibilities, staffing patterns shall include the services of an assistant principal or principals.

(d) Alternative administrative plan; management by objectives. As an alternative to S.B.R. 91-31-12a(b) and 91-31-14a(d), the board of education may develop and disseminate an administrative plan based upon management by objectives. The plan shall be in writing and set out the goals, objectives and expected outcomes for the administrative assignment and be in agreement with statewide educational goals as adopted by the state board, as well as with recognized educational concepts and practices. There shall be broad base community involvement in the plan. The plan shall provide for the services of a principal who shall be assigned the necessary time to perform administrative responsibilities, and shall indicate the amount and kinds of supportive services available to supplement particular administrative responsibilities. The plan shall be approved by and filed with the state board.

(e) Teachers. Teachers shall be employed and compensated according to the provisions of Kansas statutes.

(f) Aides. Non-certified personnel may be employed to supervise pupils in noninstructional activities, as required by K.S.A. 1982 Supp. 72-1106, and shall work under the supervision of certified personnel. Instructional paraprofessionals hired as special teachers in special education services shall be authorized to assist certified personnel in the instruction of exceptional children as provided by K.S.A. 1982 Supp. 72-962 and the state plan for special education. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-8. Guidance. Each secondary school shall have the services of a certified counselor. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-9. Special education. Special education programs shall meet the provisions of the Kansas state plan for special education, Kansas Administrative Regulations, and K.S.A. 72-933, et. seq., as amended. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-10. Library media programs. (a) District library media programs shall meet the following requirements:

(1) Include the entire district or a consortium of districts when utilizing personnel, services, materials, and equipment. The media programs shall include public or community resources whenever possible;

(2) have in-service programs in the use of library media and the integration of materials into the curriculum;

(3) have coordinated services for cataloging and processing, maintenance of material and equipment, and delivery services; and

(4) have an annual evaluation process to determine the effectiveness of the district library media program in relation to the goals and objectives of the total educational program.

(b) School library media center program; secondary schools. The library media center program shall be an integral part of the total educational program of the secondary school.

(c) Library media center resources.

(1) Each school shall have a library media center with a well-balanced collection to meet the needs of the curriculum.

(2) Classification and cataloging of library media center resources shall include a shelf list and an alphabetically arranged catalog with classification by the Dewey Decimal System.

(3) Inventory and financial records shall be accurate and up-to-date.

(d) Staffing and book collections. Staffing requirements and book collections shall be as follows:

| Size of School: | Library Media Staff | Collection |
|-----------------|--|--|
| Under 100 | a. One library media specialist assigned two 55-minute periods, or b. Three 40-minute periods each day free of study hall. | 1,200 volumes |
| 100-199 | a. One library media specialist assigned three 55-minute periods, or b. Four 40-minute periods each day free of study hall. | 1,200 volumes for first 100 pupils, 10 for each additional pupil until enrollment reaches 200. |

| | | |
|------------|--|--|
| 200-499 | <p>a. One library media specialist assigned four 55-minute periods, or</p> <p>b. Five 40-minute periods each day free of study hall.</p> | <p>2,000 volumes for first 200 pupils, 10 for each additional pupil until enrollment reaches 500.</p> |
| 500-799 | <p>One or more library media specialists assigned full time (six clock hours free of study hall) plus full-time clerical help.</p> | <p>5,000 volumes for first 500 pupils, 5 additional books per pupil for next 500, and 3 additional books per pupil over 1,000 pupils enrolled.</p> |
| 800-1,499 | Same as above. | Same as above. |
| 1,500-over | <p>Two full-time library media specialists plus full-time clerical help.</p> | Same as above. |

(e) Alternative library media center requirements. As an alternative to subsections (a), (b), (c) and (d), a school may elect to meet the following requirements:

(1) The school shall have a library media center organized as a resource center of instructional material for the entire educational program.

(2) Classification and cataloging of the collection shall include a shelf list and an alphabetically arranged catalog using the Dewey Decimal System.

(3) Inventory and financial records shall be accurate and up-to-date.

(4) Materials for teachers shall include at least five professional magazines dealing with general teaching methods.

(5) The library media plan shall state specifically: the amount of time assigned to the staff; the size and type of collection, both print and nonprint; the amount of the budget and expenditures; and a description of the facilities, materials and equipment that shall be used in the library media program. The plan shall describe the supportive services available to the school that supplement the library media program. The plan shall be approved by the board of education and be on file with the clerk. Copies shall be provided for each administrator and for each librarian. The plan shall also be approved by and placed on file with the state board. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-11. Site and building. Each site and building of a district shall meet the requirements of Kansas statutes and codes concerning school building construction, fire protection, health and accessibility to the handicapped. Whenever the state fire marshal issues an order to the board of education to close or correct the condition of any building or facility by repairing, remodeling or restoration, and no proceedings of appeal have been instituted by the electors of the district, pursuant to the provisions of K.S.A. 1982 Supp. 72-8213 (i) and (j), the board of education shall comply with the order by the following June 30. Failure to do so shall result in a warning. If not corrected or if reasonable steps have not been taken to comply within the subsequent school year, the school shall be given a nonaccredited status the following June 30. It shall be the responsibility of the board of education to notify the state board immediately when action is taken or order issued by the state fire marshal or the state department of health and environment indicating unsafe facilities or site. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

High Schools

91-31-12a. Accreditation regulations applicable to high schools. (a)
Organization.

(1) A high school shall be organized to include at least grades 10, 11 and 12 and may include grades seven through 12 in its organization. Any closing or change in the use of a school building shall be in compliance with the provisions of K.S.A. 1982 Supp. 72-8213.

(2) A high school shall organize its program on the basis of units of credit as defined in S.B.R. 91-31-1.

(b) Staff.

(1) Principal. Except as provided in S.B.R. 91-31-7(a)(2) high schools enrolling 200 or more pupils shall have a principal who spends at least five clock hours each day in administrative and supervisory responsibilities. High schools enrolling fewer than 200 pupils shall have a principal who spends at least three clock hours each day in administrative and supervisory responsibilities.

(2) Teachers. All teachers shall hold valid certificates with the appropriate endorsements for their level of assignment. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12b. Granting credit. Determination of course credit shall be made according to the certification status of the teacher. Student credit shall be granted for:

(a) Successfully completing class work;

(b) Passing examinations administered by the district; and

(c) Participation in the programs outlined by S.B.R. 91-31-12c through 91-31-12g, inclusive.

(d) Athletic practices. Athletic practice for competition shall not be counted for physical education credit.

(e) Correspondence credit. Regular enrollees, with the approval of the school principal, may earn credit by correspondence from schools and institutions approved by the state board. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12c. Independent study programs. (a) Credit shall be given for independent study programs which:

- (1) Are approved by the school;
- (2) are an extended, in-depth study of a particular subject area offered in the regular school program;
- (3) have the responsibilities of the sponsoring teacher defined by school policies;
- (4) specifically list for each pupil the objectives that must be met for successful completion of the program. The objectives shall be developed by the sponsoring teacher; and
- (5) have equipment and learning materials available as part of the program for independent study. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12d. Participation in a work experience program. A school's work experience program shall meet the following requirements for credit:

- (a) The student shall be under the direction and supervision of the school.
- (b) The student shall meet board of education policies pertaining to enrollment, attendance, absenteeism, and conduct.
- (c) The director of the work experience program and the teacher coordinator shall hold valid certificates. Certification shall not be required for persons responsible for training at the on-site work experience station.
- (d) A unit of credit shall be defined as a minimum of 120 clock hours of work experience.
- (e) The work experience program shall include:
 - (1) A staff orientation as to responsibilities;
 - (2) a student orientation as to the goals and objectives of the work experience program;
 - (3) an employer orientation as to the purpose of the program and the employer's responsibilities;
 - (4) an employer's conference at the conclusion of the program as to how the program functioned and to obtain suggestions for improvement; and
 - (5) student conferences at the conclusion of the program as to how the program functioned and to obtain suggestions for improvement.
- (f) The school shall schedule regular visits with the employer to monitor student progress with at least one visit being scheduled during each nine week period. This does not include employer orientation or employer conference.
- (g) The following records shall be maintained by the school:
 - (1) On-the-job attendance records to be filed by the employer each week;
 - (2) student work schedule to be filed by the employer;
 - (3) employer's verification of work record to be filed by the employer;
 - (4) employer's evaluation of student's work experience; and
 - (5) on-site visits made by the school.
- (h) All records shall be available for audit by the state board of education.

(Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12e. Adult education. High school credit shall be granted for adult courses of study provided the following requirements are met:

(a) The granting of credit to the student is based on achievement tests and the judgment of the instructor with the approval of the principal. Granting of credit for achievement tests shall be equal to that required of high school pupils in the regular school program.

(b) the participants in adult classes qualify for credit under one of the following eligibility classifications:

(1) Enrollment may be extended to any person 17 years of age or over who has not completed the twelfth grade and has been out of school at least one semester, if the enrollee is unable to participate in a regular high school program; or

(2) credit may be counted toward meeting the requirements for a high school diploma. If the credit is to be applied toward a diploma to be granted by a school other than the one in which the credit is offered, the principal of each school involved shall approve the enrollment; and

(c) the instructor holds a valid certificate with the appropriate endorsement for that level of assignment. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12f. General education development (G.E.D.) program. (a) High schools may accept G.E.D. test results for credit toward graduation. Schools may:

(1) require that a Kansas state high school equivalency diploma be issued by the state board; or

(2) grant a diploma, subject to the following requirements:

(A) The test results shall be properly certified.

(B) The minimum score on an individual test shall be 35 with an average of 45 for the five tests comprising the program.

(C) The credit shall not be for specific subjects but shall be listed as G.E.D. credit on the transcript.

(D) The applicant shall have attended school in the school system which grants the G.E.D. credit.

(E) Credit for one unit of United States history and one-half unit of United States government shall not be given for G.E.D. tests but shall be earned in residence as provided by K.S.A. 72-1103.

(F) Applicants shall not use G.E.D. credit to graduate before the age of 18 years.

(b) A list of the institutions authorized to administer G.E.D. tests may be obtained from the state board. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12g. Military credits. Kansas high schools may grant credit toward graduation for the following types of education experiences received while in the military services:

- (a) Secondary courses offered by the United States armed forces institute (U.S.A.F.I.);
- (b) courses in the marine corps institute;
- (c) courses in the coast guard institute;
- (d) one unit of physical education for basic or recruit training;
- (e) correspondence course or courses from schools and institutions approved by the state board; or
- (f) vocational courses offered by armed forces schools. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-12h. Graduation. (a) (1) Each pupil shall be eligible for graduation upon completion of the following requirements:

(A) Four units of English language arts. Beginning with the 1988 graduating class, three units shall be in English. When, in the judgment of the high school principal, a pupil can profit more by taking another subject, the principal may waive up to one unit of this requirement;

(B) two units of social studies which shall include one unit of United States history and at least one-half unit of United States government, including the constitution of the United States. Beginning with the 1988 graduating class, three units of social studies shall be required which shall include one unit of United States history and at least one-half unit of United States government, including the Constitution of the United States;

(C) one unit of science as a laboratory course. Beginning with the 1988 graduating class, two units of science shall be required, including one unit as a laboratory course;

(D) one unit of mathematics. Beginning with the 1988 graduating class, two units of mathematics shall be required;

(E) one unit of physical education which may include one-half unit of health, safety, first aid, or physiology. This requirement shall be waived:

(i) upon a statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or

(ii) when the requirement is contrary to the religious teachings of the pupil. A written statement, signed by a lawful custodian of the pupil, shall be filed with the proper authorities of the school, requesting that the pupil not be required to participate in the activities and stating the reason for the request; and

(F) eight units of elective courses.

(2) A total of 20 units of credit shall be required for the 1988 graduating class. A total of 17 units of credit shall be required for graduation for those students in classes which will graduate prior to 1988.

(3) Beginning with the 1984-85 school year, any additional requirements of the board of education that increase the number of units of credit required for graduation shall apply to those students who will be in the ninth grade class the following school year.

(b) The governing body of the district may set alternative graduation policies, which shall be in writing and adopted by the board of education, which indicate that a pupil will be eligible for graduation upon the completion of at least the minimum total units of credit required by (a)(2), or the equivalent. The required units of credit shall include one unit of United States history and at least one-half unit of United States government, including the constitution of the United States, pursuant to K.S.A. 72-1103.

(c) Alternative graduation policies set by the board of education shall be in compliance with statewide educational goals, as adopted by the state board, and shall have broad base community involvement in their formulation. These policies shall have state board approval prior to implementation in the district. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983; amended May 1, 1984.)

91-31-13. Accreditation regulations applicable to junior high schools.

(a) Organization.

(1) A junior high school shall be organized to include at least two consecutive grades and may include grades six through nine. Any closing or change in the use of a school building shall be conducted in compliance with the provisions of K.S.A. 1982 Supp. 72-8213.

(2) A junior high school shall organize its ninth grade program on the basis of units of credit as defined in S.B.R. 91-31-1.

(b) Staff.

(1) Principal. Except as provided in S.B.R. 91-31-7(a)(2), junior high schools enrolling fewer than 200 pupils shall have a principal who spends at least three clock hours each day in administrative and supervisory responsibilities. Junior high schools enrolling 200 or more pupils shall have a principal who spends at least five clock hours each day in administrative and supervisory responsibilities.

(2) Teachers. All teachers shall hold valid certificates with the appropriate endorsements for their level of assignment. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

Elementary Schools

91-31-14a. Accreditation regulations applicable to elementary schools.

(a) Elementary schools shall conform to the provisions of K.S.A. 1982 Supp. 72-1107, regarding age of entrance.

(b) An accredited elementary school shall be organized to include any combination of grades kindergarten through nine. The middle school concept of organization shall be recognized as a consecutive combination of any grades five through nine. Kindergarten classes shall be organized separately from other grades and shall be organized on a basis of not less than two and one-half clock hours each day when in session. Any closing or changing the use of a school building shall be conducted in compliance with the provisions of K.S.A. 1982 Supp. 72-8213.

(c) An accredited elementary school shall count no more than two fifteen-minute supervised recess periods per day, one mid-morning and one mid-afternoon, as part of the school term.

(d) Principal. Except as provided in S.B.R. 91-31-7(a)(2), each elementary school shall have the services of a principal and shall meet the following requirements:

(1) In school buildings having more than 16 teachers, excluding the principal, the principal shall have at least 80% of the school day for administration.

(2) In school buildings having six to 16 teachers, excluding the principal, the principal shall have at least one-half of the school day for administration.

(3) In school buildings having fewer than six teachers, excluding the principal, the principal shall have time during the school week for administration.

(4) For the purpose of determining the number of teachers in (1), (2), (3), part-time teachers shall be counted on a fractional basis to be computed on the amount of time spent by the teacher in the building.

(5) A district maintaining multi-elementary school attendance centers may assign a principal to serve more than one elementary attendance center provided the assignment is in accordance with subsection (d)(1).

(e) All teachers shall hold valid certificates with the appropriate endorsements for their level of assignment.

(f) Elementary schools which have an organized guidance program shall have the services of a certified counselor.

(g) The curriculum of an elementary school shall meet the provisions of K.S.A. 72-1101 and 72-1103 and requirements of the state board. Each elementary school shall have an organized physical education program. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-14b. School library media center program. (a) The library media center program shall be an integral part of the total program of the school.

(b) Library media center staff. The library media center shall be staffed by a library media specialist who holds a valid certificate with the appropriate endorsement for that level of assignment. Schools of fewer than 150 pupils may have classroom collections, and part-time consultative services of a certified library media specialist.

(c) Library media center materials and resources. Each school of 150 or more pupils shall have a library media center with a well-balanced collection of books, basic reference materials, periodical and audiovisual materials. Classification and cataloging of media center and classroom collections shall include a shelf list and an alphabetically arranged catalog using the Dewey Decimal System. Inventory and financial records shall be accurate and up-to-date.

(d) Book collections. Requirements for book collections shall be as follows:

| Number of Pupils | Books Per Pupil |
|------------------|---|
| 1 to 75 | 20 books per pupil |
| 76 to 200 | 1,500 books plus 10 books for each additional pupil beyond 75 |
| 201 to 500 | 2,750 books plus 10 books per pupil beyond 200 |
| Over 500 | 10 books per pupil |

The library media collection shall contain audiovisual materials and equipment for use in the classrooms, school library media center, and for the home. Selection of all materials for library media center and classroom collections shall be the responsibility of the library media specialist or specialists, made in cooperation with teachers, parents and administrators.

(e) Alternative library media requirements. Elementary schools may elect to meet alternative library media center requirements under S.B.R. 91-31-10(e). (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-14c. Interscholastic activities. (a) Pupils below the sixth grade shall not be eligible to participate in interscholastic athletic competition.

(b) A school may join the Kansas state high school activities association and participate under its rules and regulations. Any school which has not joined the K.S.H.S.A.A. shall comply with the requirements of this regulation.

(c) Sixth, seventh, and eighth grade pupils shall participate in interscholastic activities according to the following requirements:

(1) The coaches shall be members of the teaching staff and each shall hold a valid certificate with the appropriate endorsements for their level of assignment.

(2) For any pupil to be eligible to participate in interscholastic activities, that pupil shall submit a physician's statement indicating the pupil is physically able to participate. Pupils shall compete in interscholastic athletics only with the written consent of a lawful custodian, and shall be ineligible for school teams if participating on an organized team outside of school during a regular season.

(3) In scheduling athletic contests, a school shall:

(A) schedule no more than eight interscholastic athletic contests in any one sport, exclusive of a tournament, in any one school year, unless otherwise specified in this regulation;

(B) schedule for each team no more than one interschool contest each week, exclusive of tournament games. Two games may be scheduled during a week only once during the season and the second contest shall only be a makeup game; and

(C) have the approval of the school principal.

(4) Practice time shall not exceed one hour per school day and shall not include any practice session held between two schools. Practice sessions held between two schools shall count as one of the allowed number of contests per season.

(5) The students shall have the following activity limitations:

(A) Basketball. No sixth grade pupil shall participate in more than 32 quarters of play in interscholastic basketball, exclusive of a tournament, in any one year. In the seventh and eighth grades, each team or player shall be limited to a maximum of 14 games and no tournaments, or 12 games and one tournament, or 10 games and two tournaments. Quarters shall be a maximum of six minutes in length with a one minute intermission between the first and second quarters and between the third and fourth quarters, and an intermission of 10 minutes between the second and third quarter. No pupil shall participate in more than four quarters of play on any one day, excluding overtimes.

(B) Softball and baseball. Regulation games shall be limited to five innings and eight days of play.

(C) Track and field events. In any one meet, including relays, a pupil shall be limited to three of the following approved events:

(i) Sixth grade. Fifty meter dash, 75 meter dash, 100 meter dash, relays, broad jump, high jump, baseball, softball, basketball and football throw. A sixth grade pupil shall not run more than one race of 100 meters in one day. Sixth grade pupils shall be allowed to participate each year in only one track meet in which preliminary events are necessary. All jumps and vaults shall end in a soft landing pit;

(ii) Seventh and eighth grade pupils shall be limited to any three events per day. Seventh and eighth grade pupils are limited to no more than one race of 400 meters or more in one day. The longest race run shall be: 800 meters for seventh grades and 1600 meters for the 8th grades. All jumps and vaults shall end in a soft landing pit.

(D) Gymnastics. Pupils shall be allowed to participate each year in only one gymnastic meet in which preliminary events are necessary. No pupil shall participate in more than eight meets during a season, nor in more than two events per day. Each pupil shall be eligible to participate in the following approved events:

(i) Sixth grade. Tumbling and floor exercises only.

(ii) Seventh and eighth grades. Boys: side horse, vaulting, horizontal bars, parallel bars, floor exercise, tumbling. Girls: tumbling, vaulting, balance beam, uneven parallel bars, floor exercise.

(E) Boxing. Sixth, seventh and eighth grade boxing shall be prohibited.

(F) Touch or flag football. Quarters in touch or flag football, shall be a maximum of eight minutes in length with an intermission of 10 minutes at the end of the second quarter.

(G) Tackle football. Sixth grade tackle football shall be prohibited but pupils in the seventh and eighth grades may play tackle football. The school shall be limited to a maximum of seven games and each pupil shall be limited to 28 quarters. A pupil shall not participate in more than four quarters in one day. Quarters shall be a maximum of eight minutes in length with an intermission of 10 minutes at the end of the second quarter.

(H) Wrestling. Sixth grade wrestling shall be prohibited but pupils in seventh and eighth grades may participate in wrestling. The school shall be limited to eight matches or no more than seven matches and one tournament, or no more than five matches and two tournaments. Weight divisions shall be 72 pounds, 76 pounds, 80 pounds, 84 pounds, 88 pounds, 92 pounds, 96 pounds, 100 pounds, 105 pounds, 110 pounds, 115 pounds, 120 pounds, 127 pounds, 133 pounds, 138 pounds, 145 pounds, 154 pounds, and heavy-weight. Maximum length of wrestling periods shall be one minute for the first period; 1 1/2 minutes for the second period, and 1 1/2 minutes for the third period. During overtime periods the first period shall be 30 seconds; the second period 45 seconds, and the third period 45 seconds.

(I) Soccer and speedball. Quarters in soccer and speedball shall be a maximum of eight minutes in length with an intermission of 10 minutes at the end of the second quarter. The school shall be limited to a maximum of seven games and each pupil shall be limited to 28 quarters.

(J) Volleyball. The school shall be limited to eight days of participation.

(K) Golf. No pupil shall participate in more than seven days of interschool competition during a season.

(L) Tennis. No pupil shall participate in more than seven days of interschool competition during a season.

(M) Other events and activities. Events and activities not listed may be included in interscholastic activities if they meet the requirements of paragraphs (1), (2), (3), and (4) of subsection (c) of this regulation.

(d) Athletic leagues. Athletic leagues may formulate their own rules and regulations which shall be in compliance with this regulation.

(e) Physical education. Interscholastic team practice shall not be conducted during physical education classes. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

91-31-15. District accreditation regulations for unified school districts.

(a) Requirements. Each school district desiring to be accredited on a district-wide basis pursuant to K.S.A. 72-1114, et seq., shall meet the following requirements:

(1) Request and receive permission from the state board to conduct a district-wide evaluation program;

(2) follow prescribed state board evaluation procedures; and

(3) report annually on forms provided by the state board.

(b) Procedure.

(1) School districts shall be designated as accredited on a five year cycle if they conduct district-wide evaluation programs encompassing all segments of education in the district.

(2) School districts shall develop and implement education programs according to identified district goals and needs. Reference shall be made to statewide educational goals when developing district-wide goals.

(3) Following identification of goals and needs, the district shall develop a master plan of education which shall include:

(A) Formulated district-wide educational goals, statements of need, curricular and instructional objectives;

(B) procedures for implementation; and

(C) evaluation procedures.

(4) The plan shall be implemented according to identified priorities. Particular emphasis shall be placed on program scope, sequence, and integration in the district's educational program for grades kindergarten through 12.

(5) The plan shall have the approval of the board of education. Each school district shall submit its master plan of education and a time-frame for its implementation to the state board for approval.

(6) The state board shall grant initial district-wide accreditation status for a five year cycle as of June 30. Continued accreditation within the five year cycle shall be dependent on the district's compliance with statutes and the provisions of the plan as approved by the state board. District-wide accreditation may be withdrawn by the state board any time during the five year cycle for violation of statutes and failure to follow the approved plan. Any action taken by the state board shall be made as of the following June 30. Renewal of district-wide accreditation at the end of the five year cycle shall be dependent upon the district submitting a revised master plan, which shall include updates and projections for the succeeding five years and upon approval by the state board.

(7) Each district shall make an annual report to the state board indicating progress made toward achieving the goals and objectives of the plan.

(8) A district shall be accredited, or if deficiencies exist, accredited warned, or dropped from the accredited list by the state board.

(9) During the school year, but no later than March 15, any district with accreditation deficiencies shall be notified of the deficiencies by the commissioner of education. Notices shall be mailed to the superintendent.

(10) Reports regarding correction of deficiencies shall be filed not later than April 1.

(11) At the regular June meeting of the state board, the commissioner of education shall recommend to the state board action to be taken regarding the accreditation of a school district. If the commissioner of education recommends nonaccreditation of any district, the commissioner shall notify the president and the clerk of the board of education, and the superintendent no later than May 15. The board of education involved shall be given an opportunity at the June meeting to present any reasons why the district should not be denied accreditation. When a district has been denied accreditation, the state board shall have five days after the June meeting in which to send a notice of nonaccreditation. The notice shall be sent by the commissioner of education by restricted mail to the president, clerk, and superintendent with return receipt requested.

(12) Any district denied accreditation effective June 30 may, upon the application of the board of education, be given tentative accreditation status by the state board to be effective the following August 15, if the deficiencies for denying accreditation have been corrected. The application shall be signed by the president and clerk indicating that all deficiencies have been corrected, and shall be filed with the commissioner of education at least three weeks prior to the regular August meeting of the state board. All necessary forms for reinstatement shall be provided by the commissioner of education upon request for the forms. (Authorized by Article 6, Section 2(a) of the Kansas Constitution; effective May 1, 1983.)

STATE BOARD OF EDUCATION GOALS

1. The Kansas State Board of Education will provide equal educational opportunity to encourage each student within his/her developmental ability in -
 - Attaining the optimum skills of reading, writing, speaking, listening, computation, and problem solving.
 - Developing an awareness of career opportunities and appropriate work habits to succeed in the world of work, including sheltered work environments.
 - Acquiring a general education.
 - Attaining knowledge and skills to qualify for further education, employment, re-employment, or rehabilitation.
 - Learning the rights and responsibilities of parents and family; the knowledge to achieve and maintain emotional, mental, and physical health; and the processes of effective citizenship.
 - Developing a literacy of technology and computers.
2. The Kansas State Board of Education will advocate quality education by:
 - Strengthening accreditation standards of schools.
 - Encouraging institutions of higher education to strengthen teacher preparation programs.
 - Formulating policies which provide programs, facilities, and institutions.
 - Implementing evaluation measures which will provide program and student information to decision makers at all levels.
3. The Kansas State Board of Education will encourage the professional growth of educators by:
 - Approving teacher preparation programs which meet the needs of the Kansas education community.
 - Providing certification procedures which reflect the needs of the teaching profession, school districts, and students.
 - Promoting the development of state approved inservice programs at the local school district level.
4. The Kansas State Board of Education will promote curriculum improvement by:
 - Providing technical assistance to local school districts.
 - Disseminating reports and information about applied research in education.
 - Identifying and recognizing outstanding local school district curriculum programs.
5. The Kansas State Board of Education will promote effective legislation and financial services to local education entities by:
 - Identifying areas of educational need.
 - Proposing legislation to meet identified educational needs.
 - Distributing fiscal resources fairly and equitably.
 - Adopting reporting and funding processes that encourage accountability at all levels.