## Rules of
### Department of Elementary and Secondary Education
#### Division 50—Division of School Improvement
##### Chapter 340—School Improvement and Accreditation

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Title 5—DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division 50—Division of School Improvement
Chapter 340—School Improvement and Accreditation

5 CSR 50-340.010 Classification and Accreditation of Public School Districts
(Rescinded August 30, 2000)


There is no Missouri statute or rule of the State Board of Education requiring students to take “mass showers” or requiring teachers to include sex education in the curriculum of kindergarten through sixth grade.

As regards the University of Missouri and its branches, Lincoln University and the five state colleges, that—1. Under the constitution and statutes of Missouri a graduate of an accredited high school does not have an absolute right to be admitted. 2. The governing boards of these institutions have the authority to set through rules admissions requirements which are reasonable and not arbitrary. 3. The provisions of neither Article IX, section 1(a), Missouri Constitution of 1945, nor section 160.090(2), RSMo (1959) prevent the governing boards of these institutions from adopting reasonable and nonarbitrary admission requirements.

Teachers’ certificates are valid when issued and (except for county third grade certificates) the local county superintendent of schools does not have authority to require these certificates to be registered or recorded with him/her and the county superintendent of schools does not have the power to pass on the moral character and requirements, other than scholastic, of the teacher (except teachers holding county third grade certificates).

5 CSR 50-340.018 Military Service Credit
PURPOSE: This rule establishes guidelines for public school districts for acceptance of military personnel without baccalaureate degrees. Renewal of this two (2)-year certificate will require the earning of a minimum of eight (8) semester hours of appropriate credit from an accredited higher education institution.

5 CSR 50-340.019 Military Science Credit
PURPOSE: This rule establishes guidelines for public school districts for the operation of a Junior Reserve Officer Training Corps program.

1. A school district may establish a Junior Reserve Officer Training Corps (JROTC) Program on a voluntary basis as part of the regular secondary educational program.

2. The school district may provide elective credit for a JROTC course, military science on the same basis as credit given for other elective courses.

3. Credit may be given only for those courses taught by teachers with a Missouri teaching certificate in military science.

4. Officers and noncommissioned officers with a baccalaureate degree and a request from the employing school district will be certificated for military science by the Department of Elementary and Secondary Education. These certificated personnel shall be paid from the teachers’ fund.

5. School districts operating JROTC programs may request a special two (2)-year teaching certificate in military science for military personnel without baccalaureate degrees. Renewal of this two (2)-year certificate will require the earning of a minimum of eight (8) semester hours of appropriate credit from an accredited higher education institution.

6. Noncertificated personnel in the Reserve Officer Training Corps (ROTC) Program may assist certificated personnel in the ROTC Program in the same manner that teacher aides assist certificated teachers. Noncertificated personnel shall be paid from the incidental fund.

AUTHORITY: section 161.092, RSMo 1986. *
Original rule filed Nov. 5, 1969, effective Nov. 15, 1969.


5 CSR 50-340.020 Instruction for Prekindergarten
PURPOSE: This rule authorizes public schools to provide for the gratuitous education of pupils in prekindergarten.

AUTHORITY: section 160.092, RSMo 1986. *
Original rule filed Nov. 5, 1969, effective Nov. 15, 1969.

(1) A public school district may provide for the gratuitous education of pupils in prekindergarten. The gratuitous education, however, shall be provided only out of revenues which are not derived from state aid for the kindergarten through twelve (K–12) program and only with revenues which are not required for establishing and maintaining free public schools for the gratuitous instruction of persons between the ages of five and twenty (5–20) years.

(2) Transportation may be provided at district expense for prekindergarten pupils on the same basis as for pupils in kindergarten through grade twelve (K–12), provided no state funds are used.

AUTHORITY: section 161.092, RSMo 1986.*
Original rule filed Nov. 5, 1969, effective Nov. 15, 1969.

5 CSR 50-340.021 Applied Music Credit

PURPOSE: This rule provides guidelines for approving high school credit for instruction given by approved private music teachers.

(1) Teachers desiring to be approved to give private music instruction for high school credit must secure a Teacher’s High School Permit in Applied Music from the Department of Elementary and Secondary Education (DESE) and the local superintendent or high school principal.

(2) Students must take a final examination under an examiner approved by the DESE and the applied music board. Credit may be granted in the various fields of applied music as follows: piano, one-half to two (1/2–2) units; violin, one-half to two (1/2–2) units; cello, one-half to two (1/2–2) units; viola, one-half to two (1/2–2) units; and voice, one-half to one and one-half (1/2–1 1/2) units.

AUTHORITY: section 161.092, RSMo 1986.*
Original rule filed Nov. 5, 1969, effective Nov. 15, 1969.


5 CSR 50-340.030 Standards for Missouri School Library Media Centers

PURPOSE: The Division of School Improvement in the Department of Elementary and Secondary Education provides guidelines for public school districts, media, and school library media centers.

(1) The Standards for Missouri School Library Media Centers establish guidelines for a variety of print and nonprint resources needed to support the teaching and learning of staff and students. The standards also recommend facility space and expenditures per pupil to maintain and operate library media centers.

AUTHORITY: section 161.092, RSMo 2000.*


5 CSR 50-340.050 Policies and Standards for Summer School Programs

PURPOSE: This rule establishes policies and standards for public school districts which choose to conduct summer school programs that will qualify for state aid in accordance with section 163.031, RSMo.

(1) Summer school programs may be held any time between the close of the regular school term and the beginning of the next regular term and must be approved by the local school board. A summer school program shall consist of a planned schedule of course offerings for resident students at the elementary or high school level. An approved summer school program for nonhandicapped students must be in session for at least one hundred twenty (120) clock hours. Summer school programs for handicapped students must be in session for at least sixty (60) clock hours depending upon the hours needed to comply with the Individual Education Program (IEP).

(2) A school board may authorize the operation of summer school programs at the elementary or high school level, or both. Each approved summer school program shall have at least the required minimum clock hours of instruction. An elementary summer school program may include any combination of grades kindergarten through eight (K–8). A high school summer school program may include any combination of grades seven through twelve (7–12). Elementary and high school summer school programs may not be combined to meet the minimum clock-hour requirement. A school district may operate one (1) or more summer school programs at any level. Each summer school program that is operated separately with different opening and closing dates must meet the minimum clock hours of instruction requirements.

(3) The curriculum in an approved summer school program at any level must include one (1) or more of the following academic areas as the major portion of the clock hours of instruction in the program: elementary school—language arts, mathematics, science, social studies; and high school—language arts, mathematics, science, social studies, practical arts.

(A) Any course which may be offered in the regular school term may be approved as part of the summer school program. Special approval must be requested for summer school courses that would require special approval during the regular term.

(B) The following are examples of courses which may be approved as part of the summer school program but must be in addition to, and not in place of, the academic areas: driver education, art, crafts, physical education and music.
(C) Activities such as gymnastics, weight lifting, tennis and swimming lessons conducted under the sponsorship of the school cannot be included as part of the approved summer school program unless they are an integral part of a comprehensive physical education course which is part of the scheduled clock hours of instruction in the approved summer school program.

(D) Activities such as recreation programs, athletic practices, isolated music rehearsals and isolated band practices may be offered by the school but shall not be included as part of the clock hours of instruction in an approved summer school program and shall not be counted for summer school membership and attendance for state aid purposes.

(4) The attendance of resident pupils between the ages of six and twenty (6–20) in grades one through twelve (1–12) and pupils five (5) years old attending kindergarten in approved summer school programs may be counted for summer school membership and attendance for state aid purposes. A district’s summer school ADA shall count once for summer school state aid purposes. For the purposes of classification standards pertaining to class size are applicable to summer school programs.

(5) Individual school district’s summer school average daily attendance (ADA) that does not exceed five percent (5%) of the ADA for the immediate preceding school year, the ADA shall be doubled for state aid purposes. A district’s summer school ADA greater than five percent (5%) of the preceding school year ADA shall count once for state aid purposes.

(6) Some high school courses may be offered for credit and some courses for no credit in an approved summer school program. High school pupils may earn one-half (1/2) unit of high school credit for laboratory courses which meet at least seventy-five (75) clock hours and one-half (1/2) unit of high school credit for other courses which meet for sixty to seventy-five (60–75) clock hours. One-fourth (1/4) unit of high school credit may be granted for driver education classes which provide thirty (30) clock hours of classroom instruction, six (6) clock hours behind the wheel and twelve (12) clock hours as an observer in a driver education car. Minimum time requirements exclude any passing time, break time and lunch time.

(7) Summer school teachers shall have Missouri certification at the appropriate level in the area of service.

(8) Transportation for handicapped summer school pupils is reimbursable as provided in 5 CSR 40-261.040 Allowable Cost for State Transportation Aid.

(9) School food services for summer school pupils are not required but may be provided.

(10) Facilities and equipment used for summer school shall be of a quality equal to that used during the regular term.

(11) Textbooks, library resources and other instructional materials and aids shall be of a quality equal to that used during the regular term.

(12) State Board of Education classification standards pertaining to class size are applicable to summer school programs.

(13) Department of Elementary and Secondary Education (DESE) staff will review applications for approval of summer school programs, consult with local school officials as needed and approve eligible summer school programs for state aid. Approved summer school programs will be visited and reviewed by department staff.

(14) Local school districts must keep individual pupil membership and attendance records for summer school programs. The summer school records shall be audited as required by law.

(15) Summer school program applications and reports shall be submitted in a form and at a time as may be required by the DESE.


5 CSR 50-340.070 Standards for Part-Time Schools

PURPOSE: The State Board of Education is authorized under section 178.310, RSMo to establish standards for part-time schools. This rule establishes standards for those part-time schools, departments or classes.

(1) Part-time schools, departments or classes for employed children between fourteen and sixteen (14-16) years of age established by school districts under the provisions of section 178.300, RSMo must meet all requirements pertaining to teacher certification as set forth in 5 CSR 80-800.010 and the issuance of credits as set forth in 5 CSR 50-340.010. For the purposes of classification and accreditation, the part-time schools, departments or classes will be considered a part of the regular school district program.
(2) Student attendance in part-time schools, departments or classes provided as required in section 178.300, RSMo and meeting the standards of the classification and accreditation program will be eligible for any applicable federal aid and for state aid on the same basis as other part-time students in regular classes and in accordance with law.

**AUTHORITY:** section 178.310, RSMo 1986.*


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5 CSR 50-340.090 Standards for Innovative and Experimental Programs

**PURPOSE:** This rule provides specific policies governing off-campus programs and teacher aide programs.

(1) Off-Campus Instruction and Work Experience Programs.

(A) The Department of Elementary and Secondary Education (DESE) recognizes and will approve four (4) types of off-campus programs for students who are sixteen (16) years old or older and juniors or seniors in high school, except that handicapped students must be only sixteen (16) years old or older: academic programs, cooperative vocational education programs, work experience programs for special education students and career exploration programs. School districts may offer other types of off-campus programs without departmental approval but the students enrolled in them may not be counted in membership and attendance for state aid purposes, and the students enrolled in unapproved programs may not be granted high school credit for the off-campus experience.

1. Off-campus academic programs are programs for students who are enrolled in advanced academic or fine arts classes and which have as their goals the acquisition of specialized knowledge and the ability to apply the knowledge to situations which cannot be replicated in a school classroom.

2. Cooperative vocational education programs are programs developed and implemented in accordance with the **Handbook for Vocational Education**, which is filed as an administrative rule of the Division of Special Education at 5 CSR 70-742.140.

3. Teachers supervising work experience programs for special education students must be certified in accordance with 5 CSR 70-742.140 and must be provided supervision time in accordance with that rule.

4. Teachers supervising off-campus career exploration programs must be certified as secondary social studies teachers or as guidance counselors and must be provided supervision time at the rate of one (1) class period daily for each fifteen (15) participating students; and

5. If any part of the off-campus program is scheduled outside the regular six (6)-hour school day, the school district must pay the supervising teacher or coordinator for the outside-of-school-hours time necessary to provide the required amount of supervision time.

(C) Off-campus students must be enrolled in and receiving related classroom instruction in the regular high school program before credit may be awarded for off-campus study or work experience. This restriction does not apply to handicapped students whose Individual Education Programs (IEP) indicate full-time work experience or to students participating in the Option One of the Trade and Industrial/Health Occupations Internship program. Related instruction must be provided daily for at least one (1) class period for students in cooperative vocational education programs and may be provided less frequently than daily for other types of off-campus programs. In every case, the related instruction must be sufficient to justify the granting of at least one-half (1/2) unit of credit. In addition to credit for related instruction, students may be granted credit for the off-campus experiences under the following standards:

1. Students may be awarded one (1) unit of credit for ten to nineteen (10–19) hours weekly of off-campus study or work experience, which totals between three hundred and six hundred (300–600) hours during a school year; or two (2) units of credit for twenty (20) or more hours weekly of off-campus study or work experience, which would total over six hundred (600) hours during a school year;

2. No more than two (2) units of credit, or twice the number of units of credit granted for related instruction, whichever is less, may be awarded for off-campus study or work experience during any school year for off-campus academic programs, cooperative vocational education programs and career exploration programs.

3. Handicapped students whose IEPs indicate a need for additional work experience to make the transition from school to an occupation may earn up to four (4) units of...
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5 CSR 50-340

PURPOSE: This rule establishes standards and procedures for approving and implementing courses delivered primarily through electronic media and monitored by teachers who are certificated but not fully qualified to teach the courses without the support of electronic media.

1. Courses delivered primarily through electronic media may be offered by school districts and counted toward meeting the curriculum standards and state minimum graduation requirements if approved and implemented in accordance with this rule.

2. The Department of Elementary and Secondary Education will accept applications for
approval of electronically delivered courses submitted by school districts, developers of courses and sponsors of courses. Each application must be submitted by dates and on forms specified by the department. Each application for approval of a course must show that the course meets the following criteria. The course—
(A) Has been developed on the basis of clearly stated learner outcomes or objectives;
(B) Is logically organized and developmentally suitable for the grade level at which it is intended to be used;
(C) Includes teaching strategies and resource materials which are educationally sound, address a variety of learning modalities, and are consistent with the learning styles of the age group for which intended;
(D) Includes both formative and summative tests which are closely aligned with stated learner outcomes or objectives and provides for frequent feedback to students;
(E) Has been demonstrated to be effective in achieving stated learner outcomes;
(F) Has been reviewed by subject matter experts for content validity and objectiveness of presentation;
(G) Meets high standards of quality in production and presentation; and
(H) Includes instructional and technical inservice education for the local classroom teacher.

(3) The department will empanel a committee of curriculum specialists and teachers to review the course, judge it against the criteria in section (2) and make a recommendation to the department. The department will notify the applicant and all public schools of its decision.

(4) Any school district may apply for permission to use an approved course by submitting an application in a form and by a date specified by the department annually. Each application for permission to use an approved course must include enough information to permit the department to determine that—
(A) The local board of education has approved implementing the course;
(B) Each electronically delivered course will be under the direct supervision of a teacher holding a valid Missouri teaching certificate and that the teacher has academic preparation as determined by the department as a result of its review of the approved course, recommendations of the developer or sponsor of the course and the content of related inservice education;
(C) The teacher will participate in instructional and technical inservice education developed and made available by the developer or sponsor of the approved course;
(D) The local district will provide and maintain the equipment and other learning resources prescribed by the developer of the course;
(E) The district will implement the course in a manner which will give students full advantage of the course, including live interactive broadcasts if these broadcasts are essential to the course; and
(F) The district will continuously monitor and evaluate the effectiveness of the course.

(5) Department staff members will review all applications, give applicant school districts an opportunity to correct any deficiencies and notify the districts of approval or disapproval to use the course.

(6) The commissioner of education or a designee has the authority to waive this rule when the course is offered simultaneously at various school sites through two (2)-way interactive video and is taught by a teacher properly certificated in the subject area.


5 CSR 50-340.110 Policies and Standards Relating to Academically Deficient Schools (Rescinded October 30, 2005)


5 CSR 50-340.150 Priority Schools

PURPOSE: This rule establishes procedures to improve student performance in lower performing schools.

(1) The Department of Elementary and Secondary Education (DESE) shall designate priority school buildings or attendance centers (priority school(s)).

(A) During the first year of implementation, all schools previously designated academically deficient will be designated priority schools.

(B) Designation of priority schools is based upon the following criteria:

1. Beginning September 1, 2006, Title I schools in school improvement which meet any of the following:

A. Have assessment performance index scores for state required subject areas in the bottom five percent (5%) of the state population for two (2) successive years;

B. Have a school attendance rate of less than ninety percent (90%) for two (2) successive years;

C. Have a graduation rate and placement rate below seventy percent (70%) for two (2) successive years; or

D. Are identified persistently dangerous pursuant to state regulation.

(C) Priority schools must exceed the designation criteria for two (2) successive years to have the priority school designation removed.

(2) The board of education of any district that contains a priority school(s) shall submit a school improvement plan for each priority school that provides for the following:

(A) Identification of the areas of academic deficiency in student performance on the required statewide assessments established pursuant to state law by disaggregating scores based upon school, grade, academic content area and student demographic subgroups;

(B) Implementation of research-based strategies to assist the priority school in addressing the areas of deficiency;

(C) Alignment of the priority school’s curriculum to address deficiencies in student achievement; and

(D) Reallocation of district resources to address the areas of deficiency, which shall include focusing available funding on high quality professional development in the areas of deficiency.

(3) For priority schools designated as a result of low student achievement, the school improvement plan must include the components outlined above. Priority schools identified for other reasons must submit a school improvement plan which includes the components outlined above with the exception of identification of the areas of academic deficiency in student performance on the required statewide assessment and alignment of the priority school’s curriculum to address deficiencies in student achievement.
(4) The State Board of Education (board) may appoint a team to provide an educational audit of any priority school.

(A) Priority schools may request services for an educational audit upon designation to assist in identification of factors contributing to the designation and make recommendation to address those factors. Any school maintaining priority school status more than two (2) years will be identified for a required educational audit.

(B) The educational audit may coincide with the scheduled Missouri School Improvement Program (MSIP) review for the district in which the building is located. If the priority school is located within a district which has been waived from an on-site MSIP review, the priority school is not waived from the educational audit.

(C) The educational audit team shall report its findings to the board and the local board of education. The board may require all or part of the team’s findings to be addressed in the comprehensive school improvement plan.

(5) Local boards of education in districts with priority schools must submit the school improvement plan(s) to DESE on or before August 15 following the school year of designation. In the case where an educational audit has occurred, the findings of the audit must be addressed in that plan.

(A) DESE shall review and identify areas of concern in the school improvement plan within sixty (60) days of receipt of the plan.

(B) Changes to the school improvement plan shall be forwarded to DESE within sixty (60) days of notice to the district of the areas of concern.

(C) DESE shall withhold funds pursuant to state law from any school district that fails to submit a school improvement plan based upon the standards and timelines.

(6) All school buildings and attendance centers declared to be priority schools must be listed in the district’s annual school accountability report distributed pursuant to state law.

5 CSR 50-340.200 Annual Public Reporting of Information by School Districts
(Rescinded January 30, 2006)
