
Rules of
Department of Elementary and
Secondary Education
Division 50—Division of Instruction
Chapter 350—State Programs

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION
Division 50—Division of Instruction
Chapter 350—State Programs**

5 CSR 50-350.010 General Provisions

PURPOSE: This rule establishes procedures for implementing the Video Instructional and Educational Development Program authorized by section 170.250, RSMo.

- (1) Each year the State Board of Education determines the proportion of the appropriation for the program which will be allocated for the various authorized purposes and how the amount for each purpose will be distributed among eligible institutions and agencies.
- (2) Annually, the department announces allocations of funds for the authorized purposes and solicits applications from eligible institutions and agencies which shall be due as of a date and in a form established by the department.
- (3) The State Board of Education may authorize three (3) types of grants— initial access grants; continuation grants; and discretionary grants. Eligible applicants may apply for funds in amounts up to, but not exceeding, their allocations as established by the State Board of Education; or in the case of discretionary grants, up to amounts available for the purposes of the discretionary grants.
- (4) Applications for initial access grants submitted by elementary and secondary schools and institutions of higher education, to be approvable, must demonstrate that the applicant has—
- (A) Involved its governing board, its administration and appropriate staff members in developing a short- and long-term plan for acquiring capacity to utilize video instruction, including goals and planned resource commitments;
- (B) Acquired, or will acquire during the first grant period, sufficient competency in video technology to ensure that the essential equipment functions properly and regularly and the capacity to train staff members in both video technology and effective utilization for instruction;
- (C) Developed concrete plans for utilizing video instruction to substantially enhance traditionally delivered instruction or provide instruction in courses not otherwise available, and plans to evaluate the instructional effectiveness of video-supported instruction;
- (D) Developed concrete plans for utilizing video instruction for substantial and progressive periods of time and for a progressively larger proportion of its students;
- (E) Demonstrated commitment to the project by providing from other state, local or federal funds an identifiable match in the form of funds or specific services equal in value to ten percent (10%) of its requested budget; and
- (F) Met with representatives of nonpublic schools in the area to be served and explained the purposes of the program, its operational procedures and the manner in which nonpublic schools may participate, if the applicant is an elementary or secondary school district.
- (5) Applications for continuation grants must demonstrate that the applicant institution or agency is implementing its short- and long-range plans and is making satisfactory progress toward the goals in the plans.
- (6) Applicants other than elementary and secondary schools and institutions of higher education and applicants for discretionary grants shall demonstrate in their applications that they meet program criteria announced at the time applications are solicited.
- (7) Recipients of grants may obligate grant funds only during the period which begins on the date the department approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies, when the recipient makes a binding commitment to acquire the equipment and supplies, usually by issuing a purchase order; and for personal services, when the services are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to the department.
- (8) The following costs are allowable under initial access grants: television reception equipment and installation; signal enhancing equipment and installation; television receivers or monitors, and video recording and playback equipment for classroom use, but only when clearly related to implementing a short- or long-range plan to utilize video instruction; speaker telephones, data terminals, microcomputers and other communication apparatus and related transmission charges, but only when essential to delivering specific course work; printed materials, including textbooks, designed to complement instructional programs developed under the Video Instruction Development and Educational Opportunity Program; training expenses for video technology coordinators and other staff members; subscription fees for public television; course fees for specific courses; and equipment maintenance. All other costs, including the following, are not allowable under initial access grants: site preparation costs; structural modifications to buildings; travel, transportation and meals; acquisition of equipment of any kind not reasonably necessary to implement an applicant's short- or long-term video plan; indirect and administrative costs; and textbooks and course materials required for specific courses not developed under the Video Instructional Development and Educational Opportunity Program delivered through video technology.
- (9) The following costs are allowable under continuation grants: telecommunication transmission charges, but only when essential to delivering specific course work; training expenses for video technology coordinators and other staff members; subscription fees for public television; course fees for specific courses; and equipment maintenance.
- (10) Allowable costs under grants to agencies other than elementary and secondary schools and institutions of higher education and allowable costs under discretionary grants will be determined on the basis of the reasonable and necessary costs of implementing approved project activities.
- (11) Each institution and agency receiving a grant under the video instructional development and educational opportunity program must provide the department, as part of its statutory independent audit or other independent audit, a report of the results of the audit performed in accordance with the department's general policy on audits.
- (12) If the department, based on its own findings or those of an independent auditor, determines that an applicant has misspent, misapplied or otherwise used funds under this program in violation of any applicable regulation or statutory provision, the applicant will be required to refund to the department the amount determined to have been improperly expended. If the applicant does not refund the money within a reasonable time after requested to do so, the department will withhold payments due the applicant under this program and may adjust payments due the applicant under other programs administered by the department.



(13) By July 15 following each grant period, grant recipients shall file a final expenditure report and an evaluation report in the form required by the department reporting the results of financial and program activities conducted during the preceding grant period.

AUTHORITY: section 170.250, RSMo Supp. 1988.* Original rule filed May 2, 1989, effective Aug. 24, 1989.

*Original authority: 170.250, RSMo 1988, amended 1990, 1992, 1994, 1996, 1998, 2000.

5 CSR 50-350.015 General Provisions Governing the Improving America's Schools Act, The Technology Literacy Challenge Fund

PURPOSE: The Department of Elementary and Secondary Education (DESE) has the authority to receive and expend federal funds for educational programs and to establish rules and regulations for the administration of the programs in accordance with federal statutes and regulations.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

This rule sets forth the general provisions governing projects operated by local educational agencies (LEAs) under Subpart 2 of Part A of Title III of the Improving America's Schools Act (IASA). This rule incorporates by reference the regulations for the program as published in the state *Technology Literacy Challenge Fund Program Guidelines*. This manual incorporates all federal and state regulations and statutory requirements.

AUTHORITY: sections 178.430 and 178.440, RSMo 1994.* Original rule filed June 30, 1997, effective Jan. 30, 1998.

*Original authority: 178.430, RSMo 1963; 178.440, RSMo 1963.

5 CSR 50-350.020 Safe Schools Educational Program Grants

PURPOSE: The purpose of this rule is to establish procedures for section 167.335, RSMo, pertaining to grants to schools for the establishment of educational opportunities for students who are violent, abusive or chronically disruptive.

(1) The State Board of Education will authorize two (2) types of grants: competitive, first-year grants, and noncompetitive, second- and third-year continuation grants.

(2) Annually, a request for proposal and an Applicant's Guide shall be distributed to the public schools by the department. The request for proposal shall contain the following:

- (A) The maximum amount of the grant;
- (B) The date upon which applications shall be due;
- (C) The grant application forms; and
- (D) Program criteria upon which the grants will be evaluated.

(3) Applications for Safe Schools Grants that demonstrate the following will be given preference for approval:

- (A) A comprehensive, kindergarten through grade twelve approach to preventing problems that result in the need for alternative education services;
- (B) Rigorous instruction in core academic disciplines;
- (C) Activities designed to enable the student to better perform in the regular classroom and to transition students back to the regular classroom when merited by their performance;
- (D) A student-centered approach whereby activities are designed to meet the particular needs of individual students; and
- (E) Collaboration with existing community-based service providers, such as cooperative education programs, school to work programs, parents-as-teachers programs, programs developed by the Department of Economic Development and programs developed by local service delivery agencies, and other governmental and private agencies to address student needs beyond those traditionally addressed by schools.

(4) Recipients of grants may obligate grant funds only during the period which begins on the date the department approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies, when the recipient makes a binding

commitment to acquire the equipment and supplies, such as the issuance of a purchase order or its equivalent, or for personal services, when the services are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to the department.

(5) Allowable costs for grants will be determined on the basis of the reasonable and necessary costs of implementing approved project activities.

(6) The grant recipients will keep records according to generally accepted accounting principles, and will provide any information necessary for fiscal and program auditing. All such records and supporting documents will be retained in accordance with current state and federal laws and regulations.

(7) If the department, based on its own findings or those of an independent auditor, determines that an applicant has misspent, misapplied, or otherwise used funds under this program in violation of any applicable regulation or statutory provision, the applicant will be required to refund to the department the amount determined to have been improperly expended. If the applicant does not refund the money within a reasonable time after requested to do so, the department may adjust payments due the applicant under other programs administered by the department.

(8) By July 15 following each grant period, grant recipients shall file a final expenditure report and an evaluation report in the form required by the department reporting the results of financial and program activities conducted during the preceding grant period.

AUTHORITY: section 167.335, RSMo Supp. 1997.* Original rule filed July 31, 1998, effective Feb. 28, 1999.

*Original authority: 167.335, RSMo 1996.

5 CSR 50-350.030 Safe Schools Curriculum

PURPOSE: This rule is to identify and adopt a violence prevention program(s) for section 161.650, RSMo, pertaining to a Safe Schools Curriculum Framework for use in Missouri public schools.

(1) The Department of Elementary and Secondary Education shall identify and, if

necessary, adopt an existing program or programs of educational instruction regarding violence prevention to be administered by public school districts. The program(s) shall contain the following:

(A) Instruction for students of negative consequences of membership and/or participation in criminal street gang activity; and

(B) Training for school district employees in violence prevention and early identification of and intervention in violent behavior.

(2) This program will be available for school districts beginning with the 1998-99 school year.

AUTHORITY: section 161.650, RSMo Supp. 1997. Original rule filed Oct. 16, 1998, effective May 30, 1999.*

**Original authority: 161.650, RSMo 1996.*

5 CSR 50-350.040 A+ Schools Program

PURPOSE: This rule establishes minimum requirements for the administration of the A+ Schools Program.

(1) The Department of Elementary and Secondary Education, Division of Instruction (the division) is authorized to establish procedures for the implementation of the A+ Schools Program including:

(A) Public school district participation;

(B) Annual grant award amounts and requirements;

(C) Initial and continued designation as an A+ school; and

(D) Initial and continued student eligibility to receive reimbursement for the cost of tuition, books and fees to attend any Missouri public community college or vocational or technical school.

(2) To participate in the A+ Schools Program, the chief administrator of a public secondary school district must—

(A) Demonstrate a commitment to the established program goals. These goals are to ensure that all students—

1. Graduate from high school;

2. Complete a selection of high school studies that is challenging and has identified learning expectations; and

3. Proceed from high school graduation to a college or postsecondary vocational or technical school, or high wage job with work place skill development opportunities;

(B) Provide assurance that the district will—

1. Establish measurable district-wide performance standards for the program;

2. Specify the knowledge, skills and competencies in measurable terms, that students must demonstrate to successfully complete any individual course offered by the school, and any course of studies which will qualify students for graduation from the school;

3. Establish student performance standards that lead to or qualify students for graduation, and that these standards will be revised to meet or exceed the performance standards adopted by the board;

4. Not offer a general track of courses that, upon completion, can lead to a high school diploma;

5. Require rigorous coursework with standards of competency in basic academic subjects for students pursuing vocational or technical education or employment; and

6. Develop a partnership plan in cooperation and with the advice of local business persons, labor leaders, parents and representatives of colleges and postsecondary vocational or technical schools, with the plan then approved by the local board of education. The plan shall specify a mechanism to receive information on an annual basis from those who developed the plan in addition to senior citizens, community leaders and teachers to update the plan in order to best meet the goals of the program. The plan shall detail the procedures used in the school to identify students that may drop out of school and the intervention services to be used to meet the needs of such students. The plan shall outline counseling and mentoring services provided to students who will enter the work force upon graduation from high school, address apprenticeship and intern programs, and shall contain procedures for the recruitment of volunteers from the community to serve in the school;

(C) Designate a salaried employee to serve as the A+ Schools coordinator;

(D) Assume at least fifty percent (50%) of the salary, fringe benefits, and other program related activity costs of the coordinator;

(E) Provide at least twenty-five (25%) percent matching funds from local sources for all remaining grant funds expended;

(F) Make facilities and services available for adult literacy training;

(G) Be classified by the board as an accredited or provisionally accredited school district under the department's Missouri School Improvement Program;

(H) If seeking a grant, prepare and submit a three (3)-year grant proposal in response to the division's request for proposals; and

(I) Schools not receiving a grant, may request a designation review (as funds are

available) when they feel they have met the requirements of the program.

(3) School districts with more than one (1) high school attendance center may make grant applications for a maximum of two (2) of these attendance centers in a single grant year.

(4) As funds are available, a request for proposals will be made available to eligible school districts by the division by January of each fiscal year. Applicants must develop a grant proposal and forward it to the division no later than March 31 of each fiscal year in order to receive consideration for a grant. Grant awards will be effective July 1 of each year.

(5) Grant proposals must contain at least the following:

(A) The name and address of the high school and school district applying for a grant award;

(B) A statement of commitment to implement the content of the grant proposal bearing the signature of the chief administrator of the school district submitting the grant proposal;

(C) Statement(s) of assurance that the school district will—

1. Demonstrate a commitment to the established goals of the A+ Schools Program and to implement its proposed plan to receive designation as an A+ School;

2. Designate a qualified salaried employee to serve as the A+ Schools Program coordinator;

3. Establish student performance standards that lead to or qualify students for graduation, and that these standards will be revised to meet or exceed the performance standards adopted by the board;

4. Expend local funds in an amount equal to or greater than fifty percent (50%) of the grant award expenditure for the A+ Schools Program coordinator and the coordinator's related activities;

5. Expend local funds in an amount equal to or greater than twenty-five percent (25%) of any remaining grant award expenditures to implement the proposed A+ Schools Program;

6. Provide fiscal control, property management control and fund accounting procedures;

7. Deliver, implement and annually update a partnership plan;

8. Establish a data and accountability system necessary to determine and report at least student demographics and enrollment, student completion and performance of

coursework, student follow-up after leaving high school, program outcomes and student success relating to the implementation of the partnership plan, and student eligibility to receive student financial incentives available through the A+ Schools Program;

9. Comply with all reporting requirements of the department relating to this grant award program;

10. Develop and implement a plan in compliance with all applicable state law and regulations; and to report students who drop out of school; and

11. Make their facilities and services available for adult literacy training;

(D) A three (3)-year plan of implementation which addresses each of the program requirements specified in this rule, including:

1. A listing of major objectives; and

2. A listing of activities and timelines for each objective;

(E) Description(s) of how the funds made available by this grant award program will be expended to implement the established program requirements as previously specified in this rule;

(F) A detailed, line item budget of anticipated local and grant fund expenditures for year one (1) and anticipated major categorical expenditures for years two (2) and three (3);

(G) A description of the process of the identification of and planned services for students considered to be at risk of educational failure and dropping out of school, including those services supported by funds made available by line fourteen of the school foundation formula;

(H) A plan to evaluate the effectiveness of the A+ Schools Program implementation;

(I) Historical data for the past four (4) years, disaggregated by year, including:

1. Annualized high school drop out rate;

2. Graduation rate;

3. Number of students enrolled by grade level, kindergarten through grade twelve (K-12);

4. Number of high school graduates continuing their education at four (4)-year colleges and universities, community colleges, or vocational or technical schools. This data shall be recorded separately by category of institution;

5. Number of high school graduates entering the labor force;

6. Vocational education enrollment disaggregated by vocational education program/course and by location (home school district and area vocational school); and

7. Vocational education follow-up/place-ment rates for home school district and voca-

tional education programs in the area vocational school; and

(J) Name and description of each course offered at high school(s) and area vocational school(s).

(6) As funds are available, the division will review all grant proposals submitted by public high school districts based upon the extent to which the grant proposal—

(A) Demonstrates a commitment to meet the established goals of the A+ Schools Program;

(B) Provides for structured implementation and is sufficiently comprehensive to assure successful achievement of the proposed objectives and activities, and fulfill the established program requirements;

(C) Is educationally significant to produce—

1. Curricular and instructional change;

2. Lower drop-out rates;

3. Student mastery of measurable learning expectations; and

4. Successful transition from high school to continued education or employment; and

(D) Is complete and received prior to the proposal deadline.

(7) After year one (1) of this grant award program, the division will give continued funding priority to those high school districts that have previously had grant proposals approved and are seeking additional annual funding to implement their three (3)-year plan.

(8) The designated A+ Schools Program coordinator shall be employed no less than half time without additional district responsibilities, and have specified coordination and implementation duties to administer the district's proposed A+ Schools Program objectives. In addition, the designated individual must possess a valid Missouri secondary teacher or administrator certificate.

(9) To maintain eligibility to continued funding under this grant award program, participating public high school districts must—

(A) Accomplish at least the following requirements during the first grant award year:

1. Establish measurable district-wide performance standards for each of the three (3) established program goals and specific measures to determine attainment of each standard;

2. Demonstrate that developmental activities have taken place within the district or high school to specify the knowledge, skills and competencies, in measurable

terms, that students must demonstrate to successfully complete all of the individual courses offered by the school, and in any course of studies which will qualify students for graduation from high school;

3. Demonstrate that developmental activities have taken place within the district or high school to measure and record mastery of each item of knowledge, skill or competency identified;

4. Demonstrate that procedures have been implemented within the district or school to eliminate the offering of a general track of courses that do not provide sufficient preparation for students upon graduation to successfully enter and progress in employment or postsecondary studies;

5. Establish a schedule of rigorous coursework with standards of competency in basic academic subjects for students pursuing vocational or technical education;

6. Organize a local advisory committee of individuals representing each of the following groups to cooperatively develop the school's partnership plan and document formal meetings of the committee:

A. Business person(s);

B. Labor leaders;

C. Parents;

D. Community college and postsecondary vocational or technical schools;

E. Senior citizens;

F. Teachers; and

G. Students; and

7. Develop the school's partnership plan as specified in this rule; and

(B) Accomplish at least the following requirements during the second grant award year:

1. Demonstrate that specific knowledge, skills and competencies have been identified, in measurable terms, that students must demonstrate to successfully complete all individual courses offered by the school, and any course of studies which qualify students for graduation from the school and are a part of the school's curriculum;

2. Demonstrate that specific measurement and student mastery record keeping procedures have been developed for each item of knowledge, skill or competency identified for each individual course that the school offers;

3. Demonstrate that continued action has taken place within the district or school to eliminate the offering of a general track of courses;

4. Demonstrate that a review for the purposes of updating the school's partnership plan has taken place with information received from the individuals who originally assisted in developing the plan; as well as

senior citizens, community leaders and teachers;

5. Show evidence that a reduction in the number of high school students dropping out of school has occurred;

6. Show evidence that procedures to ensure students who plan to participate in the A+ Schools Program financial incentives understand that—

A. Student financial incentives will be available for a period of four (4) years after high school graduation;

B. To be eligible, each student must enter into a written agreement with the school prior to high school graduation and—

(I) Have attended a designated A+ School for three (3) consecutive years prior to high school graduation;

(II) Graduated from high school with an overall grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale, or graduated from a high school with documented mastery of institutionally identified skills that would equate to a two and five-tenths (2.5) grade point average or higher;

(III) Have at least a ninety-five percent (95%) attendance record overall for grades nine through twelve (9–12);

(IV) Performed fifty (50) hours of unpaid tutoring or mentoring for younger students; and

(V) Maintained a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol;

C. To maintain eligibility, each participating student must during the four (4)-year period of incentive availability—

(I) Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school; and

(II) Maintain a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale;

D. The tuition incentives will be made available only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment; and

E. The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal postsecondary student financial assistance funds have been applied to these costs;

7. Show evidence that procedures are in place to document student attainment of the qualifications of the A+ Schools Program student financial incentives while in high school as specified in this rule, and the ability to provide this information to the institu-

tions that graduates choose to attend as well as to the department;

8. Provide the results of the evaluation of the schools first year implementation of the A+ Schools Program and a plan for improvement for any negative findings; and

9. Show evidence that the local advisory committee established during the first grant year has continued to meet on a formal basis; and

(C) Accomplish at least the following requirements during the third grant award year:

1. Demonstrate that the district or school has eliminated offering a general track of courses;

2. Demonstrate that an annual review process to update the school's partnership plan is in place;

3. Show evidence that a reduction in the number of high school students dropping out of school is continuing;

4. Show evidence that procedures are in place to document student eligibility in the A+ Schools Program student financial incentives;

5. Provide the results of the evaluation of the school's second year implementation of the A+ Schools Program and a plan for improvement for any negative findings; and

6. Show evidence that the local advisory committee established during the first grant year has continued to meet on a formal basis.

(10) Public high schools may be designated by the board as A+ Schools when they demonstrate that they have—

(A) Made significant progress or attained the three (3) established program goals of the A+ Schools Program; and

(B) Met the established program requirements of the A+ Schools Program.

(11) In order to maintain designated A+ School status, a public high school must—

(A) Sustain or improve its graduation rate;

(B) Demonstrate a continued reduction in the number of students who drop out of school;

(C) Continue to meet the established program requirements of the A+ Schools Program;

(D) Sustain or improve its placement rate of graduates who continue their education at four (4)-year colleges or universities, community colleges, or vocational or technical schools, or enter employment in a high wage job with work place skill development opportunities;

(E) Maintain a system of reporting student eligibility for the A+ Schools Program student financial incentives; and

(F) Submit an A+ School annual report as prescribed by the division.

(12) Missouri public community colleges or vocational or technical schools shall verify, for each student intending to participate in the A+ Schools Program student financial incentives at their institution that—

(A) During the first semester of the student's participation—

1. Verification of student eligibility has been received from the high school from which the student graduated;

2. The eligible student is enrolled as a full-time student;

3. A good faith effort has been made to secure federal postsecondary student financial assistance funds; and

4. The amount of A+ Schools Program student financial incentive funds necessary to cover the remaining costs of tuition, books and fees to attend, after applying any secured federal postsecondary student financial assistance funds; and

(B) During the second and subsequent semesters of the student's participation—

1. The eligible student continues to be enrolled as a full-time student;

2. Good faith efforts continue to be made to secure federal postsecondary student financial assistance funds;

3. The student has earned and maintains a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale; and

4. The amount of A+ Schools Program student financial incentive funds necessary to cover the remaining costs of tuition, books and fees to attend, after applying any secured federal postsecondary student financial assistance funds.

AUTHORITY: section 160.545, RSMo Supp. 1994. This rule was previously filed as 5 CSR 60-120.060. Original rule filed Nov. 10, 1993, effective June 6, 1994. Changed to 5 CSR 50-350.040 and amended: Filed Sept. 27, 2000, effective May 30, 2001.*

**Original authority: 160.545, RSMo 1993.*