

**Chapter 174-136 WAC
USE OF COLLEGE FACILITIES**

WAC

**THE EVERGREEN STATE COLLEGE LIBRARY
CIRCULATION POLICY (FACILITIES PLANNING AND
UTILIZATION POLICY)**

- 174-136-130 Circulation records.
174-136-140 Selection of resources and services.

**THE EVERGREEN STATE COLLEGE LIBRARY
CIRCULATION POLICY
(FACILITIES PLANNING AND UTILIZATION
POLICY)**

WAC 174-136-130 Circulation records. In order to prevent an unreasonable invasion of personal privacy (including but not limited to RCW 42.17.260 and 42.17.310) all records relating to the registration of patrons and their requests for use and subsequent circulation of materials by The Evergreen State College Library are hereby deemed confidential, regardless of the source of inquiry or request for information. [Statutory Authority: RCW 28B.40.120(11). 81-12-019 (Order 81-1, Motion No. 81-14), § 174-136-130, filed 6/1/81.]

WAC 174-136-140 Selection of resources and services. It is the policy of The Evergreen State College to select for its library the best and most suitable library materials, library equipment and library services. The college expressly rejects any form of selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin or political view point. [Statutory Authority: RCW 28B.40.120(11). 81-12-019 (Order 81-1, Motion No. 81-14), § 174-136-140, filed 6/1/81.]

Chapter 174-162 WAC

**STUDENT AFFAIRS--RELEASE OF STUDENT
INFORMATION--FINANCIAL OBLIGATION OF
STUDENTS**

WAC

- 174-162-305 Emergency loans collections policy.

WAC 174-162-305 Emergency loans collections policy. Emergency loans are made by the office of financial aid to assist students with short-term financial problems. The success of this program is dependent on timely repayment of those loans because old loans must be collected before new loans can be made.

Emergency loans are generally made so the due date occurs within the same quarter the loan is taken. These loans are made for tuition and fees and a variety of other reasons when students are faced with an emergency situation or a cash flow problem. Each loan, regardless of size, will be charged a \$2.00 service fee. Interest charges will not apply if the loan is repaid within thirty days. Loans not repaid within thirty days

will be charged interest at one percent per month on the balance outstanding on the last day of each month.

Students who do not repay their emergency loans within thirty calendar days from their due date will have all credit privileges canceled, and the registrar will be advised to withhold the student's transcript and registration privileges. In the event an account becomes one hundred twenty days past due, it will be turned over to the collection agency for collection and/or legal action if appropriate. [Statutory Authority: RCW 28B.40.120(11). 81-15-017 (Order 81-2, Motion No. 81-20), § 174-162-305, filed 7/8/81.]

**Title 180 WAC
EDUCATION, BOARD OF**

Chapters

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| 180-08 | Practice and procedure. |
| 180-16 | State support of public schools. |
| 180-20 | School bus transportation. |
| 180-30 | School building construction. |
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Modernization. |
| 180-40 | Pupils. |
| 180-44 | Teachers' responsibilities. |
| 180-46 | Learning resources centers. |
| 180-48 | Instructional materials. |
| 180-55 | School accreditation. |
| 180-56 | Secondary education. |
| 180-63 | State plans adopted pursuant to federal
law. |
| 180-68 | Special education. |
| 180-78 | Professional preparation program develop-
ment and approval. |
| 180-79 | Professional preparation certification
requirements. |
| 180-90 | Private schools. |
| 180-100 | Miscellaneous provisions. |

**Chapter 180-08 WAC
PRACTICE AND PROCEDURE**

WAC

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|------------|---|
| 180-08-005 | Administrative practices regarding hearings and rule proceedings. |
| 180-08-010 | Repealed. |
| 180-08-020 | Repealed. |
| 180-08-030 | Repealed. |
| 180-08-040 | Repealed. |
| 180-08-050 | Repealed. |
| 180-08-060 | Repealed. |
| 180-08-070 | Repealed. |
| 180-08-080 | Repealed. |
| 180-08-090 | Repealed. |
| 180-08-100 | Repealed. |
| 180-08-110 | Repealed. |
| 180-08-120 | Repealed. |
| 180-08-130 | Repealed. |
| 180-08-140 | Repealed. |
| 180-08-230 | Repealed. |
| 180-08-240 | Repealed. |
| 180-08-250 | Repealed. |

180-08-260	Repealed.	180-08-090	Service of process—By whom served. [SBE .08.090, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-270	Repealed.	180-08-100	Service of process—Upon whom served. [SBE .08.100, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-280	Repealed.	180-08-110	Service of process—Service upon parties. [SBE .08.110, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-290	Repealed.	180-08-120	Service of process—Method of service. [SBE .08.120, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-300	Repealed.	180-08-130	Service of process—When service complete. [SBE .08.130, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-310	Repealed.	180-08-140	Service of process—Filing with agency. [SBE .08.140, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-320	Repealed.	180-08-230	Depositions and interrogatories in contested cases—Right to take. [SBE .08.230, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-330	Repealed.	180-08-240	Depositions and interrogatories in contested cases—Scope. [SBE .08.240, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-340	Repealed.	180-08-250	Depositions and interrogatories in contested cases—Officer before whom taken. [SBE .08.250, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-350	Repealed.	180-08-260	Depositions and interrogatories in contested cases—Authorization. [SBE .08.260, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-360	Repealed.	180-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [SBE .08.270, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-370	Repealed.	180-08-280	Depositions and interrogatories in contested cases—Oral examination and cross examination. [SBE .08.280, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-380	Repealed.	180-08-290	Depositions and interrogatories in contested cases—Recordation. [SBE .08.290, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-390	Repealed.	180-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [SBE .08.300, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-400	Repealed.	180-08-310	Depositions and interrogatories in contested cases—Use and effect. [SBE .08.310, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-410	Repealed.	180-08-320	Depositions and interrogatories on contested cases—Fees of officers and deponents. [SBE .08.320, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-420	Repealed.	180-08-330	Depositions upon interrogatories—Submission of interrogatories. [SBE .08.330, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-430	Repealed.	180-08-340	Depositions upon interrogatories—Interrogation. [SBE .08.340, filed 12/21/60.] Repealed by 81-16-
180-08-440	Repealed.		
180-08-450	Repealed.		
180-08-460	Repealed.		
180-08-470	Repealed.		
180-08-480	Repealed.		
180-08-490	Repealed.		
180-08-500	Repealed.		
180-08-510	Repealed.		
180-08-520	Repealed.		
180-08-530	Repealed.		
180-08-540	Repealed.		
180-08-550	Repealed.		
180-08-560	Repealed.		
180-08-570	Repealed.		
180-08-580	Repealed.		
180-08-590	Repealed.		

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-08-010	Appearance and practice before the state board of education—Who may appear. [SBE .08.010, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-260	Depositions and interrogatories in contested cases—Authorization. [SBE .08.260, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-020	Appearance and practice before the state board of education—Appearance in certain proceedings may be limited to attorneys. [SBE .08.020, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [SBE .08.270, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-030	Appearance and practice before the state board of education—Solicitation of business unethical. [SBE .08.030, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-280	Depositions and interrogatories in contested cases—Oral examination and cross examination. [SBE .08.280, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-040	Appearance and practice before the state board of education—Standards of ethical conduct. [SBE .08.040, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-290	Depositions and interrogatories in contested cases—Recordation. [SBE .08.290, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-050	Appearance and practice before the state board of education—Appearance by former employee of board or former member of attorney general's staff. [SBE .08.050, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [SBE .08.300, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-060	Appearance and practice before the state board of education—Appearance of former employee as expert witness. [SBE .08.060, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-310	Depositions and interrogatories in contested cases—Use and effect. [SBE .08.310, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-070	Computation of time. [SBE .08.070, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-320	Depositions and interrogatories on contested cases—Fees of officers and deponents. [SBE .08.320, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
180-08-080	Notice and opportunity for hearing in contested cases. [SBE .08.080, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.	180-08-330	Depositions upon interrogatories—Submission of interrogatories. [SBE .08.330, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
		180-08-340	Depositions upon interrogatories—Interrogation. [SBE .08.340, filed 12/21/60.] Repealed by 81-16-

- 026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-350 Depositions upon interrogatories—Attestation and return. [SBE .08.350, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-360 Depositions upon interrogatories—Provisions of deposition rule. [SBE .08.360, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-370 Official notice—Matters of law. [SBE .08.370, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-380 Official notice—Material facts. [SBE .08.380, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-390 Presumptions. [SBE .08.390, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-400 Stipulations and admissions of record. [SBE .08.400, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-410 Form and content of decisions in contested cases. [SBE .08.410, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-420 Definition of issues before hearing. [SBE .08.420, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-430 Prehearing conference rule. [SBE .08.430, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-440 Prehearing conference rule—Record of conference action. [SBE .08.440, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-450 Submission of documentary evidence in advance. [SBE .08.450, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-460 Excerpts from documentary evidence. [SBE .08.460, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-470 Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses. [SBE .08.470, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-480 Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements. [SBE .08.480, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-490 Expert or opinion testimony and testimony based on economic and statistical data—Supporting data. [SBE .08.490, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-500 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 180-08-470 or WAC 180-08-480. [SBE .08.500, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-510 Continuances. [SBE .08.510, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-520 Rules of evidence—Admissibility criteria. [SBE .08.520, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. [SBE .08.530, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-540 Petitions for rule making, amendment or repeal—Who may petition. [SBE .08.540, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-550 Petitions for rule making, amendment or repeal—Requisites. [SBE .08.550, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-560 Petitions for rule making, amendment or repeal—Agency must consider. [SBE .08.560, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-570 Petitions for rule making, amendment or repeal—Notice of disposition. [SBE .08.570, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-580 Declaratory rulings. [SBE .08.580, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.
- 180-08-590 Forms. [SBE .08.590, filed 12/21/60.] Repealed by 81-16-026 (Order 8-81), filed 7/28/81. Statutory Authority: Chapter 34.04 RCW.

WAC 180-08-005 Administrative practices regarding hearings and rule proceedings. The state board of education is governed by the State Administrative Procedures Act, chapter 34.04 RCW. This act governs the conduct of "rule" making proceedings and the conduct of "contested case" hearings as these terms are defined in RCW 34.04.010(2) and (3). Appearances in representative capacities before the state board of education; the procedures and conditions governing petitions for declaratory rulings or the adoption, amendment, or repeal of a rule; and, the standards, procedures and conditions governing the conduct of contested case hearings and proceedings by or before the state board of education shall be as set forth in rules of the state code reviser as now or hereafter amended. The rules of the code reviser are currently set forth in chapter 1-08 WAC.

All other regulatory actions and hearings conducted by the state board of education may be conducted informally at the discretion of the state board of education. [Statutory Authority: Chapter 34.04 RCW. 81-16-026 (Order 8-81), § 180-08-005, filed 7/28/81.]

WAC 180-08-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-560 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-570 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-580 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-08-590 Repealed. See Disposition Table at beginning of this chapter.

**Chapter 180-16 WAC
STATE SUPPORT OF PUBLIC SCHOOLS**

WAC	
180-16-150	Repealed.
180-16-160	Repealed.
180-16-220	Supplemental program and basic education allocation entitlement requirements.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-16-150	Federal funds, channeling of for education—Policy statement. [SBE 16-24-1, filed 12/17/64, effective 7/1/65; Rules (part), filed 3/24/60, adopted 5/13-14/57.] Repealed by 82-20-054 (Order 5-82), filed 10/1/82.
180-16-160	Nursery school operation. [Order 3-77, § 180-16-160, filed 6/1/77; SBE 16-6-1, filed 12/17/64, effective 7/1/65.] Repealed by 82-20-053 (Order 7-82), filed 10/1/82. Statutory Authority: RCW 28A.34.010.

WAC 180-16-150 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-160 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-220 Supplemental program and basic education allocation entitlement requirements. The following requirements, while not imposed by the "Basic Education Act of 1977," are hereby established by the state board of education as supplemental conditions to a school district's entitlement to state basic education allocation funds.

(1) **Student to certificated staff ratio requirement.** The ratio of students enrolled in a school district to full-time equivalent certificated employees shall not exceed twenty-three to one: *Provided*, That nonhigh school districts or school districts that have a student enrollment of two hundred fifty or less in grades nine through twelve may, as an alternative to the foregoing requirement, have a ratio of students to full-time equivalent certificated classroom teachers of twenty-six to one or less. For the purpose of this subsection, "certificated employees" shall mean those employees who are required by state statute or by rule of the state board of education, or by written policy of the school district to possess a professional education permit, certificate or credential issued by the superintendent of public instruction, as a condition to employment and "classroom

teacher" shall be defined as in WAC 180-16-210 and the students to classroom teachers ratio shall be computed in accordance with WAC 180-16-210(1).

(2) **Current and valid certificates.** Every school district employee required by state statute and/or rule of the state board of education to possess a professional education permit, certificate, or credential issued by the superintendent of public instruction for his/her position of employment, shall have a current and valid permit, certificate or credential.

(3) **Student learning objectives.** Each school district shall have implemented a program of student learning objectives in the areas of language arts, reading and mathematics for grades kindergarten through eight and on or before September 1, 1981, for grades nine through twelve.

(a) Each school district must evidence community participation in defining the objectives of such a program.

(b) The student learning objectives of such program shall be measurable as to the actual student attainment. Student attainment shall be locally assessed annually.

(c) The student learning objectives program shall be reviewed at least every two years by the school district. [Statutory Authority: 28A.04.120(4). 81-08-026 (Order 1-81), § 180-16-220, filed 3/26/81. Statutory Authority: RCW 28A.04.120. 80-06-093 (Order 7-80), § 180-16-220, filed 5/29/80. Statutory Authority: RCW 28A-.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58-.754, 28A.58.758, and 1979 ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-220, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-220, filed 6/5/78.]

**Chapter 180-20 WAC
SCHOOL BUS TRANSPORTATION**

WAC	
180-20-106	School bus operation for extracurricular use.

WAC 180-20-106 School bus operation for extracurricular use. (1) **Limitations.** Under provisions of RCW 28A.24.055, school buses may be used for extracurricular activities only when commercial service is "not reasonably available," and when school buses are used, districts must charge users an amount sufficient to reimburse the district for its complete cost incurred by reason of such use. Users of such school bus service shall be limited to those directly involved in extracurricular activities sponsored by the school district.

(2) **Approval conditions.** For practical administration of the law, approval of the state board of education is hereby granted for the use of school buses for extracurricular activities when such use is determined by the board of directors of the school district to meet the following conditions:

(a) Commercial service is not physically available at the required time; or

(b) The quoted cost for commercial service exceeds the actual costs of the school district operated buses.

(3) **School district computation procedure.** For the purpose of determining whether the quoted charge for the use of a commercial charter bus is "reasonable" within the intent of RCW 28A.24.055, the school district shall calculate estimated trip costs using all direct and indirect costs associated with the use of the district buses.

When the cost so computed is less than the commercial charter bus quoted cost, the school district may use its school district bus for the district-sponsored extra-curricular activity. The charge to the users of such service shall be as provided in subsection (1) above. [Statutory Authority: RCW 28A.24.055. 81-19-103 (Order 10-81), § 180-20-106, filed 9/21/81; Order 8-75, § 180-20-106, filed 7/22/75; SBE 20-4-30, 20-4-31 and 20-4-310, filed 12/17/64, effective 1/18/65; WAC 180-20-105 (part), School bus rules, filed 11/8/61; School bus rules (part), filed 7/31/61.]

Chapter 180-30 WAC

SCHOOL BUILDING CONSTRUCTION

WAC

180-30-300	Repealed.
180-30-305	Repealed.
180-30-310	Repealed.
180-30-315	Repealed.
180-30-320	Repealed.
180-30-325	Repealed.
180-30-330	Repealed.
180-30-335	Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-30-300	Modernization of school plant facilities. [Order 5-75, § 180-30-300, filed 5/27/75; Order 7-69, § 180-30-300, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-305	Modernization of school plant facilities—Basic policies. [Order 5-75, § 180-30-305, filed 5/27/75; Order 7-69, § 180-30-305, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-310	Modernization of school plant facilities—Minimum projects—Ten percent of replacement cost. [Order 5-75, § 180-30-310, filed 5/27/75; Order 7-69, § 180-30-310, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-315	Modernization of school plant facilities—Maximum costs eligible for state matching purposes—Sixty-five percent of replacement cost. [Order 2-73, § 180-30-315, filed 6/13/73; Order 7-69, § 180-30-315, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-320	Modernization of school plant facilities—Architectural and engineering services. [Order 6-72, § 180-30-320, filed 8/29/72; Order 7-69, § 180-30-320, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-325	Modernization of school plant facilities—Survey of existing facilities a prerequisite. [Order 7-69, § 180-30-325, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.

180-30-330	Modernization of school plant facilities—Regulations governing. [Order 7-69, § 180-30-330, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.
180-30-335	Modernization of school plant facilities—Procedural requirements. [Order 7-69, § 180-30-335, filed 10/31/69.] Repealed by 81-24-022 (Order 14-81), filed 11/24/81. Statutory Authority: RCW 28A.47.073.

WAC 180-30-300 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-305 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-310 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-315 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-320 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-325 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-330 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-335 Repealed. See Disposition Table at beginning of this chapter.

Chapter 180-33 WAC

SCHOOL BUILDING CONSTRUCTION— MODERNIZATION

WAC

180-33-005	Authority and purpose.
180-33-010	Definitions.
180-33-015	Eligibility for state financial assistance.
180-33-020	Formula for calculating amount of state assistance.
180-33-025	Space eligible for state financial assistance in modernization.
180-33-030	Certification of continued use.
180-33-035	Minimum projects—Ten percent of replacement costs.
180-33-040	Maximum costs eligible for state matching purpose—Eighty percent of replacement cost.
180-33-045	Architectural and engineering services.
180-33-050	Survey of existing facilities as prerequisite.
180-33-055	Regulations governing.
180-33-060	Procedural requirements.

WAC 180-33-005 Authority and purpose. Pursuant to RCW 28A.47.060, the state board of education hereby establishes rules and regulations as set forth in chapter 180-33 WAC to govern the allocation of state funds for modernization of existing school facilities as provided by RCW 28A.47.073. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-005, filed 12/1/81.]

WAC 180-33-010 Definitions. As used in this chapter the term:

(1) "Modernization" shall mean the making of major structural changes in such facilities and may include as incidental thereto the replacement of fixtures, fittings, furnishings and service systems of a building in order to bring it up to a contemporary state consistent with the needs of changing educational programs.

(2) "School facility" shall mean the quantity and description of buildings and sites belonging to or used by a school district for instruction and services supporting instruction for specific grade levels.

(3) "Major structural change" shall mean major components of a facility contributing to the basic structure and shall not include those components such as portable partitions, free standing panels and screens, portable equipment and furnishings that do not contribute to the basic structure. [Statutory Authority: RCW 28A.47.073, 81-24-049 (Order 13-81), § 180-33-010, filed 12/1/81.]

WAC 180-33-015 Eligibility for state financial assistance. (1) In order to be eligible for state financial assistance, a modernization project shall have as its principal purpose one or more of the following:

(a) Bringing a facility into compliance with current building and health codes when so required by state or local health or safety officials rather than replacing the facility;

(b) Changing the instructional use or instructional purpose of a facility; or

(c) The reduction of the number of operating school facilities in a district by combining the remaining school facilities through modernization and new capital construction so as to achieve more cost effective and efficient operation in the combined school facility or facilities. In order to be eligible for state financial assistance, such a project shall result in additional space for at least 100 additional pupils and the following enrollment in any combined facility:

(i) Elementary school facility — 500 pupils;

(ii) Middle or junior high school facility — 700 pupils;

(iii) Senior high school facility — 850 pupils;

Provided, That modernization projects in school districts with a high school enrollment of less than 850 pupils need not comply with the enrollment figures set forth above.

(2) School districts shall certify that a proposed modernization project will extend the life of the modernized school facility by at least twenty years during which time the district shall be ineligible for state matching funds for replacement of the affected facility.

(3) School districts shall be ineligible for state financial assistance where the principal purpose of a modernization project is to:

(a) Solve delayed maintenance problems;

(b) Perform piecemeal work on one section or system of a school facility;

(c) To modernize a senior high school facility in a district with a senior high school where:

(i) There is existing space available to serve the students involved or affected in a neighboring senior high school without, in the judgment of the state board of education, an undue increase in the cost of transporting the students to and from school, decrease in educational opportunity, or proportional increase in the cost of instruction; or

(ii) The operating district can be united with another district or districts for the purpose of establishing a high school of more acceptable size. [Statutory Authority: RCW 28A.47.073, 81-24-049 (Order 13-81), § 180-33-015, filed 12/1/81.]

WAC 180-33-020 Formula for calculating amount of state assistance. The extent of state financial assistance in the modernization of school facilities shall be calculated on the basis of the following formula:

Square feet of space eligible for modernization assistance as per WAC 180-33-025 times the dollar per square foot match times the percentage of state assistance to which a district is entitled under the state matching formula set forth in RCW 28A.47.803 times the state modernization matching figure as set forth in WAC 180-33-040 equals the amount of state financial assistance in modernization to which a school district shall be entitled. [Statutory Authority: RCW 28A.47.073, 81-24-049 (Order 13-81), § 180-33-020, filed 12/1/81.]

WAC 180-33-025 Space eligible for state financial assistance in modernization. Space allowance and enrollment projection provision for state matching purposes.

(1) In planning for modernization in any facility, under the provisions of (1)(a) and (1)(b) of WAC 180-33-015, a school district shall estimate capacity needs on the basis of a five-year cohort survival or adjusted cohort survival enrollment as per WAC 180-30-110(2). Any space above and beyond a school district's estimated capacity needs as calculated on the basis of a five-year cohort survival or adjusted cohort survival enrollment shall not be eligible for state financial assistance in modernization with the exception as stated in subsection (2) below.

(2) In computing the amount of eligible space for modernization, the state will match the entire facility if 3/4 of the overall square footage of the facility is eligible for state financial assistance. If less than 3/4 of the overall square footage of the facility is eligible for state financial assistance, the district shall pay the entire cost of modernizing any additional space.

(3) In determining the eligible space for modernizing vocational-technical institutes, enrollment data furnished by the school district will be reviewed by the superintendent of public instruction or his or her designee.

(4) In planning for modernization in any combined facility as per WAC 180-33-015(3)(c) a school district shall estimate enrollment in the district on the basis of a five-year cohort survival or adjusted cohort survival enrollment as per WAC 180-30-110(2). [Statutory Authority: RCW 28A.47.073, 81-24-049 (Order 13-81), § 180-33-025, filed 12/1/81.]

WAC 180-33-030 Certification of continued use. Any facilities modernized under WAC 180-33-015 must be used for at least five years beyond the completion of modernization. Any facility modernized pursuant to this chapter shall be ineligible for additional funding pursuant to this chapter for a period of five years following completion of the modernization. School directors will pass a resolution and submit it to the state board of education that the modernized facility will be used for instructional purposes for five years after the completion of the project. If the facility is not used for instructional purposes during this five-year period, the amount of state money allocated and spent for the modernization project must be returned to the state school building construction fund. The five-year use requirement and the five year prohibition against additional modernization funding shall be waived in the event that a facility is rendered permanently unusable before the end of the five-year period by an unforeseen natural event. The definition of "unforeseen natural event" shall be as set forth in RCW 28A.41.170. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-030, filed 12/1/81.]

WAC 180-33-035 Minimum projects--Ten percent of replacement costs. State assistance in modernization of school facilities shall be limited to projects for which the estimated cost of major structural change is not less than ten percent of the estimated cost of replacement with a comparable facility computed on the basis of the prevailing square foot cost of state support as in WAC 180-30-115 set forth. If an emergency rendering the facility unusable exists within the district, necessitating modernization under WAC 180-33-015(1)(a), the state board of education may waive the ten percent requirement. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-035, filed 12/1/81.]

WAC 180-33-040 Maximum costs eligible for state matching purpose--Eighty percent of replacement cost. The cost of an approved modernization project in excess of eighty percent of the estimated cost per square foot of replacement with a comparable facility computed on the basis of the prevailing square foot cost level of state support as in WAC 180-30-115 set forth shall be paid from school district local funds applied toward the modernization cost in accordance with the statutory formula governing basic support level as in WAC 180-30-100 through 180-30-117 and 180-30-125 through 180-30-135 set forth. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-040, filed 12/1/81.]

WAC 180-33-045 Architectural and engineering services. In the allocation of state funds for an approved modernization project, architectural and engineering services eligible for state matching purposes shall not exceed one and one-half times the architectural and engineering services as in WAC 180-30-120 set forth. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-045, filed 12/1/81.]

WAC 180-33-050 Survey of existing facilities as prerequisite. (1) A survey of facilities proposed for modernization conducted under the direction of the superintendent of public instruction shall be a prerequisite for consideration of an application for state participation in financing of a modernization project.

(2) Upon determination by the superintendent of public instruction that the survey indicates the proposed modernization project is consistent with the project eligibility requirements hereinbefore in chapter 180-33 WAC set forth, the school district shall provide such information and data on forms prescribed for that purpose as may be necessary to determine the eligibility of the school district for state assistance and the amount of such assistance allocable under state board of education regulations. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-050, filed 12/1/81.]

WAC 180-33-055 Regulations governing. In addition to the regulations hereinbefore in chapter 180-33 WAC prescribed; all regulations governing the basic assistance program prescribed in chapter 180-30 WAC shall govern administration of state participation in financing modernization of school facilities: *Provided*, That compliance with those regulations not pertinent to modernization projects as determined by the superintendent of public instruction shall not be required. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-055, filed 12/1/81.]

WAC 180-33-060 Procedural requirements. The superintendent of public instruction shall determine procedures and forms for the administration of state participation in financing modernization of school facilities, such procedures and forms to be in addition to or in lieu of procedural requirements prescribed in chapter 180-30 WAC. [Statutory Authority: RCW 28A.47.073. 81-24-049 (Order 13-81), § 180-33-060, filed 12/1/81.]

Chapter 180-40 WAC PUPILS

WAC
180-40-200 Purpose and application.

WAC 180-40-200 Purpose and application. The purpose of this chapter is to implement RCW 28A.04-.132 by prescribing the substantive and procedural due process rights of students served by any program or activity conducted by or in behalf of a common school district: *Provided*, That the enforcement of rules promulgated by the Washington interscholastic activity association and like organizations that govern the participation of students in interschool activities, and appeals in connection therewith, shall be governed by rules of the organization that have been adopted pursuant to RCW 28A.58.125 and approved by the state board of education—not by this chapter. The procedures and

standards set forth in this chapter and those adopted by a school district in conformance with this chapter shall govern the imposition of corrective action or punishment (i.e., discipline, suspension, and expulsion) upon any student by a school district and its agents.

The provisions of this chapter are intended to establish the minimum procedural and substantive due process rights of students. School districts are free to establish additional due process requirements and limitations and shall do so as necessary to accommodate the constitutional rights of students as now or hereafter established.

For rules regarding student conduct which supplement this chapter see chapter 392-145 WAC governing the operation of school buses, particularly WAC 392-145-015(4) regarding the responsibility of bus drivers and certificated staff members who accompany students for the behavior of students, and WAC 392-145-035 regarding the duty to adopt and post rules, including rules of conduct, governing school bus passengers. [Statutory Authority: RCW 28A.04.132. 82-20-052 (Order 4-82), § 180-40-200, filed 10/1/82; Order 6-77, § 180-40-200, filed 6/2/77, effective 8/1/77.]

**Chapter 180-44 WAC
TEACHERS' RESPONSIBILITY**

WAC
180-44-030 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-44-030 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Excuse for pupil absence required. [SBE 44-4-22, filed 3/29/65, effective 4/29/65.] Repealed by 81-12-022 (Order 4-81), filed 6/1/81. Statutory Authority: RCW 28A.04.120 and 28A.58.101.

WAC 180-44-030 Repealed. See Disposition Table at beginning of this chapter.

**Chapter 180-46 WAC
LEARNING RESOURCES CENTERS**

WAC
180-46-015 Learning resources.
180-46-030 Equipment and materials.
180-46-045 Staff.
180-46-060 Repealed.
180-46-065 Program evaluation.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-46-060 Measurement. [Order 15-75, § 180-46-060, filed 12/11/75.] Repealed by 81-12-023 (Order 5-81), filed 6/1/81. Statutory Authority: RCW 28A.04.134.

WAC 180-46-015 Learning resources. Instructional materials, the library collections and audiovisual equipment shall be integrated as learning resources which are defined as, but not limited to, those organized collections

of books, filmstrips, slide sets, newspapers, educational radio programs, educational television programs, periodicals, microforms, audio and video formats, records, vertical file collections, pamphlets, study prints, maps, charts, globes, overhead transparencies, dioramas, realia, models, and other materials and equipment that provide instructional value. [Statutory Authority: RCW 28A.04.134. 81-12-023 (Order 5-81), § 180-46-015, filed 6/1/81; Order 15-75, § 180-46-015, filed 12/11/75.]

WAC 180-46-030 Equipment and materials. Each school district shall provide learning and teaching resources in each school which are adequate in quality, quantity and variety, and organized so as to enable students and professional staff to select materials necessary to achieve the district's instructional objectives. [Statutory Authority: RCW 28A.04.134. 81-12-023 (Order 5-81), § 180-46-030, filed 6/1/81; Order 15-75, § 180-46-030, filed 12/11/75.]

WAC 180-46-045 Staff. Each school district shall provide for a sufficient number of qualified certificated and supportive learning resources staff to meet the identified needs of students and teachers in each school. [Statutory Authority: RCW 28A.04.134. 81-12-023 (Order 5-81), § 180-46-045, filed 6/1/81; Order 15-75, § 180-46-045, filed 12/11/75.]

WAC 180-46-060 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-46-065 Program evaluation. The guidelines adopted by the state board of education, which were developed by the superintendent of public instruction as required by RCW 28A.03.095, shall be made available to school districts for use in assessing their learning resources programs and school districts shall be subject to continuing evaluation for such programs pursuant to WAC 180-16-240(2)(c). [Statutory Authority: RCW 28A.04.134. 81-12-023 (Order 5-81), § 180-46-065, filed 6/1/81.]

**Chapter 180-48 WAC
INSTRUCTIONAL MATERIALS**

WAC
180-48-010 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-48-010 Selection of instructional materials—School district policy in writing. [Order 8-69, § 180-48-010, filed 12/5/69.] Repealed by 81-19-104 (Order 9-81), filed 9/21/81. Statutory Authority: RCW 28A.04.120.

WAC 180-48-010 Repealed. See Disposition Table at beginning of this chapter.

Chapter 180-55 WAC
SCHOOL ACCREDITATION

WAC

180-55-005	Statutory authority.
180-55-010	Intent and purposes.
180-55-015	Definitions.
180-55-020	Compliance with requirements for entitlement to basic education allocation funds or approved private school status.
180-55-025	Types of accreditation—Conditions—Effective periods.
180-55-030	Administration of accreditation procedures.
180-55-035	Validation of accreditation activities.

SELF-STUDY ACCREDITATION

180-55-040	Self-study—Approval to participate.
180-55-045	Self-study—Types.
180-55-050	Self-study—Common guidelines.
180-55-055	Self-study—Input/standards assessment.
180-55-060	Self-study—Process/outcomes analysis.
180-55-065	Self-study—Self-designed.

STANDARDS-ONLY ACCREDITATION

180-55-070	Standards-only—General conditions—Types.
180-55-075	Standards-only—Elementary and secondary—Professional preparation of staff.
180-55-080	Standards-only—Elementary and secondary—Guidance services.
180-55-085	Standards-only—Elementary and secondary—School health services.
180-55-090	Standards-only—Elementary and secondary—Textbook and supplementary reference materials.
180-55-095	Standards-only—Elementary and secondary—Equipment and materials.
180-55-100	Standards-only—Elementary and secondary—Facilities.
180-55-105	Standards-only—Elementary—Program offerings.
180-55-110	Standards-only—Elementary—Number and time assignment of personnel.
180-55-115	Standards-only—Elementary—Instructional and learning resources.
180-55-120	Standards-only—Secondary—Unit of credit.
180-55-125	Standards-only—Secondary—Minimum program offerings.
180-55-130	Standards-only—Secondary—Number and time assignment of personnel.
180-55-135	Standards-only—Secondary—Instructional and learning resources.

WAC 180-55-005 Statutory authority. Pursuant to provision of RCW 28A.04.120(4), the state board of education hereby establishes standards and procedures for accreditation of all schools as hereinafter set forth. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-005, filed 3/26/81.]

WAC 180-55-010 Intent and purposes. (1) **Intent.** It is the intent of the state board of education to establish accreditation procedures in which participation by schools is voluntary and by which such procedures:

(a) Enhance the quality of a school's educational program.

(b) Facilitate a comprehensive self-examination of the school including but not limited to: Program planning, program balance, human and material resources, services and facilities.

(c) Provide means whereby such self-examination may be validated by objective observers.

(d) Promote the subsequent implementation of an effective plan for program improvement.

(e) Provide maximum flexibility to the district and the school by making available different procedures for accreditation.

(f) Provide assurance to the public that students in an accredited elementary school have available a program containing a comprehensive foundation of knowledge and learning skills.

(g) Provide assurance to the public that students in an accredited middle school or junior high school have available a program containing an expanded and reinforced foundation of knowledge and learning skills, a variety of introductory and survey courses that offer exploratory opportunities to meet emerging individual student interests, and a suitable transitional experience designed to provide a bridge from elementary to secondary instructional organization.

(h) Provide assurance to the public that students in an accredited comprehensive secondary school have available a program in which they can prepare for the requirements of higher education and/or occupational opportunities.

(2) **Purposes.** The provision of school accreditation procedures by the state board of education is designed to serve the following purposes:

(a) Improve the general quality of the educational program at a school.

(b) Promote staff growth and commitment.

(c) Promote improved community awareness of and sensitivity to the school program.

(d) Provide a statement of accountability to the public.

(e) Fulfill such assessment and planning requirements as may exist. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-010, filed 3/26/81.]

WAC 180-55-015 Definitions. (1) An accredited school is a public or an approved private school that meets all statutory provisions for schools in the state of Washington and all regulations established by the state board of education, and one that has completed either self-study or standards-only accreditation procedures described by the state superintendent of public instruction pursuant to RCW 28A.04.120(4) and WAC 180-55-005 through 180-55-135.

(2) "Accredited" status shall be assigned to public or approved private schools that:

(a) Complete and meet fully the requirements for self-study accreditation procedures as described in WAC 180-55-040 through 180-55-065, or;

(b) Complete and meet substantially the requirements for standards-only accreditation procedures as described in WAC 180-55-070 through 180-55-135; or

(c) Participate and qualify in accordance with standards and procedures established by the Northwest Association of Schools and Colleges (NWASC).

(3) "Self-study" shall mean an approved comprehensive set of needs-assessment and program improvement

plan procedures as described in WAC 180-55-040 through 180-55-065.

(4) "Standards-only" shall mean an appraisal whereby requirements established by the state board of education are applied to an individual school as described in WAC 180-55-070 through 180-55-135.

(5) "Plan for program improvement" shall mean a formal document produced as a result of the self-study procedure for implementation at an accredited school.

(6) "Validation" shall mean an objective, external review of self-study or standards-only activities for the purposes of establishing their correctness, accuracy and thoroughness, and in the case of self-study accreditation procedures, an objective, external review of the plan for program improvement in terms of its feasibility of operation, as described in WAC 180-55-035.

(7) "Northwest Association of Schools and Colleges alternative" shall mean the secondary school accreditation activities provided through school membership in the NWASC and shall be accepted by the state board of education in lieu of state board accreditation procedures as described in WAC 180-55-025 through 180-55-135.

(8) "Approved private school" shall mean a school approved by the state board of education pursuant to chapter 180-90 WAC. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-015, filed 3/26/81.]

WAC 180-55-020 Compliance with requirements for entitlement to basic education allocation funds or approved private school status. (1) Public schools.

(a) **District compliance.** Certification by the state board of education of compliance by a school district's program pursuant to provisions of "basic education allocation entitlement requirements" or receipt of waiver therefrom (WAC 180-16-191 through 180-16-225) shall be prerequisite to a public school's participation in accreditation activities and to a public school's receipt of any accreditation status from the state board of education. Such requirements hereby are included within the standards upon which accreditation is conditioned.

(b) **School contribution to district compliance with requirements for entitlement to basic education allocation funds.** Each school engaged in the state board of education's accreditation procedures must review the school's contribution to district compliance with such entitlement requirements (WAC 180-16-191 through 180-16-225). Although these entitlement requirements are enforced at the district level rather than at the individual school, the intent of this review shall be to serve the following purposes:

(i) Increase the awareness of and familiarity with such entitlement requirements by staff and community members.

(ii) Identify those instances where district compliance is affected adversely by the school.

(iii) Prepare rationale or proposals for corrective action in such instances.

(c) **Assessment of school compliance with supplemental program standards.** Supplemental program standards

(WAC 180-16-240), if unmet, do not affect basic education allocations to the district. At the school level, however, failure to comply with these standards may create an adverse impact on the instructional program. Therefore, each school engaged in the state board of education's accreditation procedures must review the school's compliance with these standards in order to serve the following purposes:

(i) Increase the awareness of and familiarity with supplemental program standards by staff and community members.

(ii) Identify those instances where district compliance is affected adversely by the school.

(iii) Prepare rationale or proposals for corrective action in such instances.

(2) **Private schools.** Certification by the state board of education of compliance by a private school with the approval requirements of chapter 180-90 WAC shall be prerequisite to a private school's participation in the state board of education's accreditation activities and to a private school's receipt of any accreditation status from the state board of education. Such requirements hereby are included within the standards upon which accreditation is conditioned. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-020, filed 3/26/81.]

WAC 180-55-025 Types of accreditation--Conditions--Effective periods. (1) Self-study procedures:

(a) **Standard accreditation - seven years,** shall be granted to a school upon successful completion of self-study activities, adoption of a plan for program improvement based upon findings of the self-study, and validation of the self-study and the plan by an objective review process external to the school being considered for accreditation.

(b) **Conditional accreditation,** is limited to a one year period and shall be designated for a school where validation identifies minor omissions, inaccuracies or weaknesses in the accreditation procedures, the plan, or the school program, and which are not addressed in the plan. Should such omissions from the plan not be so addressed, or not be explained satisfactorily in terms of constraints on the district, during the one year term of this rating, the school will be reclassified downward in accreditation status.

(c) **Probationary accreditation,** is limited to a one year period, and shall be designated for a school where validation identifies major omissions, inaccuracies, or weaknesses in the accreditation procedures, the plan, or the school program, and which are either not addressed in the plan for program improvement or not explained satisfactorily in terms of constraints on the district, or, for schools where prior conditional rating has not been upgraded. If upgraded accreditation status is not achieved by the end of the one year period, the school will be reclassified as unaccredited.

(d) **Unaccredited** status shall be assigned to a participating school that fails to upgrade probationary accreditation status within the prescribed time, or to a participating school that has drastic inadequacies or

omissions in major required self-study components or procedures.

(2) **Standards-only procedures:**

(a) **Standard accreditation - two years**, shall be granted to a school upon submission and approval of a standards-only accreditation document. Renewal of standard accredited status through continuing use of the appraisal procedure is required biennially.

(b) **Conditional accreditation**, is limited to a one year period, and shall be designated for a school where validation identifies minor deviations, omissions or weaknesses in the school program in the area(s) of the accreditation standards. Such status must be improved to standard accreditation the following year or the school will be reclassified downward in accreditation status.

(c) **Probationary accreditation**, is limited to a one year period, and shall be designated for a school where validation identifies major omissions, inaccuracies, or weaknesses in the school program in the area(s) of the accreditation standards, or, for a school where prior conditional rating has not been upgraded. If upgraded accreditation status is not achieved by the end of the one year period, the school will be reclassified as unaccredited.

(d) **Unaccredited** status is assigned to a participating school that fails to upgrade probationary accreditation status within the prescribed time limits or to a participating school that has drastic inadequacies or omissions in major standards.

(3) **Nonparticipating schools**. Schools electing not to participate in accreditation procedures will be considered as "nonparticipating." [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-025, filed 3/26/81.]

WAC 180-55-030 Administration of accreditation procedures. The following general procedures hereby are established to effect the state board of education's school accreditation program:

(1) **Application.** Application for school accreditation shall be made to the state superintendent of public instruction on or before the first day of November. Such application shall be submitted jointly by the appropriate officials of the school and school district in accordance with procedures and timelines established by the state superintendent. The state superintendent may place yearly limits on the number of schools authorized to participate in self-study accreditation procedures described in WAC 180-55-040 through 180-55-065.

(2) **Self-studies, reviews, examinations.** The state superintendent of public instruction shall direct a program of self-studies, reviews, and examinations as specified in WAC 180-55-040 through 180-55-135.

(3) **Validations.** The state superintendent of public instruction shall direct such validation activities as are necessary to implement WAC 180-55-035.

(4) **Findings and recommendations.** The state superintendent of public instruction upon determining whether the school meets statutory and state board of education requirements for accreditation shall submit his findings

and recommendations to the state board of education. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-030, filed 3/26/81.]

WAC 180-55-035 Validation of accreditation activities. Validation of school accreditation activities shall be a necessary final step preceding the assignment of any accredited status to a school by the state board of education. Validation activities shall be conducted by persons external to the school and district concerned. Each school participating in a self-study accreditation procedure shall nominate three or more staff members for the state validation pool. Such persons may be called upon to serve as members of visiting teams assigned to validate other schools' self-study procedures and plans for program improvement. No persons so designated shall be required to serve as a visiting team member more than twice during the ensuing two years, after which the school's foregoing obligation expires.

Validation of either self-study or standards-only accreditation activities shall include a review of a public school's rationale or proposals for corrective action in instances where such a school adversely impacts a district's ability to comply with requirements for entitlement to basic education allocation funds (WAC 180-16-191 through 180-16-225) and/or supplemental program standards (WAC 180-16-240).

(1) **Self-study accreditation validation.** Validation of one of the three types of self-study accreditation activities described in WAC 180-55-050 through 180-55-065 and the subsequent plan for program improvement shall be administered by the state superintendent of public instruction and conducted by visiting teams appointed by the state superintendent. Such teams shall at least review and examine the following areas:

(a) The thoroughness and adequacy of the planning and preparation activities leading to the self-study.

(b) The levels of participation, comprehensiveness, and validity of the findings of the self-study.

(c) The feasibility and comprehensiveness of the plan for program improvement, with particular attention given to:

(i) Fiscal practicability.

(ii) The relationship between the self-study and the prioritized goals of the improvement plan.

(d) Evidence of appropriate implementation plans and activities including:

(i) Timeline.

(ii) Task and assignments; responsibilities.

(iii) Internal monitoring and evaluation procedures.

(iv) Feedback and revision procedures.

(2) **Standards-only accreditation validation.** Validation of standards-only accreditation activities shall be conducted by audit committees appointed by the state superintendent of public instruction. Such committees shall utilize such means and measures as the state superintendent deems appropriate to assess school compliance with pertinent accreditation standards. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-035, filed 3/26/81.]

SELF-STUDY ACCREDITATION

WAC 180-55-040 Self-study--Approval to participate. Approval to participate in self-study accreditation procedures must be obtained from the state superintendent of public instruction prior to beginning official activities. Such approval is contingent upon proper completion of the application procedures described in WAC 180-55-030(1) and is subject to participation limits authorized therein. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-040, filed 3/26/81.]

WAC 180-55-045 Self-study--Types. There shall be three types of self-study accreditation procedures:

(1) Input/standards assessment as described in WAC 180-55-055.

(2) Process/outcomes analysis as described in WAC 180-55-060.

(3) Self-designed as described in WAC 180-55-065. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-045, filed 3/26/81.]

WAC 180-55-050 Self-study--Common guidelines. Each of the three types of state board of education's self-study accreditation procedures shall include at least the following:

(1) A coordinator generally responsible for the self-study.

(2) A steering committee generally responsible for guiding the self-study.

(3) Planned participation from the following individuals or groups: A district-level administrator, the principal, teachers, parents, and classified employees, and students (secondary only).

(4) The self-study shall be comprehensive in scope, with needs assessments conducted in the following areas: Instructional program, staff, services, materials and resources, and facilities.

(5) The product of the self-study procedure shall be a plan for program improvement which shall set priorities, identify constraints that may affect reaching the desired goals, include an implementation timeline, describe an internal monitoring process, and provide for revisions and periodic updating. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-050, filed 3/26/81.]

WAC 180-55-055 Self-study--Input/standards assessment. Input/standards assessment (I/SA) self-study accreditation procedures shall focus upon the resources applied to the school's total educational effort, consistent with school and district standards, priorities, and established goals. The input/standards assessment procedures shall emphasize the following:

(1) **Standards for adequate resources.** Those who are managing the self-study procedures shall identify, adapt, or develop standards of adequate resources for the areas being studied.

(2) **Instructional program balance.** The assessment of instructional program resources shall review program balance, comprehensiveness, and flexibility.

(3) **Staffing balance.** The survey of staff shall review staffing balance in terms of preparation, certification, experience, and special qualifications.

(4) **Equitability of services.** The assessment activities shall review the extent and appropriateness of services provided to students, parents, and staff.

(5) **Facilities.** Self-study procedures shall include an assessment of the suitability and adequacy of school facilities.

(6) **Impact of resources.** The assessment activity shall evaluate the impact of available resources on the ability of the school to meet identified standards, priorities, and goals.

(7) **School climate (optional).** The school climate assessment is an optional activity for the input/standards assessment self-study accreditation procedures. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-055, filed 3/26/81.]

WAC 180-55-060 Self-study--Process/outcomes analysis. Process/outcomes analysis (P/OA) self-study accreditation procedures shall focus on the quality and appropriateness of the school's educational program and the results of such operational efforts. A required component of these procedures shall be the school climate survey, an assessment of the affective environment of the school and the impact of school climate upon the educational processes and outcomes. The process/outcomes analysis procedure shall emphasize the following:

(1) **Instructional program analysis.** The assessment activity shall review the instructional program and shall evaluate at least: student learning objectives, student achievement, instructional planning, course and content offerings, quality and effectiveness of instruction, and staff inservice activity.

(2) **School climate.**

(3) **Additional problem areas.** Preliminary assessments shall be made in the areas of staffing, services, materials and facilities. Detailed analyses shall be applied to any such areas that are indicated as problem areas in terms of their effective operation and/or contribution to desired outcomes. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-060, filed 3/26/81.]

WAC 180-55-065 Self-study--Self-designed. Self-designed (S-D) self-study accreditation procedures may be developed for use at a participating school. Self-designed self-study procedure proposals must be approved in advance by the state superintendent of public instruction and shall address at least the following areas:

(1) **Accreditation readiness.** Readiness for participation in accreditation activities shall be evaluated in terms of purposes, objectives, commitment and constraints in terms of how each will affect the conduct of the self-study and the implementation of the plan for program improvement.

(2) **Direction and coordination.** Management of the self-study and the administration of preparation of the plan for program improvement shall be described.

(3) **Scope.** The self-study must be comprehensive in scope in at least the major areas of program, staff, services, materials, and facilities.

(4) **Relationship of findings to the plan for program improvement.** The development of the plan for program improvement must be based upon the findings of the self-study.

(5) **Timeline.** Progress checkpoints in the form of a timeline must be observed during the self-study procedures and provided during the resultant plan for program improvement.

(6) **School climate (optional).** The school climate assessment is an optional activity for the self-designed self-study accreditation procedures. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-065, filed 3/26/81.]

STANDARDS-ONLY ACCREDITATION

WAC 180-55-070 Standards-only--General conditions--Types. Standards-only accreditation procedures are provided as officially acceptable alternatives to the preferred self-study procedures for establishing accredited status. Such standards are established for elementary school and middle school accreditation in WAC 180-55-075 through 180-55-115, and for junior high school and senior high school accreditation in WAC 180-55-075 through 180-55-100 and 180-55-120 through 180-55-135.

There shall be no yearly limits on the number of schools that may participate in standards-only accreditation procedures. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-070, filed 3/26/81.]

WAC 180-55-075 Standards-only--Elementary and secondary--Professional preparation of staff. In applying the following standards it should be understood that the basic reference for approval is completion of state-approved programs of preparation for the several fields of teaching and school service, rather than any specified courses or any particular number of course credits. School district recommendation and documentation (justification) of preparation including other than institutional programs, when appropriate, will be required when evidence of institutional program completion is lacking.

(1) **Principal.** The official heads of the school (principals and vice principals) must have the appropriate credentials in accordance with regulations of the state board of education.

(2) **Teacher.** Teachers should be assigned to their proper grade level or subject area in accordance with their competency based on training and experience. Teachers must have the appropriate credentials in accordance with regulations of the state board of education.

(3) **Learning resources specialist (library/audio-visual) and counselor.** School programs of instruction and supporting professional services should be staffed by professional personnel recommended by teacher education institutions. School districts shall provide evidence that documents the fact that personnel have completed programs of preparation appropriate to the school functions to which they are assigned. When assignments are not consistent with instructional preparation, the school district shall provide information which in its judgment will justify the assignments. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-075, filed 3/26/81.]

WAC 180-55-080 Standards-only--Elementary and secondary--Guidance services. (1) **Physical facilities.** Physical facilities suitably equipped to provide privacy for individual counseling.

(2) **Recommended organization and program.**

(a) A counselor's job description, plus description of administrator's relationship to guidance program.

(b) A functional guidance committee (secondary only).

(c) A testing program that includes achievement and intelligence testing.

(d) Adequate and up-to-date materials pertaining to educational and occupational opportunities (secondary only).

(e) A program of continuous identification of student developmental needs.

(f) Complete and permanent student records maintained with adequate adult clerical help. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-080, filed 3/26/81.]

WAC 180-55-085 Standards-only--Elementary and secondary--School health services. (1) **Recommended physical facilities.** Provide a health service area with adequate space for the following health appraisal and counseling activities:

(a) Isolating students who are ill.

(b) Administering vision screening tests.

(c) Administering hearing tests.

(d) Providing privacy for conferences with students, parents, teachers and other school personnel.

(2) **Recommended organization and program.**

(a) Provide help to teachers in observation and referral of students whose characteristics show deviations from those of healthy children.

(b) Provide guidance and assistance in the identification of students with unobservable handicaps who may need special educational opportunities.

(c) Maintain concise and pertinent records containing information that will help to further educational opportunities and potentials of students.

(d) Develop procedures to help prevent and control disease, provide first aid procedures for the injured and emergency care for cases of sudden illness.

(e) Coordinate with the health services of professional and official health agencies in the community. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-085, filed 3/26/81.]

WAC 180-55-090 Standards-only--Elementary and secondary--Textbook and supplementary reference materials. Each school must have textbooks and supplementary reference materials which allow for an adequate comprehensive school program consistent with criteria established by the state superintendent of public instruction. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-090, filed 3/26/81.]

WAC 180-55-095 Standards-only--Elementary and secondary--Equipment and materials. Each school must have equipment and materials which allow for an adequate comprehensive school program consistent with criteria established by the state superintendent of public instruction. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-095, filed 3/26/81.]

WAC 180-55-100 Standards-only--Elementary and secondary--Facilities. Each school must have facilities which allow for an adequate comprehensive school program consistent with criteria established by the state superintendent of public instruction. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-100, filed 3/26/81.]

WAC 180-55-105 Standards-only--Elementary--Program offerings. The assessment of adequacy of elementary program offerings shall be based upon the minimum requirements for entitlement to basic education allocation funds (WAC 180-16-191 through 180-16-225) as follows:

(1) **Program hours.** The school schedule shall meet or exceed the program hour requirements (WAC 180-16-200).

(2) **Program mix and subject area coverage.** The school program shall meet or exceed the program mix requirements, and all required subjects shall be included in the instructional program (WAC 180-16-200). [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-105, filed 3/26/81.]

WAC 180-55-110 Standards-only--Elementary--Number and time assignment of personnel. The provisions below are for the purpose of determining minimum number and time assignments of personnel.

Credit toward personnel requirements of any one of the following categories may not be claimed for personnel who are reported in other categories for the same time period.

The enrollment (E) figure to be used in determining the minimum number of required staff members shall be the latest October 1 enrollment.

Schools with fewer than 100 students refer to (6), below.

(1) **Administrative staff.** Minimum FTE administrative staff time assigned shall be calculated as follows:

	E
100-200 students:	<hr/> 200
201-500 students:	1.0
	E
501 students and over:	<hr/> 500

In schools having an enrollment above 500, administrative time above 1.0 FTE may be allocated to increase counseling personnel time. Such increase shall be in addition to the counseling personnel staff requirement as computed in WAC 180-55-110(2) and shall be calculated as follows:

E in excess of 500	
	<hr/> 800

(2) **Counseling personnel.** Minimum FTE counseling staff time assigned shall be calculated as follows:

	E
100 students and over:	<hr/> 800

(Do not include converted administrative time.)

Schools shall have the option of instituting other guidance programs provided that they can show such programs to be equivalent to the standard.

(3) **Teachers.** A full-time equivalent teacher (FTE) is one who spends 6 hours per day in instruction-related activities. Exclude self-contained special education students and staff from the following calculation for minimum FTE teaching staff time assigned:

	E
100 students and over	<hr/> 25

(4) **Learning resource specialists.** Minimum FTE learning resource (library/audio-visual) staff time assigned shall be calculated as follows:

100-150 students:	0.5
	E
151-300 students:	<hr/> 300
301 students and over:	1.0

Schools with district facilities for central cataloging and processing of books may deduct 15% of the required learning resource personnel time assignment.

Schools shall have the option of instituting other learning resource programs provided that they can show such programs to be equivalent to the standard.

(5) **Clerical staff.** Paid adult clerical staff shall be provided at the school for aid to school administrators, teachers, counseling personnel and learning resource specialists at the following hourly rates per week:

100-150 students: Regular classroom hours students are at school x 5.

151-500 students: 40 hrs/wk

$$501 \text{ students and over: } \frac{E}{500} + .2 \times 40$$

Clerical time assigned to perform services related to lunch program operation shall not be counted toward fulfillment of the time required by formula.

Schools shall have the option of instituting other clerical staff assignment programs provided that they can show such programs to be equivalent to the standard.

(6) Time assignment - schools with less than 100 students enrolled.

(a) Administrator: .5 FTE
 (b) Teachers: $\frac{E}{25}$

- (c) Learning Resource Specialist: .2 FTE
- (d) Counselor: .1 FTE
- (e) Clerical Staff: .5 FTE (20 hours)

Assignment time may not be claimed for time assigned to tasks associated with district-level operations. [Statutory Authority: RCW 28A.04.120(4), 81-08-027 (Order 2-85), § 180-55-110, filed 3/26/81.]

WAC 180-55-115 Standards-only--Elementary--Instructional and learning resources. (1) Resources.

- (a) **Teaching materials.**
 - (i) Books: 2000 or 7 per student, whichever is greater.
 - (ii) Films: Access to 250 titles.
 - (iii) Filmstrips and slide sets: Access to 200 titles.
 - (iv) Periodicals: 15.
 - (v) Tapes and records: Access to 200 titles.
 - (vi) Wide variety of teaching-learning materials: Vertical file collections; pamphlets; study prints; folded maps; 8 mm films; overhead transparencies and transparency masters; globes; dioramas; realia - all readily available and easily accessible to both teachers and students.

(b) **Facilities.** Library room(s) seating largest class plus 10 up to 10% of enrollment, if such exceeds the largest class plus 10, with special room for storage and check-out of audio-visual equipment, easily accessible to the charge desk, plus work office, conference areas equipped for listening and viewing; independent work areas (carrels) in larger schools.

(c) **Budget.** The budget shall provide adequately for library book purchases, materials and supplies, equipment, and equipment maintenance and repair.

(2) Recommended organization and program.

(a) Materials collections classified and cataloged for use.

(b) Library available for reading, listening, conferences, and reference throughout the school day.

(c) Professional personnel of the learning resource center and teachers plan together for the program of library instruction.

(d) Professional personnel of the learning resource center plan with teachers for the active use of all communication media by students and teachers alike.

(e) Skilled help to aid teachers and students in the production of teaching-learning materials. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-115, filed 3/26/81.]

WAC 180-55-120 Standards-only--Secondary--Unit of credit.

(1) For the purpose of assessing minimum offerings (WAC 180-55-125) one unit of credit shall be equivalent to a minimum of 60 hours of instruction including normal class change passing time. Fractional credits may be given for fewer or more than 60 hours.

(2) Time spent in class shall be one criterion in judging the worth of a program; however, experimentation in organization is encouraged to provide for individual differences in pupils and better utilization of staff. Deviations from the 60 clock hour unit shall be subject to approval by the state superintendent of public instruction. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-120, filed 3/26/81.]

WAC 180-55-125 Standards-only--Secondary--Minimum program offerings.

The following table lists minimum offerings for secondary school programs, grades seven through twelve, and for each secondary school organization plan. The alternation of courses in successive years may be counted in the year's total offerings, subject to requirements of WAC 180-16-200.

MINIMUM OFFERINGS

SUBJECT	GRADES				
	7-8	9-12	7-12	7-9	10-12
Language Arts	4	14	18 (See note a)	8	10
(May include reading, drama, speech, journalism, college prep English, etc.)					
Social Studies	4	10	14	5	9
Mathematics	4	10	14	8	6
Science	2	10	12 (See note b)	4	8
Foreign Language		6	6 (See note c)	2	6
Business Education		10	10		10
Physical Education	Grades 7-8 Provide an average of at least 20 minutes in each school day				
	Grades 9-12 Provide for a minimum of 90 minutes in each school week				
Health	(See note d)				
Practical Arts	1	11	12	4	8
(May include industrial arts, agriculture, trade and industry classes, etc.)					
Homemaking	1	7	8	3	5
Music	Must be offered at all grade levels (See note e)				
Art	Must be offered at all grade levels				
Driver Education	May be offered outside of school hours				

- a/ Including 6-year sequence.
- b/ Must include 1 credit each of life science and physical science in grades 7, 8, and/or 9. All science courses in grades 7-12 should be laboratory oriented.
- c/ Including 3-year sequence.
- d/ Separate 1 credit course must be offered in grades 9-12; in grades 7-8 course may be integrated.

e/ Secondary programs must include offerings in both vocal and instrumental music.

[Statutory Authority: RCW 28A.04.120(4) and (8). 82-04-002 (Order 1-82), § 180-55-125, filed 1/21/82. Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-125, filed 3/26/81.]

WAC 180-55-130 Standards-only--Secondary--Number and time assignment of personnel. The provisions below are for the purpose of determining minimum number and time assignments of personnel.

Credit toward personnel requirements of any one of the following categories may not be claimed for personnel who are reported in other categories for the same time period.

The enrollment (E) figure to be used in determining the minimum number of required staff members shall be the latest October 1 enrollment.

Schools with fewer than 150 students refer to (6), below.

(1) **Administrative staff.** Assigned administrative staff shall be at the rate of one for the first 300 students plus one for each additional 600 students or a fraction of one for any portion thereof.

For schools with fewer than 300 students:

$$\text{Minimum administrative assignment} = \frac{E}{300}$$

For schools with 300 or more students:

$$\text{Minimum administrative assignment} = \frac{E}{600} + \frac{1}{2}$$

Administrative staff requirements in addition to two full-time credentialed administrators may be met by assignment of certificated personnel at the same staff-enrollment ratio.

(2) **Teacher staff.** Assigned teaching staff shall be at the rate of one for each 25 students.

$$\text{Minimum teaching staff} = \frac{E}{25}$$

(3) **Professional library staff.** Assigned library staff shall be at the rate of one for the first 400 students plus one for each additional 1,200 students.

For schools with fewer than 400 students:

$$\text{Minimum library staff} = \frac{E}{400}$$

For schools with 400 or more students:

$$\text{Minimum library staff} = \frac{E}{1200} + \frac{2}{3}$$

Library staff requirements in addition to one full-time librarian recommended by a teacher education institution may be met by assigning certificated personnel at the same staff-enrollment ratio.

Schools with central cataloging and processing of books may deduct 15% of the required certificated library personnel and 6% of the total minimum clerical requirement.

(4) **Trained counselors.** Assigned counseling staff shall be at the rate of one for each 400 students.

$$\text{Minimum counseling staff} = \frac{E}{400}$$

Administrators shall not be considered in determining compliance with guidance personnel requirements for schools with enrollments over 150 in grades 7-12.

(5) **Clerical staff.** Paid adult clerical staff shall be provided at the school for aid to school administrators, teachers, guidance personnel and learning resources specialists at the rate of one for each 350 students.

$$\text{Minimum clerical staff} = \frac{E}{350}$$

(6) **Under 150 enrollment in grades 7-12.** School districts with fewer than 150 students in grades 7-12 must have the following minimum personnel to provide the instructional program in grades 7-12:

- Administrators—1/2
- Teachers—8
- Librarian—1/2
- Counselor—1/2
- Total Certificated Personnel—9 1/2
- Clerks—4/7

Assignment time may not be claimed for time assigned to tasks associated with district-level operations. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-130, filed 3/26/81.]

WAC 180-55-135 Standards-only--Secondary--Instructional and learning resources. (1) Resources.

(a) **Teaching materials.**

(i) Books: 2000 minimum or 7 books per student whichever is greater.

(ii) Films, 16 mm: 250 titles (available through rental or loan sources).

(iii) Film strips and slide sets: 200 (available through rental or loan sources.)

(iv) Newspapers: 1 local, 1 national and 2 area metropolitan dailies.

(v) Periodicals—magazines (including professional); 35 junior high: 50 senior high.

(vi) Tapes and records (excluding tapes for language laboratory): 200 (Available through rental or loan sources).

(vii) Wide variety of teaching-learning materials: Vertical file collections; pamphlets; study prints; folded

maps; 8 mm films; overhead transparencies and transparency masters; globes; dioramas; realia - all readily available and easily accessible to both teachers and students.

(b) **Facilities.** Library room(s) seating largest class plus 10 up to 10% of enrollment, if such exceeds the largest class plus 10, with special room for storage and check-out of audio-visual equipment, easily accessible to the charge desk, plus work, office, conference areas equipped for listening and viewing; independent work areas (carrels) in larger schools.

(c) **Budget.**

(i) Books: \$900 minimum or \$3.50 per student which-ever is greater.

(ii) Other: Adequate budget in addition to book budget for regular encyclopedia replacement, periodical subscriptions, audio-visual materials, supplies and binding.

(2) **Recommended organization and program.**

(a) Materials collections classified and cataloged for use.

(b) Library available for reading, listening, confer-ences and reference throughout the school day.

(c) Professional personnel of the learning resource center and teachers plan together for the program of li-brary instruction.

(d) Professional personnel of the learning resource center plan with teachers for the active use of all com-munication media by students and teachers alike.

(e) Skilled help to aid teachers and students in the production of teaching-learning materials. [Statutory Authority: RCW 28A.04.120(4). 81-08-027 (Order 2-85), § 180-55-135, filed 3/26/81.]

**Chapter 180-56 WAC
SECONDARY EDUCATION**

WAC

- 180-56-230 Program.
- 180-56-305 Repealed.
- 180-56-306 Repealed.
- 180-56-307 Repealed.
- 180-56-310 Repealed.
- 180-56-315 Repealed.
- 180-56-320 Repealed.
- 180-56-325 Repealed.
- 180-56-330 Repealed.
- 180-56-335 Repealed.
- 180-56-340 Repealed.
- 180-56-345 Repealed.
- 180-56-350 Repealed.
- 180-56-355 Repealed.
- 180-56-360 Repealed.
- 180-56-365 Repealed.
- 180-56-370 Repealed.
- 180-56-375 Repealed.
- 180-56-380 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 180-56-305 Statutory authority. [Order 6-76, § 180-56-305, filed 6/1/76; SBE 56-2-2, 56-2-20, filed 10/16/67, ef-fective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).

- 180-56-306 Intent. [SBE 56-2-21, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-307 Definitions. [Order 6-76, § 180-56-307, filed 6/1/76; Order 6-69, § 180-56-307, filed 9/9/69; SBE 56-2-22, filed 10/16/67, effective 7/1/68.] Re-pealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-310 Types of accreditation—Conditions—Effective period. [Order 6-69, § 180-56-310, filed 9/9/69.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-315 Approval of school district program. [Statutory Au-thority: RCW 28A.41.130 and 28A.58.754. 78-06-065 (Order 4-78), § 180-56-315, filed 5/25/78; Or-der 6-76, § 180-56-315, filed 6/1/76; SBE 56-2-4, 56-2-40, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-320 Annual report. [SBE 56-2-41, filed 10/16/67, effec-tive 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-325 Unit of credit. [Order 6-76, § 180-56-325, filed 6/1/76; SBE 56-2-42, 56-2-420, filed 10/16/67, ef-fective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-330 Minimum program offerings. [SBE 56-2-421, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-335 Standards for accreditation of comprehensive second-ary schools—Minimum requirements for students—Grades 9-12. [Order 6-76, § 180-56-335, filed 6/1/76; Order 5-72, § 180-56-335, filed 8/29/72; SBE 56-2-422, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-340 Professional preparation of staff. [SBE 56-2-43, 56-2-430, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-345 Number and time assignment of personnel. [Order 6-76, § 180-56-345, filed 6/1/76; SBE 56-2-431, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-350 Instructional and learning resources. [Order 6-76, § 180-56-350, filed 6/1/76; SBE 56-2-44, 56-2-440, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Au-thority: RCW 28A.04.120(4).
- 180-56-355 Guidance services. [SBE 56-2-441, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-360 School health services. [SBE 56-2-442, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-365 Textbook and supplementary reference materials. [SBE 56-2-45, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-370 Equipment and materials. [SBE 56-2-46, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-375 Facilities. [SBE 56-2-47, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).
- 180-56-380 Administration of accreditation procedures. [Order 6-76, § 180-56-380, filed 6/1/76; SBE 56-2-6, 56-2-

60, 56-2-61, filed 10/16/67, effective 7/1/68.] Repealed by 81-08-028 (Order 3-81), filed 3/26/81. Statutory Authority: RCW 28A.04.120(4).

WAC 180-56-230 Program. It is presumed by the state board of education that a new secondary program (or new grades nine through twelve) must make provision for a comprehensive program. These programs also must accommodate the requirements of WAC 180-56-026 relating to areas of study that must be available to students and WAC 180-56-021 relating to required subject area and credits for graduation, and must provide for the varied needs, abilities, and interests of students. Minimum course offerings that must be available for student selection during grades nine through twelve shall include:

Required Offerings (Subject Areas)	Credits*
Language arts	18
Social studies	15
Mathematics (including algebra and geometry)	12
Laboratory science (including biology, chemistry and physics)	12
Home economics	9
Health and physical education	9
Industrial arts	9
Fine arts (must include both music and art)	12
Foreign language 9 credits of one language or 6 credits of two languages)	9
Business education	9

* One credit equals 60 clock hours of instruction including normal class change passing time. (See WAC 180-56-016)

[Statutory Authority: RCW 28A.04.120(5). 82-04-003 (Order 2-82), § 180-56-230, filed 1/21/82; SBE 56-8-530, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-305 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-306 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-307 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-310 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-315 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-320 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-325 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-330 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-335 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-340 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-345 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-350 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-355 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-360 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-365 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-370 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-375 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-56-380 Repealed. See Disposition Table at beginning of this chapter.

Chapter 180-63 WAC

STATE PLANS ADOPTED PURSUANT TO FEDERAL LAW

Veterans' Readjustment Benefits Act—Standards and regulations governing approval of academic institutions for the education and training of veterans under Public Law 89-358, filed 7/27/66. Prior: Public Law 550, The Standards and Regulations for the Approval of Institutions desiring to offer Education and Training to Veterans; adopted by the State Board of Education in September, 1952. Repealed by 81-19-105 (Order 11-81), filed 9/21/81.

**Chapter 180-68 WAC
SPECIAL EDUCATION**

WAC 180-68-010 through 180-68-100 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-68-010 Criteria of educability of pupils in state institutions. [SBE 60-8-40 and 60-8-41, filed 3/29/65, effective 4/29/65; Rules (part), filed 6/12/61, effective 7/13/61.] Repealed by 81-19-106 (Order 12-81),

- 180-68-045 filed 9/21/81. Statutory Authority: RCW 72.20.080 and 1961 Appropriations Act. Educational program for Maple Lane School. [SBE 100-4-1, filed 3/29/65, effective 4/29/65.] Repealed by 81-19-106 (Order 12-81), filed 9/21/81. Statutory Authority: RCW 72.20.080 and 1961 Appropriations Act.
- 180-68-050 Graduation diplomas for inmates of penal institutions. [SBE 100-4-2, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60, adopted 10/9/42.] Repealed by 81-19-106 (Order 12-81), filed 9/21/81. Statutory Authority: RCW 72.20.080 and 1961 Appropriations Act.
- 180-68-100 Superior student program—Authority—Program approval—Excess costs defined. [Order 2-70, § 180-68-100, filed 3/10/70; SBE 60-4-40, 60-4-41 and 60-4-42, filed 3/29/65, effective 4/29/65.] Repealed by 81-19-106 (Order 12-81), filed 9/21/81. Statutory Authority: RCW 72.20.080 and 1961 Appropriations Act.

WAC 180-68-010 through 180-68-100 Repealed.
See Disposition Table at beginning of this chapter.

Chapter 180-78 WAC

PROFESSIONAL PREPARATION PROGRAM DEVELOPMENT AND APPROVAL

WAC

- 180-78-025 Program approval.
180-78-027 Appeal—General.
180-78-050 Program approval standards and criteria.
180-78-057 Approval of courses applicable to certification.

WAC 180-78-025 Program approval. Compliance date. All programs leading to certification offered in Washington state to prepare teachers, administrators, and school specialized personnel shall be approved under this chapter no later than September 1, 1983. [Statutory Authority: RCW 28A.04.120 and 28A.70.005. 81-12-024 (Order 6-81), § 180-78-025, filed 6/1/81. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-025, filed 5/26/78.]

WAC 180-78-027 Appeal—General. Any college or university that applies for program approval, whose approval is denied, or who disagrees with the stipulations of the approval granted, may appeal such decisions to the state board of education.

The appeal procedures shall be as follows: The college or university must file a written note of appeal with the state board of education within twenty calendar days after the date on which the state board of education took formal action regarding the approval status of the college or university. The written notice must set forth the applicant's reasons for appeal.

Following timely notice of appeal, the superintendent of public instruction or his or her designee may hear the case or select a hearing examiner. Decisions in cases formally appealed by applicants pursuant to this section are to be made by the hearing examiner selected by the superintendent of public instruction, in conformance

with the provisions of the code reviser's rules of procedure (chapter 1-08 WAC) and the Administrative Procedure Act (chapter 34.04 RCW).

The appeal shall be conducted pursuant to chapter 180-08 WAC and chapter 34.04 RCW. [Statutory Authority: RCW 28A.04.120 and 28A.70.005. 81-12-024 (Order 6-81), § 180-78-027, filed 6/1/81.]

WAC 180-78-050 Program approval standards and criteria. (1) Cooperation.

(a) Standard: Programs of preparation are developed with the cooperation of a program unit.

(b) Criteria:

(i) Documentation provides evidence acceptable to the site visit team and the state board of education that:

(A) The chief administrative officer of each agency was contacted and appointed a representative to the program unit whose authority to act in behalf of the agency is stated in writing; or

(B) A recommendation was forwarded to the superintendent of public instruction for comment and then to the state board of education signed by the chief administrative officers of each agency requesting that an exception be made to this program approval standard; documentation sets forth the reasons for the request; and documentation verifies that the exception was granted by the state board of education.

(ii) Bylaws or operating procedures have been written, adopted and implemented.

(iii) Meetings of the program unit, its subcommittees and/or task forces are held on a regular basis and minutes of activities and actions are maintained.

(iv) A college or university coordinates cooperation, involvement, and activities among agencies in the program unit under a written procedure explaining how each agency gains input.

(v) Governing boards of agencies which participate in the program unit contribute human and material resources to the program as feasible.

(2) Program management.

(a) Standard: Responsibilities are clearly assigned to individuals, groups, and/or committees for program development, implementation, and evaluation.

(b) Criteria:

(i) The college or university shall notify the state board of education and the superintendent of public instruction of the formation of a program unit; the membership; the specialization, subject matter, and/or grade level focus of the proposed programs; and its timeline for program development.

(ii) Responsibilities are assigned for selection; advising and counseling; maintaining records regarding the student's program and progress; supervision and evaluation of candidates; and verifying that certification requirements have been met and the preparation program has been completed.

(iii) Persons who will instruct, evaluate, or supervise candidates are identified; descriptions of their roles, responsibilities, and loads are written; and their activities are consistent with the written role description.

(iv) Documentation contains a written explanation of policy-making, program development, and program management processes and responsibilities.

(v) Review of certification records verifies that the records are accurate.

(vi) The need for any new program, new program emphasis, or certificate endorsement is established and evidence of need exists including statistics relative to supply and demand; professional development needs of individuals or the education community; new curriculum or instructional directions in the common schools; and changes in enrollments and staffing ratios and patterns.

(vii) A schedule and outline have been completed relative to development and implementation of the program; decision-making points are identified; and individuals, agencies, or committees responsible for such tasks and decisions are specified.

(viii) Data are collected and available relative to the effectiveness of the management system, including identification of problem areas and procedural elements.

(ix) Responsibility for reporting program changes to the superintendent of public instruction and state board of education is assigned.

(3) Program outcomes.

(a) Standard: At a minimum the program includes academic and experience requirements set forth in chapter 180-79 WAC for the respective role(s) and specifies in writing the knowledges and skills the person will possess and demonstrate when he or she completes the program, including the state board of education minimum generic standards.

(b) Criteria:

(i) All minimum generic standards for certification established by the state board of education are addressed in learning experiences and are included among the program outcomes. A relationship exists between field and didactic learning experiences and program outcomes.

(ii) Relevant standards of the national association of state directors of teacher education and certification, the national council for accreditation of teacher education and/or standards of specialized associations and scholarly societies are referred to as guides in identifying program outcomes: *Provided*, That the superintendent of public instruction or his or her designee shall present to the state board of education for approval any standards of specialized associations and scholarly societies which will be used to supplement the standards set forth herein for assessment of program outcomes.

(iii) Degrees of proficiency required for program outcomes are clearly differentiated between the initial and continuing certificate levels.

(iv) Faculty, students and field supervisors know the program outcomes required of candidates.

(v) Program outcomes are stated in terms which make evaluation by supervisors and instructors possible.

(vi) Knowledge and skills related to continuing education and professional development are included in program outcomes.

(vii) All courses or offerings applicable to certification delivered off-campus meet the "State Board of Education Standards for off-campus courses/offerings in education" adopted by the state board of education.

(4) Selection and retention.

(a) Standard: Criteria and requirements to be used in selecting candidates for admission to the preparation program are explicit and practices relevant to retention of candidates are specified.

(b) Criteria:

(i) Selection criteria and the process used to screen and admit candidates are written.

(ii) Selection criteria are relevant to attainment of program outcomes.

(iii) A clearly written process exists for counseling and advising students about supply and demand; progress and retention in the program; and supervision and evaluation relative to academic, experience and generic standards.

(iv) Selection and retention procedures and criteria do not discriminate on the basis of race, ethnic group, sex, age, handicapping conditions, color or religion.

(v) Specific standards exist relative to retention in the program.

(vi) Written procedures exist for appeal of decisions within the college or university relative to admission or retention in the program.

(vii) Admission requirements to the professional preparation programs include evidence that the candidate is competent in the basic skills required for oral and written communication and computation.

(viii) The program identifies the specific requirements which shall pertain for purposes of renewal of the initial certificate.

(5) Individualization.

(a) Standard: Programs recognize individual differences in terms of learner rate and style. Alternative learning experiences appropriate to such differences are available.

(b) Criteria:

(i) Procedures for assessing individual assets and needs are clearly defined.

(ii) Opportunities for planning alternate preparation experiences are available to students.

(iii) Learning experiences are designed to provide for social-cultural-economic differences among candidates.

(iv) Appropriate individualized learning opportunities are provided to those students identified as possessing special assets and needs as determined through a variety of assessment procedures.

(v) Individual differences in learning style are recognized and as feasible alternative learning opportunities are provided.

(vi) When appropriate and feasible, learning opportunities provide for differences in learning rate by variations in training time.

(6) Field experience.

(a) Standard: Field experiences are provided as required in WAC 180-79-115, 180-79-120, and 180-79-125 and are designed to correlate with specified program outcomes.

(b) Criteria:

(i) A sequence of field experiences is offered in the preparation program including opportunities for observation, tutoring, micro-teaching and extended practicum, student teaching, and/or internship experiences in educational settings.

(ii) Appropriate clinical and laboratory experiences are available to persons being prepared in specializations requiring practice under supervision in settings in addition to educational settings.

(iii) Written agreements exist between the college or university and the field sites which specify the role of agencies and the responsibilities and contributions each will make to the field program.

(iv) Field experiences provide opportunities for candidates to observe and participate in educational settings having varied organizational structures, ethnic populations, age groups, socio-economic characteristics, and curricular and instructional programs.

(v) Field experiences are designed to address the minimum generic standards established by the state board of education and to integrate theory and practice.

(vi) Criteria for selecting sites and for selecting field personnel are specified.

(vii) Criteria and procedures to be used in assigning students to field settings are identified; provisions are made for changes in assignments in circumstances where problems exist.

(viii) The responsibilities and authority of college supervisors and field personnel are specified in writing in relation to instruction, observation, evaluation, and grading.

(ix) Written materials are provided to field personnel which make explicitly their responsibilities and the program outcomes to be experienced, demonstrated, and evaluated in the field setting.

(x) Field personnel serving as supervisors are oriented to their responsibilities, and training is provided to assist them in implementing and evaluating those elements of the program for which they share responsibility with the college or university supervisors.

(xi) College or university supervisors have scheduled contact and communication with field personnel.

(7) Supervision.

(a) Standard: Provision exists in the program for ongoing evaluation and for constructive supervision emphasizing the developmental nature of the preparation process.

(b) Criteria:

(i) A schedule exists which ensures that each candidate receives regular assessment and feedback relative to knowledge, skill, and performance.

(ii) Results of assessment and evaluation are used as a basis for developing further didactic, field, and/or clinical experiences.

(iii) Criteria exist and are used for selecting field personnel and college or university personnel who will provide supervision; criteria include knowledge, skill and experience requirements.

(iv) Orientation and training are offered for all supervisory personnel including college and university supervisors.

(v) Records of observations, evaluations, and suggested learning experiences are maintained for each student in the preparation program.

(vi) College personnel providing supervision of field experiences and instructing techniques and methods courses have had experience in an educational setting in grades K-12.

(8) Options.

(a) Standard: Program units are encouraged to employ alternative methods for developing programs and implementing professional preparation.

(b) Criteria:

(i) Documentation shall identify unique features or approaches used in implementing program principles or meeting program approval standards and provide a rationale for variation in the latter instance.

(ii) Innovative and experimental programs or program components are based on validated research and theory.

(iii) Alternative approaches are appropriate to institutional and program characteristics and program emphases and objectives.

(9) Resources.

(a) Standard: Resources are of the quantity and quality necessary for meetings of the program unit and for implementation of the program as approved by the state board of education.

(b) Criteria:

(i) Documentation shall specify activities of the program unit and the availability of resources to support those activities. Documentation shall also specify elements of the program which require resources and resources available for specific needs.

(ii) Documentation and data relevant to funding, personnel, facilities, material, and equipment are available for review.

(iii) Member agencies in the program unit have set forth in writing the real and/or in-kind resource contributions they are making to the program unit or program.

(iv) A budget document exists detailing budgetary information pertinent to the program unit and the program.

(v) Faculty members and field personnel who supervise and instruct in the program have the appropriate academic preparation and experience in the fields of study for which they are responsible and which are essential to implementation of the program.

(vi) Learning resources reflect breadth and depth in selection of journals, books, curriculum and materials and are evaluated periodically using model listings and guidelines of professional organizations.

(vii) The program administrator is allowed the necessary time as part of his or her load to fulfill program responsibilities.

(10) Research and evaluation.

(a) Standard: The preparation program is based on study and research; ongoing program evaluation; and follow-up assessment of the persons prepared.

(b) Criteria:

(i) Specific individuals are assigned responsibility for program evaluation, research, and follow-up.

(ii) A systematic procedure is established for program evaluation and for follow-up studies of graduates.

(iii) A systematic process exists for gaining from instructors, supervisors, students, and field personnel evaluative information and data about the program and its outcomes.

(iv) Placement records are maintained and annual summaries are prepared.

(v) Data are analyzed and studied for the purposes of determining program needs.

(vi) Data generated from research or follow-up studies are used in program revision and redesign. [Statutory Authority: RCW 28A.04.120 and 28A.70.005. 81-12-024 (Order 6-81), § 180-78-050, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-050 (Order 6-79), § 180-78-050, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-050, filed 5/26/78.]

WAC 180-78-057 Approval of courses applicable to certification. In order for any course offered by an out-of-state college or university within the state of Washington to be applicable to Washington state certification, prior approval must be obtained by the out-of-state college or university from the state board of education or its designee within the office of the superintendent of public instruction.

A course offered under such circumstances must comply with the following requirements to qualify for approval:

(1) Be offered by a college or university which has met the provisions of chapter 28B.05 RCW or be exempt therefrom;

(2) Be offered by a college or university which is accredited in its respective region by the regional accrediting association and accredited by the Northwest Regional Accrediting Association to offer courses or programs in Washington state;

(3) Be offered by a college or university which is approved in its respective home state for purposes of preparing personnel for certification to serve in the common schools;

(4) Meet the "State Board of Education Standards for Off-campus Offerings in Education;"

(5) File an application and provide evidence to the state board of education that the preceding requirements are met:

Provided, That no college or university within the state of Washington having an approved professional education program shall be required to accept such coursework as part of a certificate program: *And provided further*, That no out-of-state college or university shall offer a program of courses within Washington state for purposes of Washington state certification without meeting all program approval requirements set forth in

WAC 180-78-050. [Statutory Authority: RCW 28A.04.120 and 28A.70.005. 81-12-024 (Order 6-81), § 180-78-057, filed 6/1/81.]

Chapter 180-79 WAC**PROFESSIONAL PREPARATION CERTIFICATION REQUIREMENTS**

WAC

180-79-065	Certificate lapse, renewal, and reinstatement.
180-79-120	Academic and experience requirements for certification—Administrators.
180-79-125	Academic and experience requirements for certification—Educational Staff Associate (ESA).
180-79-150	Role and minimum generic standards—Administrators—Initial certification—Superintendents.
180-79-230	Limited certificates.
180-79-245	Reciprocity.

WAC 180-79-065 Certificate lapse, renewal, and reinstatement. (1) Initial certificate.

(a) The initial certificate may be renewed once for a three-year period on application and verification that the individual is formally enrolled in a planned continuing level preparation program and has completed some coursework relevant thereto. A statement from a college or university where the applicant is officially enrolled in a continuing level program shall be filed with the superintendent of public instruction verifying his or her status: *Provided*, That no more than ten years has elapsed since completion of an approved preparation program for initial certification.

(b) The initial certificate may be reinstated for two three-year periods if the individual completes at least fifteen quarter hours (ten semester hours) of course work in an approved preparation program applicable to the continuing certificate: *Provided*, That the superintendent of public instruction may, in specific instances, elect to reinstate the initial certificate for an additional three year period.

(2) Continuing certificate.

(a) The continuing certificate will lapse if the holder does not serve at least thirty school days in an educational setting during one of seven consecutive school years.

(b) To reinstate a lapsed continuing certificate the individual must complete fifteen quarter hours (ten semester hours) of course work in a state approved preparation program offered by a regionally accredited college or university and provide evidence of knowledge and skill in the minimum generic standards required for continuing certification: *Provided*, That coursework taken more than three years prior to the date of application for reinstatement shall not satisfy this requirement and that no more than five quarter (three semester) hours of correspondence credit shall be acceptable toward renewal or reinstatement requirements set forth above.

(3) Recency of training and experience. If an applicant has not served in an educational setting or has not completed a preparation program within the seven-year period preceding application for a certificate or has not

completed fifteen quarter (ten semester) hours of coursework applicable to his or her subject matter field, specialization, or pedagogy in an accredited four-year college or university within the seven years immediately preceding application for a certificate, he/she will be required to complete refresher study consisting of fifteen quarter (ten semester) hours of coursework applicable to his or her field of study, specialization, or pedagogy in order to be eligible for certification: *Provided*, That ESA applicants may be granted experience credit for service in their specialization in other than educational settings if so determined by the superintendent of public instruction or his or her designee. [Statutory Authority: RCW 28A.70.005. 81-12-025 (Order 7-81), § 180-79-065, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-065, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-065, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-065, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-065, filed 5/26/78.]

WAC 180-79-120 Academic and experience requirements for certification--Administrators. Candidates for the respective administrative certificate shall complete the following requirements in addition to those set forth in WAC 180-75-085.

- (1) Superintendent.
 - (a) Initial.
 - (i) The candidate shall hold a master's degree and complete at least fifteen quarter hours (ten semester hours) of graduate study beyond the master's degree in education-related course work.
 - (ii) The candidate shall hold or be eligible to hold a valid initial or continuing teacher or ESA certificate at the time he or she applies for the initial superintendent's certificate.
 - (iii) The candidate shall have served as an administrator in K-12 settings for at least three years as verified by the district(s) superintendent or designee.
 - (iv) The candidate shall have completed a one-year internship appropriate to the role of superintendent. The internship shall provide experience under supervision in all aspects of a district's program.
 - (b) Continuing.
 - (i) The candidate shall have completed at least thirty quarter hours (twenty semester hours) of graduate work beyond the master's degree.
 - (ii) The candidate shall have completed at least three years of experience as superintendent, deputy superintendent, or assistant superintendent.
 - (2) Principal.
 - (a) Initial.
 - (i) The candidate shall hold a valid initial or continuing teacher certificate at the time he or she applies for the initial principal's certificate.
 - (ii) The candidate shall have completed at least three years of certificated service in a K-12 setting, including a minimum of one year of classroom teaching experience as a certificated teacher at the level for which he or she

seeks certificate endorsement: *Provided*, That if the candidate has not served as a teacher, a waiver of this requirement may be requested as specified under WAC 180-75-015 and the candidate shall during the internship experience complete supervised experiences in the classroom at the level for which the certificate will be endorsed and shall demonstrate the minimum generic standards set forth in WAC 180-79-130 and 180-79-135 for teachers.

(iii) The candidate shall complete an internship at the grade level(s) for which the certificate will be endorsed. As a minimum the internship shall be of sufficient length and depth to provide experience under supervision in all aspects of the school program and participation in activities prior to the opening and following the closing of the regular school year.

(iv) The candidate shall have completed at least thirty quarter hours (twenty semester hours) of work applicable to a graduate degree subsequent to receipt of a baccalaureate degree in an approved program for preparation of principals.

- (b) Continuing.
 - (i) The candidate shall hold a master's degree.
 - (ii) The candidate shall have completed at least three years of experience as a principal, vice principal, or assistant principal.
 - (3) Program administrator.
 - (a) Initial.
 - (i) The candidate shall hold a valid initial or continuing teacher or educational staff associate certificate at the time he or she applies for the program administrator's initial certificate.
 - (ii) The candidate shall hold a master's degree.
 - (iii) The candidate shall have completed at least three years of certificated service in an educational setting, grades K-12.
 - (iv) The candidate shall have completed an internship which provides administrative experience in an area of program speciality as well as in general program administration.
 - (b) Continuing.
 - (i) The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work subsequent to the master's degree relevant to educational administration or his or her subject matter field(s) or specialization(s).
 - (ii) The candidate shall have completed at least three years of experience as a program administrator in a district-wide assignment. [Statutory Authority: RCW 28A.70.005. 81-12-025 (Order 7-81), § 180-79-120, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-120, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-120, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-120, filed 5/26/78.]

WAC 180-79-125 Academic and experience requirements for certification--Educational Staff Associate (ESA). Candidates for ESA certification shall complete the following requirements in addition to those set forth

in WAC 180-75-085: *Provided*, That it shall not be necessary for any candidate who holds a master's degree to obtain a second master's degree; however, the candidate shall complete all course work and experience requirements relevant to the specialization set forth in an approved preparation program for the appropriate ESA speciality. Candidates for continuing level certification shall have completed at least three years of certificated service in an educational setting in the respective ESA role for which he or she is seeking certification.

(1) Communication disorders specialist.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major in speech pathology and/or audiology.

(ii) The candidate shall have completed practicum experiences in communication disorders which include observation as well as practice under supervision in K-12, clinical, and field/laboratory settings.

(b) Continuing. The candidate shall hold a master's degree with a major in speech pathology and/or audiology.

(2) Counselor.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major in counseling.

(ii) The candidate shall have completed a supervised practicum or internship in counseling in a K-12 school setting.

(b) Continuing. The candidate shall hold a master's degree with a major in counseling.

(3) Occupational therapist.

(a) Initial.

(i) The candidate shall have completed an approved or accredited baccalaureate degree program in occupational therapy and have status as an occupational therapist registered with the American occupational therapy association.

(ii) The candidate shall have completed a practicum experience with students of ages typically served in the common schools which includes observation as well as practice under supervision in a field or clinical setting which has an educational component.

(iii) The candidate shall have successfully completed the American occupational therapy association certification examination.

(b) Continuing. The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work or continuing education in occupational therapy or education.

(4) Physical therapist.

(a) The candidate shall hold a baccalaureate degree in physical therapy from a college or university having an approved or accredited school of physical therapy or the candidate shall hold a baccalaureate degree and a certificate in physical therapy from an accredited school of physical therapy.

(i) The candidate shall hold a current Washington state license or a probational certificate to practice as a physical therapist.

(ii) The candidate shall have completed a practicum experience with students of ages typically served in the common schools which includes observation as well as practice under supervision in a field or clinical setting which has an educational component.

(b) Continuing. The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work or continuing education in physical therapy or education.

(5) School psychologist.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major or specialization in school psychology.

(ii) The candidate shall have completed a practicum or internship under supervision in an educational setting, K-12.

(b) Continuing. The candidate shall hold a master's degree with a major or specialization in school psychology.

(6) Reading resource specialist.

(a) Initial.

(i) The candidate shall hold a valid initial or continuing level teacher's certificate at the time he or she applies for the reading resource specialist's initial certificate.

(ii) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major or specialization in reading.

(iii) The candidate shall have completed field experiences in an educational setting which includes observation as well as practice under supervision.

(b) Continuing. The candidate shall hold a master's degree with a major or specialization in reading.

(7) School nurse.

(a) Initial.

(i) The candidate shall hold a valid license as a registered nurse (RN) in Washington state.

(ii) The candidate shall hold a baccalaureate degree in nursing with an emphasis in school nursing or community health.

(iii) The candidate shall have completed field experiences in an educational setting, K-12, which includes observation as well as practice under supervision.

(b) Continuing. The candidate shall have completed at least forty-five quarter hours (thirty semester hours) of upper division or graduate work in education, community health, nursing or school nursing; thirty quarter hours (twenty semester hours) of which have been taken subsequent to the first year of service as a school nurse.

(8) Social worker.

(a) Initial.

(i) The candidate shall have completed all requirements for a master's degree in social work except special examinations, projects or thesis.

(ii) The candidate shall have completed a field experience or practicum in an educational setting under the supervision of a certificated master of social work. The field experience or practicum shall be with students of ages typically served in the common schools.

(b) Continuing. The candidate shall hold a master's degree in social work or an initial level certificate as a school social worker. [Statutory Authority: RCW 28A.70.005, 81-12-025 (Order 7-81), § 180-79-125, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3), 80-06-130 (Order 9-80), § 180-79-125, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-125, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW, 78-09-097 (Order 13-78), § 180-79-125, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-125, filed 5/26/78.]

WAC 180-79-150 Role and minimum generic standards—Administrators—Initial certification—Superintendents. (1) The superintendent is responsible for administration of the school district.

(2) To qualify for initial certification the candidate must demonstrate knowledge and skill in the following areas in addition to those set forth in WAC 180-79-130(1):

(a) Organizational management and accountability. The candidate has the knowledge and skill to plan, develop, coordinate, and supervise implementation and evaluation of district-wide policies, procedures, and curricular and instructional programs and to provide leadership relative to management and accountability district-wide.

(b) Facility and resource management and acquisition. The candidate has the knowledge and skill to identify facility and resource needs of the district and to coordinate procedures essential to maintenance and acquisition of facilities and resources.

(c) Personnel management. The candidate has the knowledge and skill to establish district personnel policies and practices consistent with law and negotiated agreements in employment, assignment, supervision, evaluation, and other personnel related matters.

(d) Fiscal management. The candidate has the knowledge and skill necessary to plan, develop, and coordinate district budget preparation, district funding, and fiscal accountability.

(e) Community relations. The candidate uses staff and community resources to assess educational needs of the community, to develop district goals and objectives, to resolve school-community issues, and to implement a positive public information program.

(f) School law. The candidate knows federal, state, and local statutes, rules and regulations, policies, and court decisions which affect management and operation of the total district and its programs and has the knowledge and skill to develop policies and, as appropriate, rules and regulations for consideration and adoption by the local board of directors.

(g) Legislative process. The candidate knows how the legislative process works and has the skill to use that process. [Statutory Authority: RCW 28A.70.005, 81-

12-025 (Order 7-81), § 180-79-150, filed 6/1/81. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW, 78-06-070 (Order 6-78), § 180-79-150, filed 5/26/78.]

WAC 180-79-230 Limited certificates. The following certificates are issued under specific circumstances for limited periods of service as outlined:

(1) Consultant special certificate.

(a) The issuance of consultant special certificates is limited to:

(i) Persons highly qualified and experienced in fields of knowledge to be taught in the common or nonpublic schools;

(ii) Persons who qualify to instruct in the traffic safety program as paraprofessionals pursuant to WAC 392-153-020(2) and (3);

(iii) Persons who qualify to teach specific subjects in the adult education program;

(iv) Persons who under previous standards hold the band and orchestra certificate; and

(v) Persons who are assigned instructional responsibility for intramural/interscholastic activities which are part of the district approved program.

(b) Such certificates are issued to individuals who are screened by the local school district or educational service district superintendents. The educational service district or local district superintendent will verify that the following criteria have been met when requesting the consultant special certificate:

(i) No person with regular certification in the field is available as verified by the district or educational service district superintendent;

(ii) The individual will be delegated primary responsibility for planning, conducting, and evaluating instructional activities and will not be serving in a paraprofessional role which would not require certification;

(iii) The individual is being certificated for a limited assignment and responsibility in a specified activity/field;

(iv) Personnel so certificated will be oriented and prepared for the specific assignment and will be apprised of any legal liability, the lines of authority, and the duration of the assignment; and

(v) The district or educational service district superintendent will indicate the basis on which he/she has determined that the individual is competent for the assignment and will verify that general requirements for certification as set forth in WAC 180-79-105 through 180-79-110 have been met.

(c) The certificate is valid for one year and only for the activity specified. The certificate may be reissued on application and evidence that requirements continue to be met: *Provided*, That the superintendent of public instruction may extend the validity of the certificate for more than one year but no more than four years.

(2) Substitute certificate.

(a) The substitute certificate entitles the holder to act as substitute during the absence of the regularly certificated staff member for a period not to exceed thirty

consecutive school days during the school year in any one assignment. This certificate may be issued to:

(i) Elementary or secondary school teachers, educational staff associates or administrators whose state of Washington certificates have expired, or

(ii) Persons who have completed state approved preparation programs at regionally accredited colleges and universities for certificates within the past ten years, or

(iii) Any district unable to secure substitutes who meet these requirements may contact the office of the superintendent of public instruction to request a waiver of these requirements. Reasons for the request and qualifications of the proposed substitute shall be set forth in writing.

(b) The substitute certificate is valid for three years and may be reissued subsequently for three-year periods: *Provided*, That the superintendent of public instruction may determine in emergency situations to issue the substitute certificate to persons not fully qualified under this subsection for a period not to exceed one year.

(3) Emergency certification.

(a) Emergency certification for specific positions may be issued upon the recommendation of school district and educational service district superintendents to persons who hold the appropriate degree and have substantially completed a program of preparation in accordance with Washington requirements for certification: *Provided*, That a qualified person who holds regular certification is not available or that the position is essential and circumstances warrant consideration of issuance of an emergency certificate. The superintendent of public instruction shall determine that the issuance of such certificate is in the best interest of the state.

(b) The emergency certificate is valid for one year. [Statutory Authority: RCW 28A.70.005, 81-12-025 (Order 7-81), § 180-79-230, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3), 79-06-051 (Order 7-79), § 180-79-230, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW, 78-06-070 (Order 6-78), § 180-79-230, filed 5/26/78.]

WAC 180-79-245 Reciprocity. Candidates for certification who hold certificates or credentials in other states or who have completed approved or accredited preparation programs in other states shall be eligible for Washington certificates as follows:

(1) Initial certificate. The initial certificate shall be issued by the superintendent of public instruction to any candidate who:

(a) Qualifies under provisions of the interstate compact or of this chapter; or

(b) Holds the appropriate degree as set forth in WAC 180-79-250; has completed a state approved preparation program at a regionally accredited college or university in the professional field for which the certificate is to be issued; and has verification by previous supervisors and instructors that he or she possesses the relevant minimum generic standards: *Provided*, That no more than seven years has elapsed since the individual completed

his or her preparation or last served in a certificated position in an educational setting.

(2) Continuing certificate. The continuing certificate shall be issued on verification from a Washington state board of education approved preparation program that the individual meets relevant academic and experience requirements and minimum generic standards set forth in this chapter or directly by the superintendent of public instruction or his or her designee as set forth below:

(a) Teachers.

(i) Out-of-state candidates who meet all requirements for continuing certification as set forth in WAC 180-75-080, 180-75-085, 180-79-115, and 180-79-250 and who have verification from previous supervisors or instructors that they meet the minimum generic standards set forth in WAC 180-79-130 and 180-79-135 shall be issued a continuing certificate.

(ii) Out-of-state candidates who have not completed all requirements for continuing certification as outlined in section (a)(i) above shall proceed as follows:

(A) Out-of-state candidates who elect to complete the continuing certificate out-of-state. Candidates shall be assisted by SPI and shall meet all requirements for out-of-state candidates set forth in (2)(a)(i) above.

(B) Out-of-state candidates who elect to complete the continuing certificate in Washington state.

Candidates who need fifteen quarter hours or less of coursework and/or experience to complete the requirements for continuing certification shall be assisted by the superintendent of public instruction. The superintendent of public instruction's recommendations of coursework or experience shall be based on suggestions made by the district in which the candidates teach or have most recently taught.

Candidates who need sixteen quarter hours or more of coursework to complete the requirements for continuing certification shall be informed of and referred to an in-state approved program for completion of certificate requirements.

All candidates shall provide verification from supervisors or instructors that they meet minimum generic standards for continuing certification set forth in WAC 180-79-130 and 180-79-135.

All candidates shall provide evidence that they have completed three years of service in an educational setting, at least two years of which shall be as a classroom teacher in grades K-12.

(b) Administrators.

(i) Out-of-state candidates for any administrative certificate who meet requirements for continuing certification as set forth in WAC 180-75-085 and 180-79-120 and who have verification from previous supervisors or instructors that they meet the relevant minimum generic standards set forth in WAC 180-79-130 and 180-79-150, 180-79-155, or 180-79-160 shall be issued a continuing certificate.

(ii) Out-of-state candidates who have not completed all requirements for continuing certification as outlined in section (b)(i) above shall proceed as follows:

(A) Out-of-state candidates who elect to complete the continuing certificate out-of-state. Candidates shall

be assisted by SPI and shall meet all requirements for out-of-state candidates set forth in (2)(b)(i) above.

(B) Out-of-state candidates who elect to complete the continuing certificate in Washington state.

Candidates needing fifteen quarter hours or less of coursework to fulfill certification requirements shall be assisted by SPI. SPI's recommendations shall be based on suggestions made by the district in which the administrative candidate serves.

Candidates needing more than fifteen quarter hours of coursework, or needing to meet degree requirements shall be referred to an in-state institution which has an approved program to prepare persons for the respective administrative certificate.

All candidates shall provide verification from supervisors or instructors that they meet the minimum generic standards for continuing certification set forth in WAC 180-79-130 and 180-79-150, 180-79-155, or 180-79-160.

All candidates shall provide evidence that they have completed three years of service in the respective administrative role as set forth in WAC 180-79-120.

(c) Educational staff associate. All candidates for continuing certification shall be referred to an in-state approved program for assistance and verification of minimum generic standards: *Provided*, That any out-of-state candidate who through no fault of his or her own is unable to gain admission to or review by a state board of education approved program relevant to his or her certification within a reasonable period may request that the superintendent of public instruction or his or her designee issue a continuing certificate on verification from an out-of-state college or university having a state approved preparation and certification program in the specialization and from previous supervisors that relevant academic and experience requirements and continuing level generic standards set forth in this chapter have been demonstrated within the seven-year period immediately preceding application for the certificate in Washington state or the applicant shall complete recency requirement set forth in WAC 180-79-065(3). [Statutory Authority: RCW 28A.70.005, 81-12-025 (Order 7-81), § 180-79-245, filed 6/1/81. Statutory Authority: RCW 28A.04.120(1), (2), and (3), 80-06-130 (Order 9-80), § 180-79-245, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-245, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW, 78-06-070 (Order 6-78), § 180-79-245, filed 5/26/78.]

Chapter 180-90 WAC PRIVATE SCHOOLS

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| WAC | |
| 180-90-130 | Approval—Annual certification required—Provisional approval. |
| 180-90-140 | Initial application for approval. |
| 180-90-160 | Minimum standards and certificate form. |

WAC 180-90-130 Approval—Annual certification required—Provisional approval. (1) At least ninety days

prior to the commencement of the annual school term or period, the chief administrator of each private school shall file with the office of the superintendent of public instruction, in accordance with procedures established by the superintendent of public instruction, a certificate of compliance in the form and substance set forth in WAC 180-90-160.

(2) The office of the superintendent of public instruction shall review each certificate. The review may include staff reports of school visits and examinations. The purpose of the review is to determine whether the private school meets statutory and regulatory requirements for approval. The review shall be completed within thirty days after receipt of a completed application.

(3) Upon completion of the review the office of the superintendent of public instruction shall:

(a) Notify the private school of those minor deviations which must be corrected;

(b) notify the private school of the existence of any unacceptable and/or major deviations;

(c) submit findings and recommendations to the state board of education at the next regularly scheduled meeting of the state board of education: *Provided*, That if the next regularly scheduled meeting is scheduled to commence within fifteen days, and the private school is found to have a major deviation, the findings and recommendations shall be submitted at the second regularly scheduled meeting following completion of the review.

(4) In the case of major deviations, the private school may request that the state board of education grant provisional status for one year in order that the private school may take action to meet the requirements for approval contained in statute and regulation. The request shall be made at least fifteen days prior to the meeting of the state board of education contemplated in section (3)(c) of this rule.

(5) The state board of education shall have the final decision as to whether a private school will be granted approval, provisional approval, or will not be approved: *Provided*, That if the state board of education determines that an unacceptable deviation exists, the board will not approve that private school. [Statutory Authority: RCW 28A.04.120(4), 82-04-004 (Order 3-82), § 180-90-130, filed 1/21/82; Order 2-77, § 180-90-130, filed 3/24/77; Order 1-75, § 180-90-130, filed 2/4/75.]

WAC 180-90-140 Initial application for approval.

(1) When a private school is seeking approval for the first time, the application shall contain, in addition to the certificate required by WAC 180-90-130, the following information:

(a) The name (and corporate name, if any), address and telephone number of the private school;

(b) the educational service district within which the school is located;

(c) the name of the chief administrator of the school;

(d) the enrollment, or projected enrollment, in the school, both in total and by grades; and

(e) a description of the school's organizational pattern (e.g., a listing of the grades taught, whether it is a day

school or a boarding school, and whether it is a coeducational school); and

(f) such other pertinent information that the office of the superintendent of public instruction may request.

(2) An initial application for approval shall be reviewed by the office of superintendent of public instruction in the same manner as provided in WAC 180-90-130. [Statutory Authority: RCW 28A.04.120(4), 82-04-004 (Order 3-82), § 180-90-140, filed 1/21/82; Order 2-77, § 180-90-140, filed 3/24/77; Order 1-76, § 180-90-140, filed 2/3/76; Order 1-75, § 180-90-140, filed 2/4/75.]

WAC 180-90-160 Minimum standards and certificate form. The annual certificate required by WAC 180-90-130 shall be in substantial compliance with the form and substance of the following:

CERTIFICATE OF COMPLIANCE WITH STATE STANDARDS

STATE OF WASHINGTON

County of _____ } ss.

I, _____, do hereby certify that I am the principal or chief administrator of _____ school (or, the superintendent of the _____ school district); that said school (or, that the schools within said district) is (are) located at _____, Washington _____ (zip), and conducts (conduct) grades _____ through _____; and that said school(s) meets (meet), and is (are) scheduled to meet throughout the _____ school year, the following standards with the exception only of such deviations as are set forth below:

(1) The minimum school year consists of no fewer than 180 school days (for all matters pertaining to teacher certification or for computing experience in teaching);

(2) On each school day, pupils enrolled in the school are provided the opportunity to be engaged in educational activity planned by and under the direction of the staff, as directed by the administration and governing board;

(a) Each private school shall make available to students in grades one through three at least a total program hour offering of 2700 hours.

(b) Each private school shall make available to students in grades four through six at least a total program hour offering of 2970 hours.

(c) Each private school shall make available to students in grades seven and eight at least a total program hour offering of 1980 hours.

(d) Each private school shall make available to students in grades nine through twelve at least a total program hour offering of 4320 hours.

(3) All classroom teachers hold appropriate Washington State certification except for:

(a) Teachers for religious courses or courses for which no counterpart exists in the public schools; and/or

(b) people of recognized professional competence who are not certificated, but who teach students under the supervision of a certificated person in exceptional cases;

(c) those people of recognized professional competence who do, and to the best of my knowledge will, teach without a certificate and the circumstances necessitating their employment without a certificate are as follows: _____ ;

(4) Measures have been taken to safeguard all permanent records against loss or damage through either the storage of such records in fire-resistant containers or facilities, or the retention of duplicates in a separate and distinct area;

(5) The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in substantial compliance with reasonable health and fire safety standards, as substantiated by current inspection reports of appropriate health and fire safety officials which are on file in the chief administrator's office;

(6) The school's curriculum includes instruction in the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music in sufficient units for meeting state board of education graduation requirements, as set forth in chapter 180-56 WAC, as now or hereafter amended;

(7) Each teacher has a valid health certificate required by law and by the state department of social and health services on file with the educational service district within which the school is located;

(8) The school or its organized district maintains up-to-date policy statements related to the administration and operation of the school or district;

(9) The school does not engage in a policy of racial segregation or discrimination.

Deviations from the above standards are, and to the best of my knowledge will be, as follows: _____

(10) The governing authority of this private school or private school district has been apprised of the requirements of chapter 180-90 WAC relating to the minimum requirements for approval of private schools and such governing authority has further been apprised of all deviations from the rules and regulations of the state board of education and the standards contained in chapter 180-90 WAC. I have reported all such deviations herewith.

DATED this _____ day of _____, 19__

(signed)

(address)

(phone number)

[Statutory Authority: RCW 28A.04.120(4), 82-04-004 (Order 3-82), § 180-90-160, filed 1/21/82. Statutory Authority: RCW 28A.02.201 et seq. and 28A.04.120(4), 78-06-064 (Order 9-78), § 180-90-160, filed 5/25/78; Order 2-77, § 180-90-160, filed 3/24/77; Order 1-76,

§ 180-90-160, filed 2/3/76; Order 1-75, § 180-90-160, filed 2/4/75.]

Chapter 180-100 WAC
MISCELLANEOUS PROVISIONS

WAC

180-100-010 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-100-010 Civil defense program activities. [SBE 100-5-1, filed 3/29/65, effective 4/29/65.] Repealed by 82-20-055 (Order 6-82), filed 10/1/82.

WAC 180-100-010 Repealed. See Disposition Table at beginning of this chapter.

Title 182 WAC
STATE EMPLOYEES INSURANCE BOARD

Chapters

182-08 Procedures.

Chapter 182-08 WAC
PROCEDURES

WAC

182-08-111 Medical plan options between open enrollments.
182-08-300 Criteria for selection of insurance company for automobile and homeowners insurance.

WAC 182-08-111 Medical plan options between open enrollments. The following medical plan options are available between open enrollments:

(1) Enrolled employees or retirees who move to a new home residence area may; (a) continue their present plan with a clear understanding of the out of service area restrictions of such plan, (b) change to a health maintenance organization or panel plan which was not available in their former home residence area, or (c) change from a health maintenance organization or panel plan to the insured plan if their new home residence is outside the service area of their former plan.

(2) Employees or retirees who are terminated from a health maintenance organization or panel plan because of failure to comply with the provisions of such plan may change to another SEIB medical plan which is available in their home residence area.

(3) In the case of a court order requiring an employee or retiree to provide medical coverage for an eligible spouse or child, the employee/retiree may change medical plans and add such dependent without proof of insurability.

Such enrollment changes must be made within 31 days of the date the above reason for change occurs. For subsections (1) and (2) of this section, the change in coverage becomes effective on the first of the month following the date of application. For subsection (3) of this

section, the change is retroactive to the effective date of the court order. [Statutory Authority: Chapter 41.05 RCW. 81-03-014 (Order 1-81), § 182-08-111, filed 1/9/81; 79-11-064 (Order 2-79), § 182-08-111, filed 10/18/79.]

WAC 182-08-300 Criteria for selection of insurance company for automobile and homeowners insurance. Insurance companies to be considered must meet the following criteria:

(1) Eligibility to include all employees and retirees, and their dependents, except those failing to meet eligibility requirements specified by the board.

(2) Premium cost to be paid entirely by the insured through payroll deduction for active employees and by provisions established by the board for all other eligible persons.

(3) The company must be a financially sound insurance carrier licensed to do business in the state of Washington having at least a B + Best rating.

(4) The board may establish additional criteria as necessary to make an adequate evaluation of the proposals.

(5) The board may approve one or more carriers which meet the above criteria. [Statutory Authority: Chapter 41.05 RCW. 81-03-014 (Order 1-81), § 182-08-300, filed 1/9/81.]

Title 192 WAC
EMPLOYMENT SECURITY DEPARTMENT

Chapters

192-12

Substantive rules.

192-16

Interpretive regulations of the commissioner of the employment security department.

Chapter 192-12 WAC
SUBSTANTIVE RULES

WAC

192-12-015 Definitions relating to RCW 50.04.145 and 50.24.130.

192-12-017 Definitions relating to use of shop facilities contingent upon compensation—Other consideration—RCW 50.04.225.

192-12-025 Requirements of corporations requesting exemption of corporate officers.

192-12-070 Cash value of certain remunerations.

WAC 192-12-015 Definitions relating to RCW 50.04.145 and 50.24.130. For the purposes of RCW 50.04.145 and 50.24.130.

Definitions:

(1) "Same work" is defined as work performed in the same trade or craft (i.e., carpenters, electricians, etc.).

(2) "At the same time" is defined as occurring concurrently as opposed to the case of one contractor replacing another in the same trade.