
**Rules of
Department of Elementary and
Secondary Education
Division 50—Division of Instruction
Chapter 340—Supervision of Instruction**

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 50—Division of Instruction
Chapter 340—Supervision of Instruction**

**5 CSR 50-340.010 Classification and
Accreditation of Public School Districts**

PURPOSE: This rule establishes requirements for classifying and accrediting the public school districts of the state.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Administration of the Classification and Accreditation Program.

(A) Administration. The basic data required for classification and accreditation are contained in the application for classification forms which are submitted annually by the superintendent of schools. The superintendent, with other school district officials, makes a self-evaluation and recommendations as to the school system's classification based on the standards for classification. Department personnel review the application for classification report forms, visit the school system and classify the school district in accordance with law and policies of the State Board of Education.

1. School districts are classified and accredited upon the basis of both objective and subjective standards. School districts are classified with consideration given to all levels of instruction provided by the district. The minimum educational program recognized for classification is described as Class AA. To encourage local school systems to provide more than the minimum program, the Class AAA program is described. There are no financial inducements for meeting classification standards. The desire to better serve student needs is the primary incentive. School districts which do not attain all of the goals or standards for one (1) of the classifications will be advised and may be reclassified or removed from the classified list, depending on progress made toward eliminating the advisements. Before a school district's classification is lowered from AAA to AA or AA to unclassified, the school district officials will be provided the opportunity to meet with the commissioner or his/her representatives to support their self-evaluation and proposed classification. If

the decision is made to recommend to the State Board of Education a lower classification, the commissioner will send a letter to the superintendent and president of the board of education notifying them of the recommended classification, together with a draft copy of the proposed Letter of Classification showing ratings and advisements. The commissioner's letter will inform the superintendent and board of the opportunity to meet with the commissioner to support their self-evaluation and proposed classification. If a meeting is desired, the local board or superintendent shall arrange the meeting within fifteen (15) days and hold the meeting within thirty (30) days of the receipt of the commissioner's letter. The area supervisor of instruction will meet with the superintendent of schools as soon as possible after the commissioner's letter has been delivered to discuss the proposed classification ratings and advisements. Following action of the State Board of Education, a letter of classification is sent to the secretary of the board, president of the board and superintendent of schools. The commissioner will send a letter to the president of the local board (with copies to the superintendent and secretary of the board) transmitting a copy of the letter of classification. The commissioner's letter will emphasize the importance of the classification program and request the board to review the specific ratings and discuss the elimination of advisements relating to standards which are not being fully met.

2. Diversities among school districts make it desirable to provide flexibility in the AAA standards to promote the improvement of programs and services to meet local needs. Local school district officials may propose alternatives to any specific item in the AAA classification standards when the proposed alternative will provide improved educational services in that item. A proposed alternate for each school year must be submitted prior to July 15 on forms provided by the state Department of Elementary and Secondary Education (DESE). The proposed alternative shall be submitted to the district supervisor of instruction and indicate who was involved in planning the proposal and show how the proposal will provide improved service. The proposal will be reviewed by appropriate department staff members and may be approved, approved with specified conditions, returned with suggestions for improvement or disapproved.

3. Innovative and experimental programs which supplement, improve or enrich the AA or AAA educational program are encouraged. If the proposed innovative and experimental programs are not in conformity with the classification and accreditation program, they should be presented to the department for prior

approval. Proposals must be in writing, be carefully planned with clear objectives and be set up for a definite period of time and provide for evaluation at the end of the period.

4. A public school district which meets the classification standards is accredited by the Missouri DESE and its course credit shall be accepted by other classified public school districts and by Missouri colleges and universities supported in whole or in part by state funds.

5. Any school district which is designated unclassified and, therefore, unaccredited under the standards in this rule, except a district which has been reviewed and designated provisionally accredited or higher under 5 CSR 50-345.010, shall continue to be unaccredited for purposes of implementing section 167.131, RSMo from the date of its designation as unaccredited by the State Board of Education until the end of the succeeding school term. Parents, guardians or other persons having charge or custody of a child eligible to attend a school in an unaccredited school district may send their child to a school in an accredited school district within the same or adjoining county, with the district of residence paying tuition and transportation costs in the manner prescribed by section 167.131, RSMo. Any school district which is designated unclassified, and therefore, unaccredited, by the State Board of Education within thirty (30) days after classification action by the State Board of Education, shall notify the parents of all students attending schools in the district of their opportunity to send their children to a school in an accredited school district together with the procedures for so doing.

(2) Standards to be Met by All Classified and Accredited School Districts.

(A) Philosophy, Goals and Objectives. A written philosophy and statement of educational goals and objectives shall be developed, revised, or both, at least every five (5) years. They shall be cooperatively developed by the teaching staff and the school administration and subject to approval by the board of education. They shall be based upon the expressed needs of students and patrons of the community and in harmony with the goals of the state DESE.

(B) Policies of the Board of Education. The board of education of each school district shall determine policies to serve as a basis for the administration of its school system. The policies of the board of education shall be consistent with the philosophy, goals and objectives and shall be readily available to school district patrons. The pertinent parts shall be printed and furnished annually to the entire school staff. The policies should stimulate professional growth of the school system

personnel and encourage representative democracy in school administration. They shall permit flexibility and growth along lines deemed necessary to enable the school system to serve the local community effectively.

(C) Administration. The superintendent of schools shall be the chief executive officer of the board of education and the administrative head of the school district. S/he shall attend board meetings and recommend to the board for employment all teachers and other employees of the school system. Assistants to the superintendent, principals, supervisors, teachers and all other employees shall work under the supervision of the superintendent of schools and all of their official contacts with the board of education shall be made through him/her.

(D) Budget and Financial Accounting. Each school district shall develop, annually, an educational plan and a budget of anticipated income and expenditures as required by law subject to the approval of the board of education. The staff, under the leadership of the superintendent, should be involved in the development and implementation of a budget which will promote an effective educational program. Each school district shall adopt an accounting system that will provide financial information to meet its needs and supply the data needed for state and federal reports. The Annual Secretary of the Board Report requires from each district a uniform financial report prescribed by the State Board of Education.

(E) Salary Schedule/Program. Each school district shall have a salary schedule/program. Salaries shall be sufficient to enable a school district to attract and retain qualified and competent administrators, supervisors, teachers and other employees. A salary schedule/program which recognizes training and experience while encouraging professional growth is recommended. There shall be no differentiation between salaries of elementary and secondary teachers or between men and women employees other than that determined by training, experience and duties performed.

(F) Records and Reports. School district officials shall submit to the department all records and reports as required by law and the State Board of Education. The superintendent of schools shall be responsible for seeing that all records and reports are properly kept and submitted and shall be guided by all legal requirements. Permanent, cumulative student records shall be kept for each student and filed in a fire-proof or fire-resistant vault. The application for classification forms shall be completed and submitted annually to the state DESE on or before October 15 of each school year.

(G) Certificates and Transcripts. Complete official transcripts of all teacher, teacher assistants, supervisors and administrators shall be on file in the central administrative office at the beginning of each school year. A legal Missouri certificate appropriate to the type of teaching, supervisory or administrative assignment shall also be on file for each staff member prior to performance of duties. Assignment of staff members shall be in accordance with their certificates and standards of the state DESE.

(H) Health Certificates. The board of education shall adopt policies regarding health certificate requirements for the certificated and noncertificated staff members of the school district. An annual health certificate shall be required for all school bus drivers.

(I) Secretarial Personnel. Adequate secretarial personnel shall be provided to relieve administrative and supervisory staff of clerical duties.

(J) School Health Services. The school district should provide nursing services to meet the needs of the students in the district as determined by the local board of education. Adequately equipped health rooms or clinics should be provided. The school district should require that all students receive physical examinations, including but not limited to, eyesight, hearing and dental exams. Students shall receive immunizations as required by law. The school district shall maintain health and immunization records and seek the cooperation of parents in the development of acceptable health practices.

(K) School Food Services. The school district shall provide a school food program which makes at least one (1) nutritionally balanced meal available to all students each day. The school district should supply lunches without cost or at reduced price to all children who, after investigation, are determined by the school authorities to be unable to pay the full price. Breakfast programs funded by the United States Department of Agriculture (USDA) should be considered in those schools where sufficient numbers of children are found to have this special need.

(L) Transportation Services. The transportation program shall be safe, adequate and suitable to the needs of the students and the community served while complying with the standards of the state DESE and applicable laws.

(M) School Sites, Buildings and Custodial Services. School sites and buildings shall be attractive, clean, safe, accessible and conform to standards recommended by the state DESE. School buildings shall provide a healthful, safe, attractive, clean and comfortable environment and be adequate in size and arrangement for the number of students and the

educational program. Continuous, adequate and efficient custodial service shall be provided in all buildings.

(N) School Term and School Day. The school term and the school day shall meet requirements prescribed by Missouri statutes. Time allocated to the general mandatory use, by all or a major portion of students enrolled in a school, of a video or audio program or other offering which is not directly related to the curriculum of the school and the class may not be considered in meeting the eligibility requirements for state aid contained in section 163.021, RSMo or the minimum school term requirements contained in section 171.031, RSMo.

1. School districts which have dismissed school due to inclement weather may elect to make up half days or full days by extending the regular school day one-half (1/2) hour. In computing the average daily attendance in these instances, divide the total daily attendance of the extended days by six (6) or twelve (12) as the case may be in order to determine the average daily attendance for the half day or day made up.

A. If a half day is made up by extending the regular school day by thirty (30) minutes for six (6) days, add the total attendance of those six (6) days, divide by six (6), add that figure to the attendance for the one-half (1/2) day school was in session on the inclement weather day and divide by two (2).

B. To compute average daily attendance for the make up of a whole day in which the regular school day was extended one-half (1/2) hour for twelve (12) days, add the total attendance of the extended days and divide by twelve (12).

2. Each public school district shall file a school calendar at the beginning of the school year as part of its application for classification. The calendar shall show the planned school term of at least one hundred eighty (180) days with at least one hundred seventy-four (174) days of actual student attendance. In addition, if a district wishes to qualify for forgiveness of days lost due to inclement weather as provided by law, it shall schedule at least two-thirds (2/3) as many make-up days for the school term as were lost the previous school term. In determining the number of days required to be indicated as make-up days, the school days shall be rounded upward to the nearest half day.

A. If a school district qualifies for forgiveness of lost days, it shall make up the first eight (8) days lost or cancelled due to inclement weather plus one-half (1/2) of all days lost in excess of eight (8).

B. If a school district does not schedule the necessary number of make up days as determined by multiplying two-thirds (2/3)

times the number of days lost the previous year, sections 163.021 and 171.031, RSMo will be applicable.

C. At the end of the school term each district shall submit a copy of its calendar for the term just ended showing any changes from the calendar originally filed and certifying the actual school term and the actual days of student attendance.

(O) Instruction Time. The elementary school instructional time schedule shall conform to the recommendations of the state DESE. The middle school or junior high school time schedule shall provide a daily schedule of instruction divided into time allotments of six to eight (6–8) periods or other time allotments approved by the state DESE. The high school time schedule shall conform to one (1) of the following plans:

1. A schedule which provides a minimum instruction allocation of six (6) hours per day divided into time allotments of six (6) or seven (7) periods with a minimum of fifty (50) minutes for laboratory classes and forty (40) minutes for other classes;

2. A schedule which provides a minimum of six (6) hours per day and a minimum instruction allocation per week of two hundred fifty (250) minutes for laboratory classes and two hundred (200) minutes for other classes per week;

3. A schedule which provides a minimum of six (6) hours per day and an instructional allocation of eight thousand seven hundred to nine thousand six hundred (8700–9600) minutes for laboratory classes and six thousand nine hundred to eight thousand seven hundred (6900–8700) minutes for other classes per year; and

4. Laboratory classes are science classes, home economics classes, industrial arts classes, Art II, Art III, Art IV, general agriculture and typing. Vocational classes should be scheduled to conform to the Missouri State Plan for Vocational Education.

(P) High School Credit. One (1) unit of high school credit shall be the uniform standard of measurement for the completion of a course with instructional time allocations of eight thousand seven hundred to nine thousand six hundred (8700–9600) minutes for laboratory classes and six thousand nine hundred to eight thousand seven hundred (6900–8700) minutes for other classes. School districts may not count toward meeting the time allocations for a course, time allocated to the general mandatory use, by all or a major portion of the students enrolled in the course, of a video or audio program or other offering which is not directly related to the curriculum of the class. One-half (1/2) or one-fourth (1/4) unit may be granted for short courses requiring one-half (1/2) or one-fourth (1/4) of the time required for a

full unit. Credit for all courses shall be based on this standard, including music and physical education. Achievement credit may be granted to students on the basis of advanced work and test scores indicating a thorough knowledge of a course. Standardized tests with national norms shall be used where possible. Achievement credit shall be designated separately on the transcript and the local board of education, at its discretion, may authorize a maximum of two (2) units of achievement credit toward the total units of credit required for graduation. Credit for off-campus instruction under the guidance and direction of the school district faculty may be granted for programs approved by the state DESE. Off-campus instructional programs should be carefully planned, adequately supervised, effectively evaluated and must meet criteria specified by the state DESE. Credit for educational travel sponsored by school districts may be granted for classes approved by the state DESE. The classes must be carefully planned, supervised by certificated teachers and meet other criteria specified by the state DESE.

(Q) High School Graduation Requirements. Until July 30, 1987 to meet high school graduation requirements, a student must complete a minimum of twenty (20) units of credit during grades nine (9) and above in a program which should be cooperatively planned by the student, his/her parents and the school to meet individual needs of the student. Local school boards shall establish requirements for special education students and may make necessary exceptions in specific requirements for transfer students. The program shall consist of at least one (1) unit of credit in each of the areas of communication skills, mathematics, science, social studies, fine arts, practical arts, physical education and shall satisfy specific legal requirements. Each student shall earn at least an additional two (2) units of credit selected from among the areas of communication skills, social studies, mathematics and science. The local board of education shall adopt regulations and procedures to implement this standard. The local board of education may require more than twenty (20) units, adopt specific course requirements, specify the number of semesters of attendance, or both, required for graduation from their local school district. Eight (8) semesters of attendance after grade eight (8) are recommended. Beginning July 1, 1987 to meet high school graduation requirements, a student must complete a minimum of twenty-two (22) units of credit during grades nine (9) and above in a program which should be cooperatively planned by the student, his/her parents and the school to meet individual needs of the student. The program shall consist of at least three (3) units of English/language

arts, two (2) units of mathematics, two (2) units of science, two (2) units of social studies, one (1) unit of the fine arts, one (1) unit of practical arts and one (1) unit of physical education and shall satisfy specific legal requirements. The local board of education shall adopt regulations and procedures to implement this standard. The local board of education may require more than twenty-two (22) units, adopt specific course requirements, specify the number of semesters of attendance, or both, required for graduation from their local school district. Local school boards shall establish requirements for special education students and may make necessary exceptions in specific requirements for transfer students. Eight (8) semesters of attendance after grade eight (8) are recommended.

(R) Special Subjects. The school district shall meet requirements as established by law concerning the teaching of certain subjects, that is, physiology and hygiene, drug abuse education, *United States* and *Missouri Constitutions*, American history, including American institutions.

(S) Student Activities. A comprehensive program of varied activities for the students shall be carried on under the direct supervision of the school. These activities should be in accord with the rules of the recognized activity association of the state.

(T) Area Vocational Schools and Special Districts. The local school district shall cooperate with nearby districts in the development and operation of an area vocational school which shall make those courses available that are not provided to students locally. The local school district shall cooperate with other districts in the development of a special school district which may serve the students in vocational, technical and special education when these services are not provided by the local school district or an area vocational school. Local school districts may cooperate with other school districts in serving students in vocational, technical and special education.

(U) Evaluation. A plan for evaluation of the educational program shall be developed at all levels and in all instructional areas. Periodic evaluations shall be made in terms of this plan.

(V) In-Service Education. A planned in-service education program shall be provided and administered by the district to encourage and facilitate the professional growth of the staff.

(W) Special Education. The school district shall provide services to all handicapped students in accordance with state and federal laws and regulations.

(3) Standards for District Administrative Officers.

(A) Superintendent. Except as set out here, each board of education employs a superintendent of schools who possesses a valid Missouri superintendent's certificate (or, in the case of elementary districts, an elementary principal's certificate) and who is assigned to serve full-time as the chief administrative officer of the district.

(B) Two (2) adjacent school districts, each of which employs twenty-five (25) or fewer professional staff members and at least one (1) of which is classified AA or AAA, may share a superintendent who possesses a valid Missouri superintendent's certificate and who serves full-time as chief administrative officer of both districts.

(C) For a period of one (1) year only, any two (2) adjacent districts, at least one (1) of which is classified AA or AAA, regardless of the number or professional staff members employed, may share a superintendent. Any two (2) of these districts one (1) of which employs more than twenty-five (25) professional staff members and which wish to share a superintendent for more than one (1) year shall obtain prior approval of the State Board of Education.

(D) A superintendent of schools in a district employing twenty-five (25) or fewer professional staff members and who holds a current, valid Missouri superintendent's certificate, may serve as the secondary principal, the elementary principal, or both regardless of certification as a principal.

(E) Local boards of education in districts employing more than one hundred (100) full-time professional persons shall employ one (1) full-time professional assistant to the superintendent and one (1) additional full-time professional assistant to the superintendent for each additional one hundred (100) full-time professional persons. Associate superintendents or assistants to the superintendent who are responsible for any phase of curriculum or instruction must hold valid Missouri teachers' certificates.

(4) Standards for Elementary School Systems, Kindergarten Through Grades Six to Eight (6—8).

(A) Requirements for Director of Elementary Education, Elementary School Principals and Assistants to Principals.

1. Class AAA. The elementary school system shall be under the administrative direction and instructional leadership of a full-time director of elementary education who shall have at least two (2) years of teaching experience and at least two (2) years of administrative or supervisory experience; have as a minimum a master's degree from an accredited institution of higher education; have an elementary principal's certificate

issued by the state DESE; and devote full-time to administrative and supervisory duties in the elementary school system. Directors of elementary education certificated after July 1, 1972 must have completed a two (2)-year graduate program approved by the National Council for Accreditation of Teacher Education (NCATE) to prepare elementary principals. One (1) year of the experience requirement can be waived upon satisfactory completion of a NCATE internship in school administration and supervision. In addition to the director of elementary education, one (1) full-time elementary principal shall be employed to serve under the director of elementary education for an elementary school system with more than seven hundred (700) students and one (1) for each additional seven hundred (700) students. Elementary principals and assistants to principals serving under the director of elementary education shall have at least two (2) years of teaching experience, a master's degree and a Missouri elementary principal's certificate. Principals certificated after July 1, 1978 must have completed a two (2)-year graduate program approved by the NCATE to prepare elementary principals. One (1) year of the experience requirement can be waived upon satisfactory completion of a NCATE internship in school administration and supervision.

2. Class AA. The elementary school system shall be under the administrative direction of a principal who has at least two (2) years of teaching experience, a master's degree and a Missouri elementary principal's certificate. The principal must devote full-time to principal's duties in an elementary school system having three hundred seventy-five (375) or more students; three-fourths (3/4) time to principal's duties in an elementary school system having two hundred to three hundred seventy-five (200—375) students; one-half (1/2) time to principal's duties in an elementary school system having one hundred ninety-nine (199) or fewer students; one-fourth (1/4) time to principal's duties in an elementary school system having ninety-nine (99) or fewer students.

(B) Requirements for Elementary School Teachers, Supervisors and Teacher Aides.

1. Class AAA. Teachers shall have as a minimum a baccalaureate degree with special preparation and certification as an elementary school teacher. Teachers in departmentalized grades seven (7) and eight (8) shall have a certification in the subjects or fields in which they teach. Twenty-five percent (25%) of the teachers and supervisors shall have completed a master's degree or thirty (30) semester hours of graduate credit with a major in an appropriate area for new employees after July 1, 1969. Teaching specialists who are primarily

responsible for teaching students in music, art, remedial or developmental reading and physical education shall have as a minimum a baccalaureate degree and be certificated in the subject matter area. Supervisors and subject matter specialists who spend one-half (1/2) time or more consulting, supervising or directing teachers in an instructional area shall be certificated in the subject matter area and hold a master's degree with a major in the area for new supervisors and subject matter specialists after July 1, 1969.

2. Teacher aides. Teacher aides who are employed to strengthen the educational program by assisting the teaching staff shall be classified as—

A. Teacher clerks who shall have a minimum of a high school diploma or equivalent and competence in the nonprofessional duties to be performed; and

B. Teacher assistants who shall have a minimum of sixty (60) semester hours of college credit from an accredited institution of higher education and a general understanding of the objectives of public school education. Teacher assistants shall assist in activities assigned by and under the direct control of the classroom teacher. Teacher assistants with a baccalaureate degree and an appropriate teaching certificate may initiate instruction and work independently.

3. Class AA. Same as Class AAA, except ten percent (10%) of the teachers and supervisors shall have completed a master's degree or thirty (30) semester hours of graduate credit. Supervisors and subject matter specialists shall be certificated in the proper subject matter areas but are not required to have master's degrees. Physical education, home economics and industrial arts may be taught by teachers with a regular elementary certificate.

(C) Requirements for Classroom Learning Resources, Libraries, School Media Centers, or both, and Media Personnel.

1. Class AAA. Adequate and appropriate classroom learning resources shall be provided to enable the instructional staff to effectively meet the individual needs of the students. Learning resources shall be distributed on an equitable basis to all public school attendance centers of the district. Each classroom or instructional area shall be arranged and equipped to serve the unique instructional program for which it is utilized. Each student shall be supplied with suitable textbooks at district expense. A sufficient number of school media centers, libraries, shall be established in the elementary school system to meet the needs of students and teachers. A central library or media center is recommended in any elementary school with more than five hundred (500) students. Media centers shall meet the

standards in the state DESE publication, *School Media Standards*. The effectiveness of the media centers should not be restricted by utilization as a regular study hall. The media centers, libraries, shall be under the direction of a full-time learning resources director or full-time librarian who is appropriately certificated for school library work. A full-time assistant librarian or media technologist shall be provided for media centers serving over one thousand five hundred (1500) students and for each additional one thousand five hundred (1500) students. If the director is a certificated librarian, the first assistant should be a certificated instructional media technologist. Paraprofessionals and clerical staff should be provided to enable the certificated personnel to devote full-time to professional duties.

2. Class AA. Same as Class AAA, except an elementary school system with fewer than seven hundred fifty (750) students shall have as a minimum a learning resources director or librarian who devotes one-half time (1/2) to library duties. An elementary school with fewer than one hundred fifty (150) students shall have a librarian who devotes at least one-fourth (1/4) time to library duties. In a school district with a total kindergarten through grade twelve (K-12) enrollment of less than three hundred (300) students, the elementary school and the high school may share the services of a half-time librarian.

(D) Teaching Load.

1. Class AAA. At least one (1) teacher shall be provided for each grade taught, including kindergarten, in each attendance center except where students from more than one (1) grade level are grouped in a classroom unit to improve instruction. All teachers shall have planning time scheduled within the school day and shall devote no more than an average of three hundred ten (310) minutes of the six (6)-hour day to teaching except that full-time librarians and guidance counselors may devote three hundred sixty (360) minutes of the six (6)-hour school day to these duties. Individual classrooms with more than thirty (30) students will be considered excessive. In cooperative teaching projects, such as team teaching, an individual classroom teacher may instruct more than thirty (30) students part of the time but the average classroom teacher load shall not exceed one (1) classroom teacher to thirty (30) students. Classes for performing groups in vocal and instrumental music and physical education may enroll more than thirty (30) pupils. The load of a supervisor or subject matter specialist, who spends one-half time (1/2) or more supervising teachers, shall be on the basis of one (1) full-time supervisor to seventy (70) teachers. The load of a teaching specialist, who instructs children, shall be on the basis of one (1) full-time

teaching specialist to six hundred (600) students. Teacher aides should be provided to relieve teachers of nonprofessional tasks in order to improve the quality of instruction. Aides should be provided in addition to the standards for professional personnel. The individual classroom enrollment may be increased by as many as ten (10) students for any period that a teacher assistant aids the classroom teacher full-time. A teacher with a half-time teacher assistant may be assigned as many as five (5) additional students.

2. Class AA. Same as Class AAA, except elementary school systems shall provide at least one (1) teacher for each two (2) grades taught in each attendance center. Individual classrooms with more than thirty-five (35) students will be considered excessive. In a cooperative teaching project, such as team teaching, an individual teacher may instruct more than thirty-five (35) part of the time but the average load shall not exceed thirty-five (35) students per teacher.

(E) Pupil Personnel Services.

1. Class AAA. The elementary school system shall provide pupil personnel services based on the needs of the students. Elementary school systems shall employ certificated guidance counselors to provide one (1) full-time equivalent counselor for every one thousand five hundred (1500) elementary students. For each major fraction of one thousand five hundred (1500) an additional one (1) half-time counselor will be provided. As a minimum, elementary school systems shall employ a half-time certificated guidance counselor. It is recommended that the elementary school system provide one (1) full-time guidance counselor for every seven hundred fifty (750) elementary students. Each elementary school with more than three hundred seventy-five (375) students should (not required) have a half-time or full-time counselor housed in and serving that elementary school. As an alternative to providing one (1) full-time equivalent counselor for each one thousand five hundred (1500) students, an elementary school system may choose to meet the following standard. An elementary school system shall provide pupil personnel specialists; guidance counselors, school psychometrists, school psychologists and school social workers at a ratio of one (1) full-time equivalent person for each one thousand (1000) pupils with the following conditions: pupil personnel specialists shall have a minimum of a master's degree and be certificated by the state DESE; at least the first two (2) of each three (3) pupil personnel specialists shall be certificated guidance counselors. The school system shall provide a comprehensive standardized testing program using both aptitude and achievement tests. The minimum program shall be that

recommended under the Statewide Testing Program or its equivalent.

2. Class AA. Same as Class AAA, except certificated counselors are recommended, not required. The school system without certificated counselors should develop a planned program with the teachers to provide counseling services for the students.

(F) Curriculum.

1. Class AAA. The curriculum shall provide educational experiences which will enable each student to master basic skills essential for further education, to develop attitudes and values appropriate for a member of a democratic society and prepare him/her for the next sequential phase of his/her growth and development. The following subjects and services shall be offered provided that grades seven (7) and eight (8) are departmentalized, the standards for middle schools and junior high schools shall apply: kindergarten, available to all children of proper age in the district and free of tuition; language arts—reading, writing, spelling, listening and speaking; social studies; science; mathematics; health; physical education—scheduled and taught at least two (2) thirty (30)-minute periods per week by teachers with certificates in physical education or teachers with regular elementary certificates who are supervised by teachers with certificates in physical education; art and music—scheduled and taught at least sixty (60) minutes per week by teachers with proper subject matter certificates or teachers with regular elementary certificates who are supervised by teachers with proper subject matter certificates; home economics—grades seven (7) or eight (8), or both, scheduled and taught by a teacher certificated in home economics; industrial arts—grades seven (7) or eight (8), or both, scheduled and taught by a teacher certificated in industrial arts; developmental reading—provided as needed by teaching specialists or supervisors certificated as reading specialists.

2. Class AA. Same as Class AAA except—physical education—grade one through eight (1-8) scheduled and taught at least two (2) thirty (30)-minute periods per week by regular classroom teachers; home economics—grades seven (7) or eight (8), or both, correlated with other subjects if taught by regular classroom teachers; industrial arts—grades seven (7) or eight (8), or both, correlated with other subjects if taught by regular classroom teachers.

(5) Standards for Middle Schools and Junior High Schools, Schools Organized for Grades Five Through Nine (5-9) or any Combination of These Levels.

(A) Requirements for Middle School and Junior High School Principals and Assistants to Principals.

1. Class AAA. Each school shall be under the administrative direction and instructional leadership of a principal who shall—have at least two (2) years of teaching, administrative or supervisory experience; have as a minimum a master's degree from an accredited institution of higher education; have an appropriate principal's certificate issued by the state DESE; and devote full-time to administrative and supervisory duties in the school. Principals certificated after July 1, 1972 must have completed a two (2)-year graduate program approved by the NCATE to prepare principals to meet AAA requirements. One (1) year of the experience requirement can be waived upon satisfactory completion of a NCATE internship in school administration and supervision. One (1) full-time professional assistant to the principal shall be employed for a school with more than seven hundred (700) students and one (1) for each additional seven hundred (700) students. An assistant to the principal shall have at least two (2) years of teaching experience, a master's degree and an appropriate Missouri principal's certificate. An elementary principal's certificate is appropriate for any grade combinations five through eight (5—8). A secondary principal's certificate is appropriate for any departmentalized grade combinations five through nine (5—9). Either principal's certificate is appropriate for any combination of grades five through eight (5—8) when departmentalized.

2. Class AA. Each school shall be under the administrative direction of a principal who has at least two (2) years of teaching experience, a master's degree and an appropriate Missouri principal's certificate. An elementary principal's certificate is appropriate for any grade combinations five through eight (5—8). A secondary principal's certificate is appropriate for any departmentalized grade combinations five through nine (5—9). Either principal's certificate is appropriate for any combination of grades five through eight (5—8) when departmentalized. A principal must devote full-time to principal's duties in a school having three hundred seventy-five (375) or more students; three-fourths (3/4) time to principal's duties in a school having two hundred to three hundred seventy-five (200—375) students; one-half (1/2) time to principal's duties in a school having one hundred ninety-nine (199) or fewer students.

(B) Requirements for Teachers, Supervisors and Teacher Aides.

1. Class AAA. Teachers in departmentalized grades and all supervisors shall have a minimum of a baccalaureate degree with special preparation and certification in the subjects or fields in which they teach, except teachers in departmentalized grades five (5) and six (6) may use a regular elementary

certificate. Self-contained classroom teachers in grades five through eight (5—8) may use a regular elementary certificate. Twenty-five percent (25%) of the teachers and supervisors shall have completed master's degrees or thirty (30) semester hours of graduate credit with a major in an appropriate area for new employees after July 1, 1969. Supervisors and subject matter specialists who spend one-half (1/2) time or more consulting, supervising or directing teachers in an instructional area shall be certificated in the subject matter area and hold a master's degree with a major in the area for new supervisors and subject matter specialists after July 1, 1969.

2. Teacher aides. Teacher aides who are employed to strengthen the educational program by assisting the teaching staff shall be classified as follows:

A. Teacher clerks who shall have a minimum of a high school diploma or equivalent and competence in the nonprofessional duties to be performed; and

B. Teacher assistants who shall have a minimum of sixty (60) semester hours of college credit from an accredited institution of higher education and a general understanding of the objectives of public school education. Teacher assistants shall assist in activities assigned by and under the direct control of the classroom teacher. Teacher assistants with a baccalaureate degree and an appropriate teaching certificate may initiate instruction and work independently.

3. Class AA. Same as Class AAA, except ten percent (10%) of the teachers and supervisors shall have completed a master's degree or thirty (30) semester hours of graduate credit. Supervisors and subject matter specialists shall be certificated in the subject matter area and have graduate credit in the area but are not required to have a master's degree.

(C) Requirements for Classroom Learning Resources, Libraries or School Media Centers and Media Personnel or combination of these.

1. Class AAA. Adequate and appropriate classroom learning resources shall be provided to enable the instructional staff to effectively meet the individual needs of the students. Each classroom or instructional area shall be arranged and equipped to serve the unique instructional program for which it is utilized. The district should provide each student adequate textbooks. A media center, library shall be established in each school. The media center shall meet the standards of the state DESE publication, *School Media Standards*. The effectiveness of the media center should not be restricted by utilization as a regular study hall. The media center, library in each school shall be under the direction of a full-time learning resources director or full-time librarian who is appropriately certificated. A

full-time assistant librarian or media technologist shall be provided in media centers serving over one thousand (1000) students and for each additional one thousand (1000) students. Assistants shall be certificated librarians or instructional media technologists. If the director is a certificated librarian, the first assistant should be a certificated instructional media technologist. Paraprofessionals and clerical staff should be provided to enable the certificated personnel to devote full-time to professional duties.

2. Class AA. Same as Class AAA, except—a school with fewer than five hundred (500) students shall have as a minimum a learning resources director or librarian who devotes one-half (1/2) time to library duties. A school district with a total enrollment of less than three hundred (300) in the junior and senior high school may share the services of a half-time librarian.

(D) Teaching Load.

1. Class AAA. All teachers shall have planning time scheduled within the school day and shall devote no more than an average of three hundred ten (310) minutes of the six (6)-hour school day to teaching and study halls except that full-time librarians and guidance counselors may devote three hundred sixty (360) minutes of the six (6)-hour day to these duties. Individual classroom enrollments shall not exceed thirty (30) for self-contained grades and thirty-five (35) for departmentalized grades nor shall the daily load of any teacher exceed one hundred eighty (180) students except as indicated as follows: In a cooperative teaching project, such as team teaching, an individual teacher may instruct over thirty-five (35) part of the time, but the teacher-pupil ratio shall not exceed one to thirty (1:30) for the project; classes for performing groups in vocal and instrumental music may enroll over thirty-five (35) pupils; physical education and typing, one (1) unit, classes may enroll up to forty-five (45) pupils provided the daily load of the teacher does not exceed two hundred twenty-five (225) pupils; classes with special equipment for effective large group instruction may enroll over thirty-five (35) with special approval. Teacher aides should be provided to relieve teachers of nonprofessional tasks in order to improve the quality of instruction. Aides should be provided in addition to the standards for professional personnel. The individual classroom enrollment may be increased by as many as ten (10) students in any class period that a teacher assistant aids an individual classroom teacher full-time. The teacher's maximum daily load may be increased by ten (10) students for each class period that a teacher assistant works with the individual teacher full-time.