

Title 180 WAC

EDUCATION, BOARD OF

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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 180-28 SCHOOL PLANT FACILITIES

BASIC STATE ASSISTANCE PROGRAM

180-28-005	Regulatory provisions relating to specific acts. [Order 2-68, § 180-28-005, filed 1/8/68; Emergency Order 1-68, filed 1/5/68; Order, filed 6/20/67, effective 7/21/67; SBE 28-4-0, filed 5/3/66, effective 6/3/66; Filed 7/24/63 as Emergency Rule, effective 10/19/63 as Permanent Rule; Rules (part), filed 7/11/63.] Repealed by Order 9-77, filed 7/18/77.
180-28-010	Policies and principles—Basic policy. [SBE 28-4-100, filed 1/16/63; State Building Assistance (SBA) Rules (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.

180-28-015	Policies and principles—Principles and policies relating to nonhigh school districts contemplating establishment of high schools and to districts operating small high schools. [SBE 28-4-101, filed 1/16/63; Rules (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-020	Policies and principles—Small high schools—Effectiveness and remoteness. [SBE 28-4-1010, filed 1/16/63; SBA Rules Introd., filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-025	Policies and principles—Purposes and objectives. [SBE 28-4-1011, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
180-28-040	Eligibility for state assistance—Need for school facilities a basis for eligibility. [SBE 28-4-110, filed 1/16/63; SBA Rules, Section II A, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-045	Eligibility for state assistance—School district effort to provide capital funds a basis for eligibility. [SBE 28-4-111, filed 10/13/67, effective 11/13/67; SBE 28-4-111, filed 1/16/63; Rules, filed 6/8/61 (part); SBA Rules, Section II B, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-050	Eligibility for state assistance—Effect upon racial imbalance. [Order 4-68, § 180-28-050, filed 2/14/68; Order 1-67, § 180-28-050, filed 12/7/67.] Repealed by Order 9-77, filed 7/18/77.
180-28-055	General regulations—Architects. [SBE 28-4-1201, filed 6/20/67, effective 7/21/67; SBE 28-4-1200 [(1)] and SBE 28-4-1201 [(2)], filed 1/16/63; SBA Rules, Section III A, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-060	General regulations—Site approval and sizes. [SBE 28-4-1210 and 28-4-1211, filed 1/16/63; SBA Rules, Section III B 1 and B 2, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-065	General regulations—Fee simple title. [SBE 28-4-1212, filed 1/16/63; SBA Rules, Section III B 3, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-070	General regulations—Replacement of old buildings. [SBE 28-4-122, filed 1/16/63; SBA Rules, Section III C, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-075	General regulations—Federal funds. [SBE 28-4-123, filed 1/16/63; SBA Rules, filed 6/8/61 and 8/20/62.] Repealed by Order 9-77, filed 7/18/77.
180-28-080	General regulations—Time limit for advancement of projects. [SBE 28-4-124, filed 6/20/67, effective 7/21/67; Filed as Emergency Rule 9/19/63, effective as Permanent Rule 10/19/63, SBE 28-4-124; Rules (part), filed 1/16/63 and 8/20/62.] Repealed by Order 9-77, filed 7/18/77.
180-28-085	General regulations—Change in project scope. [SBE 28-4-125, filed 12/12/66, effective 1/12/67; SBE 28-4-125, filed 1/16/63; Rule filed 8/20/62.] Repealed by Order 9-77, filed 7/18/77.
180-28-090	General regulations—Change orders. [SBE 28-4-126, filed 1/16/63; Rules filed 8/20/62; and SBA Rules, Section III E, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
180-28-100	Determination of amount of state assistance—Percentage of state assistance. [SBE 28-4-130, filed as Emergency Rule 7/24/63, effective as Permanent Rule 10/19/63; Emergency Rules (part) filed

- 7/11/63; Rules (part), filed 1/16/63; SBA Rules, Section IV A, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-101 Determination of amount of state assistance—Educational unit basis. [Order 2-68, § 180-28-101, filed 1/8/68; Emergency Order 1-68, filed 1/5/68; Order filed 6/20/67, effective 7/21/67; SBE 28-4-1300, filed 12/13/65; Rules (part), filed as Emergency 9/19/63, effective as Permanent Rule 10/19/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-105 Determination of amount of state assistance—Insurance funds. [SBE 28-4-110, filed 1/16/63; SBE 28-4-131 until Order filed as Emergency Order 9/19/63, effective as Permanent Order 10/19/63; Rules (part), filed 8/20/62.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-110 Determination of amount of state assistance—Loss of a building by fire. [SBE 28-4-132, filed 1/16/63; SBE 28-4-132 until Order filed as Emergency Order 9/19/63, effective as Permanent Order 10/19/63; Rules (part), filed 6/8/61.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-115 Determination of amount of state assistance—Condemnation of a building. [SBE 28-4-133, filed 1/16/63; SBE 28-4-133 until Order filed as Emergency Order 9/19/63, effective as Permanent Order 10/19/63; Rules (part), filed 6/8/61.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-120 Determination of amount of state assistance—Expenditures for items financed entirely with school district local funds. [SBE 28-4-134, filed 1/16/63; SBA Rules, Section IV C, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-125 Determination of amount of state assistance—Cost ceiling. [(1) and (2) Emergency Rule, filed 7/27/66; (1) and (2) Permanent Rule, filed 7/27/66, effective 8/26/66; SBE 28-4-135, filed 1/16/63; Filed 4/2/62; SBA Rules, Section IV D, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-130 Determination of amount of state assistance—Community colleges. [SBE 28-4-136, filed 1/16/63; Rules, filed 4/2/62.] Decodified as amended, now codified in 180-28-167.
- 180-28-135 Determination of amount of state assistance—Area designations—Grades K through 12. [Order 2-68, § 180-28-135, filed 1/8/68; Emergency Order 1-68, filed 1/5/68; SBE 28-4-1370, filed 12/12/66, effective 1/12/67; SBE 28-4-1370, filed 5/3/66, effective 6/3/66; Rules (part), filed 1/16/63; Rules (part), filed 4/2/62; SBA Rules, Section IV E, IV E(1), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-140 Determination of amount of state assistance—Junior high schools and high schools. [Rule, filed 5/26/65, SBE 28-4-1371; Rules (part), filed as Emergency Rules 7/24/63, effective as Permanent Rules 10/19/63; Emergency Rules (part), filed 7/11/63; Rules (part), filed 1/16/63.] Repealed by Rule, filed 12/12/66, effective 1/12/67.
- 180-28-145 Determination of amount of state assistance—Community colleges. [SBE 28-4-1372, filed as Emergency Rule 7/24/63, effective as Permanent Rule 10/19/63; Emergency Rules (part), filed 7/11/63; Rules (part), filed 1/16/63; 4/2/62; Emergency Rules (part), filed 2/12/62, effective 2/13/62.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-150 Determination of amount of state assistance—Physical education facilities. [SBE 28-4-138, filed 12/12/66, effective 1/12/67; Filed as Emergency Rule 7/24/63, effective as Permanent Rule 10/19/63; SBE 28-4-138; Emergency Rules (part), filed 7/11/63; Rules (part), filed 1/16/63; SBA Rules, Section IV F, filed 3/24/60.] Repealed by Order, filed 10/13/67, effective 11/13/67.

- 180-28-160 Areas, facilities and items to be financed entirely with school district local funds. [Order, filed 6/20/67, effective 7/21/67; SBE 28-4-14, filed 5/3/66, effective 6/3/66; Rules (part), filed 1/16/63; Rules (part), filed 8/20/62; SBA Rules, Section V, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.

ADDITIONAL STATE ASSISTANCE—EMERGENCIES

- 180-28-165 Regulations pursuant to RCW 28.47.734(4). [SBE 28-4-131, filed as Emergency Rule 9/19/63, effective as Permanent Rule 10/19/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-166 Regulations pursuant to RCW 28.47.734(4)—Sudden and excessive past increase in school population. [Order 2-68, § 180-28-166, filed 1/8/68; Emergency Order 1-68, filed 1/5/68; Order filed 6/20/67, effective 7/21/67; SBE 28-4-1310, filed as Emergency Rule 9/19/63, effective as Permanent Rule, filed 10/19/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-167 Out-of-district, state-resident students. [SBE 28-4-1311(2), filed 12/12/66, effective 1/12/67; SBE 28-4-1311, filed as Emergency Rule 9/19/63, effective as Permanent Rule 10/19/63; Subsec. (3) formerly SBE 28-4-136, filed 1/16/63, 4/2/62; Emergency Rules (part), filed 2/12/62, effective 2/13/62.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-168 Out-of-district, state-resident students—Additional allotment to meet school housing emergency—General provisions. [Order 2-68, § 180-28-168, filed 1/8/68; SBE 28-4-132, Emergency Order 1-68, filed 1/5/68; SBE 28-4-132, filed 4/25/67, effective 5/26/67; SBE 28-4-132, repealed and readopted as Emergency, filed 2/23/67; SBE 28-4-132, filed as Emergency Rule 9/19/63, effective as Permanent Rule 10/19/63. See WAC 180-28-175 through 180-28-265 under "Disposition of sections formerly codified in this chapter" following chapter digest.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-169 Out-of-district, state-resident students—Eligibility requirements for additional allotment of state funds. [Order 2-68, § 180-28-169, filed 1/8/68; Emergency Order 1-68, filed 1/5/68; SBE 28-4-1321, filed 10/13/67, effective 11/13/67; SBE 28-4-1321, filed 4/25/67, effective 5/26/67; Emergency Order SBE 28-4-1321, filed 2/23/67; SBE 28-4-132 (part), filed as Emergency Rule 9/19/63, effective as Permanent Rule 10/19/63, SBE 28-4-132. See WAC 180-28-175 through 180-28-265 under "Disposition of sections formerly codified in this chapter" following chapter digest.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-170 Out-of-district, state-resident students—Determination of amount of additional allotment. [Order 2-68, § 180-28-170, filed 1/8/68; Emergency Order 1-68, § 180-28-170, SBE 28-4-1322, filed 1/5/68; SBE 28-4-1322, filed 4/25/67, effective 5/26/67; Emergency Order, SBE 28-4-1322, filed 2/23/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-171 Out-of-district, state-resident students—Effect of additional allotment on future allotments. [Order 2-68, § 180-28-171, filed 1/8/68; Emergency Order 1-68, § 180-28-171, filed 1/5/68; SBE 28-4-1323, filed 4/25/67, effective 5/26/67; Emergency Order, SBE 28-4-1323, filed 2/23/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-175 Excess requirements. [SBE 28-4-2, filed 1/16/63.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-180 Excess requirements—Applicability of general regulations. [SBE 28-4-20, filed 1/16/63; SBA Rules, Section VI A, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-185 Additional need and fiscal requirements—Additional requirements—General. [SBE 28-4-21, filed 1/16/63; SBA Rules, Section VI C (part), filed

- 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-190 Additional need and fiscal requirements—Emergency need for school facilities a basis for eligibility. [SBE 28-4-210, filed 1/16/63; SBA Rules, Section VI C 1, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-195 Additional need and fiscal requirements—School district effort to provide capital funds a basis for eligibility. [SBE 28-4-211, filed 1/16/63; SBA Rules, Section VI C 2, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-200 Additional need and fiscal requirements—Fiscal and enrollment requirements a qualification for continued eligibility. [SBE 28-4-212, filed 1/16/63; Rules, filed 6/8/61; SBA Rules, Section VI C 3, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-210 Determination of amount of state assistance—Percentage of state assistance. [SBE 28-4-220, filed 1/16/63; SBA Rules, Section IV A, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-215 Determination of amount of state assistance—Allowance for equipment and furnishings. [SBE 28-4-221, filed 1/16/63; Rules, filed 6/8/61; SBA Rules, Section VI D 2, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-220 Determination of amount of state assistance—Design within square foot cost ceiling. [SBE 28-4-222, filed 1/16/63; Rules, filed 6/8/61.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-225 Determination of amount of state assistance—Area limitations. [SBE 28-4-223, filed 1/16/63; SBA Rules, Section V D 4, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-230 Determination of amount of state assistance—Physical education facilities. [SBE 28-4-224, filed 1/16/63; SBA Rules, Section VI D 3, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-235 Areas, facilities and items to be financed entirely with school district local funds. [SBE 28-4-23, filed 1/16/63; SBA Rules, Section VI B, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-245 School district local fund expenditures—Architects fees. [SBE 28-4-240, filed 1/16/63; SBA Rules, Section VI D 5, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-250 School district local fund expenditures—Prior commitments. [SBE 28-4-241, filed 1/16/63; SBA Rules, Section VI E 1, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-255 School district local fund expenditures—Use of school district capital funds. [SBE 28-4-242, filed 1/16/63; SBA Rules, Section VI E 2, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-260 School district local fund expenditures—Sites. [SBE 28-4-243, filed 1/16/63; Rules, filed 8/20/62; SBA Rules, Section VI E 3, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- 180-28-265 School district local fund expenditures—Additional and/or other costs. [SBE 28-4-244, filed 1/16/63; SBA Rules, Section VI E 4, filed 3/24/60.] Repealed by Order effective as Emergency Order 9/19/63.
- PROCEDURAL REGULATIONS GOVERNING THE ADMINISTRATION OF STATE ASSISTANCE IN PROVIDING SCHOOL PLANT FACILITIES**
- 180-28-275 Advancement of projects pending availability of funds. [SBE 28-4-601, filed 6/20/67, effective 7/21/67; SBE 28-4-601, filed 2/1/66, effective 3/3/66; SBE 28-4-602, filed 7/11/63, effective 8/12/63, filed as Emergency Rule 5/6/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-280 Under the \$46,611,550 appropriation provided by chapters 4 and 26, Laws of 1963 ex.s. [Filed 7/11/63, effective 8/12/63.] Repealed by Order, filed 2/1/66, effective 3/3/66.
- 180-28-300 General regulations. [SBE 28-4-60, filed 1/16/63; SBA Rules, Section I A, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-305 Application regulations and procedures—Scope. [SBE 28-4-61 (part), filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-310 Application regulations and procedures—Part one—Notification and study. [Order 4-68, § 180-28-310, filed 2/14/68; Order 1-67, § 180-28-310, filed 12/7/67; SBE 28-4-61 (part), filed 1/16/63; SBA Rules, Section I B 1, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-315 Application regulations and procedures—Part two—Filing of application and preliminary data. [SBE 28-4-61 (part), filed 1/16/63; SBA Rules, Section I B 2, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-320 Application regulations and procedures—Part three—Filing of preliminary plan and specifications. [Order 4-68, § 180-28-320, filed 2/14/68; SBE 28-4-61(2), filed 12/12/66, effective 1/12/67; SBE 28-4-61 (part), filed 1/16/63; Rules, filed 6/8/61; SBA Rules Section I B 3 and B 4, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-325 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Project approval, allotment, authorization. [SBE 28-4-620, filed 1/16/63; Rules filed 6/8/61 (part); SBA Rules Section I B 5, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-330 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Final plan and specifications, bid and contract provisions. [SBE 28-4-621, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-335 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Separate bids on projects in excess of \$100,000. [SBE 28-4-6210, filed 12/12/66, effective 1/12/67; SBE 28-4-6210, filed 1/16/63; SBA Rules, Section III H, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-340 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Alternate bids or cost breakdown on items to be financed from school district local funds. [SBE 28-4-6211, filed 1/16/63; SBA Rules, Section III I, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-345 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Cash allowance. [SBE 28-4-6212, filed 1/16/63; Rules filed 6/8/61.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-350 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Fire insurance coverage on structure under contract. [SBE 28-4-6213, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-355 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Bidders' guarantee requirements. [SBE 28-4-6214, filed 1/16/63; SBA Rules, Section III F, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-360 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—State fire marshal and state director of health approval of final plan and specifications. [SBE 28-4-6215, filed 1/16/63; Typographical error corrected by filing of 2/2/63; Rules filed 6/8/61; SBA Rules, Section III D, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.

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- 180-28-365 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Approval of final plan and specifications. [SBE 28-4-6220, filed 12/12/66, effective 1/12/67; SBE 28-4-6220, filed 1/16/63; Rules filed 6/8/61; SBA Rules, Section I B 7, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-370 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Bid specifications. [SBE 28-4-6221, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-375 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Advertisement for bids. [SBE 28-4-6222, filed 12/12/66, effective 1/12/67; SBE 28-4-6222, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-380 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Bid data and document requirements following bid opening. [SBE 28-4-623, filed 1/16/63; SBA Rules, Section I B 9, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-390 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Authorization required for contract award. [SBE 28-4-630, filed 1/16/63; SBA Rules, Sections I B 10 and 11, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-395 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Negotiation of school building contracts. [SBE 28-4-631, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-400 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Award of contract or contracts. [SBE 28-4-632, filed 1/16/63; SBA Rules, Section I B 11, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-405 Approval of project, preliminary allotment of funds, final plan and specifications and construction bids—Final allotment of state funds. [SBE 28-4-633, filed 1/16/63; SBA Rules, Section I B 10, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.

PROCEDURAL REGULATIONS GOVERNING THE DISBURSEMENT OF FUNDS FOR CONSTRUCTION OF SCHOOL PLANT FACILITIES

- 180-28-450 General regulations—State superintendent to administer funds. [SBE 28-4-700, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-455 General regulations—Payments on basis of work progress. [SBE 28-4-701, filed 1/16/63; Payment of Funds Rules, Section III (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-460 General regulations—State warrants—Payable to and delivery. [SBE 28-4-702, filed 1/16/63; Payment of Funds Rules, Section V, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-465 General regulations—Retainage on contract payments. [SBE 28-4-703, filed as Emergency Rule 7/24/63, effective as Permanent Rule 10/19/63; Emergency Rules (part), filed 7/11/63; Rules (part), filed 1/16/63; Payment of Funds Rules, Section III 2, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-470 General regulations—Payments from school district local funds. [SBE 28-4-704, filed 1/16/63; Payment of Funds Rules, Section I (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-475 General regulations—Payments from state funds. [SBE 28-4-705, filed 1/16/63; Payment of Funds Rules, Section I (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-490 Payments from school district local funds—Disbursement regulations and procedures. [SBE 28-4-7100,

- filed 1/16/63; Payment of Funds Rules, Section II 1(a), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-495 Payments from school district local funds—Notification to state superintendent of school district payments. [SBE 28-4-7101, filed 1/16/63; Payment of Funds Rules, Section II (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-500 Payments from school district local funds—Certification of total disbursements. [SBE 28-4-7102, filed 1/16/63; Payment of Funds Rules, Section II 3, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-505 Payments from school district local funds—Progress payments from state funds. [SBE 28-4-711, filed 1/16/63.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-510 Payments from school district local funds—School district responsibility to submit vouchers. [SBE 28-4-7110, filed 1/16/63; Payment of Funds Rules, Section III (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-515 Payments from school district local funds—Payments to contractors—Supporting data. [SBE 28-4-7111, filed 1/16/63; Payment of Funds Rules, Section III (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-520 Payments from school district local funds—Payments to architects. [SBE 28-4-7112, filed 1/16/63; Payment of Funds Rules, Section III (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-525 Payments from school district local funds—Final payments on contracts. [SBE 28-4-712, filed 1/16/63; Payment of Funds Rules, Section IV (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-530 Payments from school district local funds—Acceptance of building, improvement or work as completed. [SBE 28-4-7120, filed 1/16/63; Payment of Funds Rules, Section IV (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-535 Payments from school district local funds—Documents required for final payment. [SBE 28-4-7121, filed 1/16/63; Payment of Funds Rules, Section IV (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-550 Certification by state tax commission and state department of labor and industries of payment of taxes. [SBE 28-4-72, filed 1/16/63; Payment of Funds Rules, Section IV (part), filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-600 Nonhigh school district participation in financing cost of high school facilities—Basic policy. [SBE 28-8-100, filed 1/16/63; Rules, filed 3/24/60.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-650 Federal grants to school districts for school building construction under provisions of Public Law 815—Policies and principles—Certification by state educational agency respecting allotment of federal funds for school building construction. [SBE 28-12-100, filed 1/16/63; Rules (part), filed 6/27/61.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-700 Area designations for elementary school buildings—Table. [Chart, filed 3/24/60.] Repealed by Order, filed 5/3/66.
- 180-28-800 Portable buildings and portable classrooms—Statutory authority. [SBE 28-4-3, 28-4-30, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-805 Portable buildings and portable classrooms—Definitions. [SBE 28-4-31, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-810 Portable buildings and portable classrooms—Basic policy. [SBE 28-4-32, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-815 Portable buildings and portable classrooms—Construction regulations—Building code requirements. [SBE 28-4-34, 28-4-341, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.

- 180-28-820 Portable buildings and portable classrooms—Provisions for the aging and physically handicapped persons. [SBE 28-4-342, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-825 Portable buildings and portable classrooms—Requirements established by state director of health. [SBE 28-4-343, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-830 Area designations—Portable buildings. [SBE 28-4-35, 28-4-351, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-835 Area designations—Portable classrooms. [SBE 28-4-352, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-840 Final plan and specifications for portable building or portable classroom. [SBE 28-4-36, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-845 Basic state assistance program regulations governing. [SBE 28-4-37, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-850 Procedural requirements. [SBE 28-4-38, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-855 Modernization of school plant facilities—Statutory authority. [SBE 28-4-4, 28-4-40, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-860 Modernization of school plant facilities—Basic policies. [SBE 28-4-41, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-865 Modernization of school plant facilities—State assistance limitations—Minimum projects—Twenty-five percent of replacement cost. [SBE 28-4-42, 28-4-421, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-870 Modernization of school plant facilities—Maximum costs eligible for state matching—Fifty percent of replacement cost. [SBE 28-4-422, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-875 Modernization of school plant facilities—Architectural and engineering service fees. [SBE 28-4-423, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-880 Modernization of school plant facilities—Survey of existing facilities a prerequisite. [SBE 28-4-44, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-885 Modernization of school plant facilities—Basic state assistance program regulations governing. [SBE 28-4-46, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-900 Modernization of school plant facilities—Procedural requirements. [SBE 28-4-47, filed 10/13/67, effective 11/13/67.] Repealed by Order 9-77, filed 7/18/77.
- 180-28-950 Pilot or exemplary projects. [Order 4-69, § 180-28-950, filed 6/27/69.] Repealed by Order 9-77, filed 7/18/77.

Chapter 180-42

STUDENT TRANSFERS WITHIN THE COMMON SCHOOLS

- 180-42-005 Purpose. [Order 1-76, § 180-42-005, filed 2/3/76; Order 12-75, § 180-42-005, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.
- 180-42-010 Definitions. [Order 12-75, § 180-42-010, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.
- 180-42-015 Right of appeal. [Order 12-75, § 180-42-015, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.
- 180-42-020 Appeal notice. [Order 12-75, § 180-42-020, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.
- 180-42-025 Hearing. [Order 12-75, § 180-42-025, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.

- 180-42-030 Grounds for an order of release. [Order 12-75, § 180-42-030, filed 10/28/75.] Repealed by Order 10-77, filed 7/18/77.

Chapter 180-54

JUNIOR HIGH SCHOOL EDUCATION

- 180-54-005 through 180-54-008. [SBE 56-4-40 through SBE 56-4-43, filed 3/29/65, effective 4/29/65.] Repealed by Order, filed 10/16/67, effective 7/1/68. Now codified in chapter 180-56 WAC.
- 180-54-010 through 180-54-040. [SBE 56-4-44 through 56-4-448, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order, filed 10/16/67, effective 7/1/68. Now codified in chapter 180-56 WAC.
- 180-54-045 and 180-54-050. [Rules (part), filed 3/24/60.] Repealed by Order, filed 3/29/65, effective 4/29/65.
- 180-54-047 through 180-54-095. [SBE 56-4-447 through 56-4-51, filed 3/29/65, effective 4/29/65.] Repealed by Order, filed 10/16/67, effective 7/1/68. Now codified in chapter 180-56 WAC.
- 180-54-100 and 180-54-105. [SBE 56-4-520 through 56-4-527, filed 3/29/65, effective 4/29/65; Rules (part), filed 6/12/61, effective 7/13/61.] Repealed by Order, filed 10/16/67, effective 7/1/68. Now codified in chapter 180-56 WAC.

Chapter 180-60

EXTENDED SECONDARY EDUCATION

- 180-60-005 Regulatory provisions relate to RCW 28.84.120 through 28.84.150. [SBE 68-4-1, filed 3/25/64, effective 4/25/64.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-010 General statement of purpose. [SBE 68-4-10, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-011 Basic policy relating to post-high school programs. [SBE 68-4-21, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-015 Types of programs. [Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-60-020 Type I—Approved pattern of special courses. [Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-60-021 Area or city vocational-technical schools—Purpose—Objectives. [SBE 68-8-10, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-022 Area or city vocational-technical schools—Purpose—Operational requisites. [SBE 68-8-20, 68-8-21, 68-8-22, 68-8-23, 68-8-24, 68-8-25, 68-8-26 and 68-8-27, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 12/6/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-023 Area or city vocational-technical schools—Purpose—Establishment, application for—Processing. [SBE 68-8-3 and 68-8-43, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-024 Area or city vocational-technical schools—Purpose—Establishment, approval of—Conditions—Termination. [SBE 68-8-41 and 68-8-42, filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.
- 180-60-025 Type II—Approved area or city vocational schools. [Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order,

Title 180 WAC

Title 180 WAC: Education, Board of

filed 3/25/64, effective 4/25/64. See WAC 180-60-021 through 180-60-026 above.

- 180-60-026 Type II—Approval of additional courses. [SBE 68-8-5, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Rules (part), filed 12/21/60; Adopted 6/21/60; Rules (part), filed 3/24/60.] Repealed by Order 11-71, filed 12/13/71.

Chapter 180-62

COLLEGE EDUCATION—MISCELLANEOUS

- 180-62-010 Assistance to blind students attending institutions of higher education—Regulatory provisions pursuant to RCW 28.76.129, 28.76.130 and 28.76.140. [SBE 96-4-1, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-015 Assistance to blind students attending institutions of higher education—Evidence of eligibility. [SBE 96-4-2, 96-4-20, 96-4-21, 96-4-22 and 96-4-23, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-020 Assistance to blind students attending institutions of higher education—Benefits. [SBE 96-4-30 and 96-4-31, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-025 Assistance to blind students attending institutions of higher education—Allocations. [SBE 96-4-40, 96-4-41 and 96-4-410, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-030 Assistance to blind students attending institutions of higher education—Notification of and acceptance of counseling by institutions of higher learning as prerequisites to assistance approval. [SBE 96-4-5, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-035 Assistance to blind students attending institutions of higher education—Administration—State superintendent. [SBE 96-4-60 and 96-4-61, filed 3/29/65, effective 4/29/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-100 Assistance to children of veterans attending institutions of higher education—Regulatory provisions pursuant to RCW 28.76.160. [SBE 98-4-1, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-105 Assistance to children of veterans attending institutions of higher education—Eligibility requirements—Generally. [SBE 98-4-2, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-110 Assistance to children of veterans attending institutions of higher education—Eligibility requirements—Domicile. [SBE 98-4-20, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-115 Assistance to children of veterans attending institutions of higher education—Benefits. [SBE 98-4-3, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-120 Assistance to children of veterans attending institutions of higher education—Administration. [SBE 98-4-4, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-125 Assistance to children of veterans attending institutions of higher education—Application—Substantiating evidence. [SBE 98-4-40, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-130 Assistance to children of veterans attending institutions of higher education—Application—Approval of and certification. [SBE 98-4-41, filed 12/17/64, effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.
- 180-62-135 Assistance to children of veterans attending institutions of higher education—Payments from appropriated funds. [SBE 98-4-42, filed 12/17/64,

effective 1/18/65.] Repealed by Order 4-74, filed 9/23/74.

Chapter 180-64

COMMUNITY COLLEGE EDUCATION

- 180-64-010 Approval and establishment of community colleges—Promulgation. [Rules (part), effective 7/28/61.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-011 Establishment generally. [(i) SBE 64-4-15, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Rules (part), filed 6/21/61. (ii) SBE 64-4-10, 64-4-100, 64-4-13, 64-4-14 and 64-4-150, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/21/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-012 Advisory committees—Establishment—Organization—Purpose. [SBE 64-4-11, 64-4-120, 64-4-121, 64-4-122 and 64-4-123, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-015 Relating to duties of the state board of education. [Rules (part), effective 7/28/61.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-020 Application procedure. [SBE 64-4-20, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/62, effective 7/28/62; Rules (part), filed 6/27/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-021 Application procedure—Criteria standards—Community service area. [SBE 64-4-2101, 64-4-2110, 64-4-2111, 64-4-2112, 64-4-2120, 64-4-2121, 64-4-213, 64-4-214 and 64-4-215, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/61; Rules (part), filed 12/20/60.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-022 Community college—School district relationship. [SBE 64-8-11, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-023 Variation in operation—Typical facilities, location and size. [SBE 64-8-12 and 64-8-13, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-025 Duties of applicant school district(s). [Rules (part), effective 7/28/61.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-050 Policies, recommendations and regulations relating to the operation of community colleges under provisions of chapter 198, Laws of 1961—Promulgation. [Rules (part), effective 7/28/62.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-055 Basic policies and principles. [Rules (part), effective 7/28/62.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-060 General administration. [SBE 64-8-140, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/62, effective 7/28/62.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-065 The college president—Position in administrative structure. [SBE 64-8-141, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/62, effective 7/28/62.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-070 The college president—Recommendations as to duties and responsibilities. [SBE 64-8-1410, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/62, effective 7/28/62.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-075 The college president—Other requirements. [Rules (part), effective 7/28/62.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-080 Operation of community colleges, generally. [SBE 64-8-20, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-081 Operation of community colleges, generally—Admission and enrollment. [SBE 64-8-210, 64-8-211 and 64-8-212, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/11/64.] Repealed by Order 3-70, filed 3/10/70.

- 180-64-100 Finance and statistics—State support, reimbursement pattern. [SBE 64-8-2200, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63; Rules (part), filed 6/27/62, effective 7/28/62.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-101 Schedule of distribution of state funds. [SBE 64-8-2201, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Emergency Rule, filed 1/29/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-102 Schedule of distribution of state funds—Community college reimbursement units. [SBE 64-8-2202, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-103 Schedule of distribution of state funds—Nonresident tuition (out-of-state students). [SBE 64-8-2203, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-104 Schedule of distribution of state funds—Nonreimbursable community service. [SBE 64-8-2204, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-105 Schedule of distribution of state funds—Summer school. [SBE 64-8-2205, filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-106 Schedule of distribution of state funds—Tuition. [SBE 64-8-221, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Rules (part), filed 7/11/63, effective 8/12/63.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-107 Schedule of distribution of state funds—Deposit and disbursement of tuition payments. [SBE 64-8-2210, filed 8/26/64, effective 9/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-108 Schedule of distribution of state funds—Fees. [SBE 64-8-222, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-109 Schedule of distribution of state funds—Deposit and disbursement of fees. [SBE 64-8-2220, filed 8/26/64, effective 9/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-110 Budget. [SBE 64-8-223, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-120 Reports. [SBE 64-8-23, filed 3/25/64, effective 4/25/64; Rules (part), filed 6/27/61.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-130 Accreditation. [SBE 64-12-21, 64-12-22, 64-12-23 and 64-12-24, filed 3/25/64, effective 4/25/64; Rules (part), filed 3/23/60; Adopted 6/13/50.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-140 Program. [SBE 64-16-10, 64-16-11, 64-16-12 and 64-16-13, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-141 Program—College transfer curricula. [SBE 64-16-20, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-142 Program—Teacher preparation. [SBE 64-16-200, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-143 Program—Vocational-technical curricula. [SBE 64-16-21, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-144 Adult education curricula. [SBE 64-16-22, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.
- 180-64-145 Adult education curricula—Cultural activities. [SBE 64-16-23, filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.

- 180-64-150 State assistance in construction of community college facilities. [Rules (part), effective 7/28/62.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-64-160 Granting of degrees—Associate's title. [SBE 64-20-20, filed 3/25/64, effective 4/25/64.] Repealed by Order 3-70, filed 3/10/70.

Chapter 180-76

RECOMMENDED LIBRARY SERVICES AND STANDARDS

- 180-76-005 Regulatory provisions pursuant to RCW 28.04.120(7), (11). [SBE 48-8-1, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-68, filed 12/23/68.
- 180-76-010 Introduction—General policies and principles. [SBE 48-8-2, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-68, filed 12/23/68.
- 180-76-025 Elementary school library. [SBE 48-8-40, 48-8-41 and 48-8-42, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60; WAC 180-76-075.] Repealed by Order 6-68, filed 12/23/68.
- 180-76-035 Junior and senior high school library. [SBE 48-8-60, 48-8-61 and 48-8-62, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60; WAC 180-76-045 and 180-76-085.] Repealed by Order 6-68, filed 12/23/68.
- 180-76-045 Senior high school library. [Rules (part), filed 3/24/60.] Repealed and decodified on order filed 3/29/65, effective 4/29/65.
- 180-76-055 General recommendations. [SBE 48-8-8, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-68, filed 12/23/68.
- 180-76-075 Library standards for elementary schools. [Rules (part), filed 3/24/60.] Repealed and decodified on order filed 3/29/65, effective 4/29/65.
- 180-76-085 Library standards for junior and senior high schools. [Rules (part), filed 3/24/60.] Repealed and decodified on order filed 3/29/65, effective 4/29/65.

Chapter 180-08 WAC

PRACTICE AND PROCEDURE

WAC

- 180-08-010 Appearance and practice before the state board of education—Who may appear.
- 180-08-020 Appearance and practice before the state board of education—Appearance in certain proceedings may be limited to attorneys.
- 180-08-030 Appearance and practice before the state board of education—Solicitation of business unethical.
- 180-08-040 Appearance and practice before the state board of education—Standards of ethical conduct.
- 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.
- 180-08-060 Appearance and practice before the state board of education—Appearance of former employee as expert witness.
- 180-08-070 Computation of time.
- 180-08-080 Notice and opportunity for hearing in contested cases.
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WAC 180-08-010 Appearance and practice before the state board of education—Who may appear. No person may appear in a representative capacity before the state board of education or its designated hearing officer other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the state board of education and have been duly authorized by the state board to appear in a representative capacity before it.

(4) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation. [SBE .08.010, filed 12/21/60.]

WAC 180-08-020 Appearance and practice before the state board of education—Appearance in certain proceedings may be limited to attorneys. In all hearings involving the taking of testimony and the formulation of a record subject to review by the courts, where the state board or its designated hearing officer determines that representative activity in such hearing requires a high degree of legal training, experience, and skill, the state board or its designated hearing officer may limit those who may appear in a representative capacity to attorneys at law. [SBE .08.020, filed 12/21/60.]

WAC 180-08-030 Appearance and practice before the state board of education—Solicitation of business unethical. It shall be unethical for persons acting in a representative capacity before the state board to solicit business by circulars, advertisements or by personal communication or interviews not warranted by personal relations, provided that such representatives may publish or circulate business cards. It is equally unethical to procure business indirectly by solicitors of any kind. [SBE .08.030, filed 12/21/60.]

WAC 180-08-040 Appearance and practice before the state board of education—Standards of ethical conduct. All persons appearing in proceedings before the state board in a representative capacity shall conform to the standards of ethical conduct required of attorneys before the courts of Washington. If any such person does not conform to such standards, the state board may decline to permit such person to appear in a representative capacity in any proceeding before it. [SBE .08.040, filed 12/21/60.]

WAC 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. No former employee of the state board or member of the attorney general's staff may at any time after severing his employment with the state board or the attorney general appear, (except with the written permission of the state board and in compliance with RCW 42.22.040(4)), in a representative capacity on behalf of other parties in a formal proceeding wherein he previously took an active part as a representative of the state board. [SBE .08.050, filed 12/21/60.]

WAC 180-08-060 Appearance and practice before the state board of education—Appearance of former employee as expert witness. No former employee of the

state board shall at any time after severing his employment with the state board appear, (except with the written permission of the state board and in compliance with RCW 42.22.040(4)), as an expert witness on behalf of other parties in a formal proceeding wherein he previously took an active part in the investigation as a representative of the state board. [SBE .08.060, filed 12/21/60.]

WAC 180-08-070 Computation of time. In computing any period of time prescribed or allowed by the state board rules, by order of the state board or by any applicable statute, the day of the act, event, or default after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, Sunday or a legal holiday, in which event the period runs until the end of the next day which is neither a Saturday, Sunday nor a holiday. When the period of time prescribed or allowed is less than seven days, intermediate Saturdays, Sundays and holidays shall be excluded in the computation. [SBE .08.070, filed 12/21/60.]

WAC 180-08-080 Notice and opportunity for hearing in contested cases. In any contested case, all parties shall be served with a notice at least 20 and not more than 90 days before the date set for the hearing. The notice shall state the time, place, and issues involved, as required by RCW 34.04.090(1). [SBE .08.080, filed 12/21/60.]

WAC 180-08-090 Service of process—By whom served. The state board shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [SBE .08.090, filed 12/21/60.]

WAC 180-08-100 Service of process—Upon whom served. All papers served by either the state board or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [SBE .08.100, filed 12/21/60.]

WAC 180-08-110 Service of process—Service upon parties. The final order, and any other paper required to be served by the state board upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record. [SBE .08.110, filed 12/21/60.]

WAC 180-08-120 Service of process—Method of service. Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph. [SBE .08.120, filed 12/21/60.]

WAC 180-08-130 Service of process—When service complete. Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [SBE .08.130, filed 12/21/60.]

WAC 180-08-140 Service of process—Filing with agency. Papers required to be filed with the state board shall be deemed filed upon actual receipt by the state board at the office of the state superintendent of public instruction accompanied by proof of service upon parties required to be served. [SBE .08.140, filed 12/21/60.]

WAC 180-08-230 Depositions and interrogatories in contested cases—Right to take. Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application or petition. Depositions shall be taken only in accordance with this rule. [SBE .08.230, filed 12/21/60.]

WAC 180-08-240 Depositions and interrogatories in contested cases—Scope. Unless otherwise ordered the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding. [SBE .08.240, filed 12/21/60.]

WAC 180-08-250 Depositions and interrogatories in contested cases—Officer before whom taken. Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the state board or agreed upon by the parties by stipulation in writing filed with the state board. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceeding. [SBE .08.250, filed 12/21/60.]

WAC 180-08-260 Depositions and interrogatories in contested cases—Authorization. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the state board and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the hearing officer may for

cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions. [SBE .08.260, filed 12/21/60.]

WAC 180-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the state board or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the state board, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the state board or the state board may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the state board or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [SBE .08.270, filed 12/21/60.]

WAC 180-08-280 Depositions and interrogatories in contested cases—Oral examination and cross examination. Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim. [SBE .08.280, filed 12/21/60.]

WAC 180-08-290 Depositions and interrogatories in contested cases—Recordation. The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under

his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived. [SBE .08.290, filed 12/21/60.]

WAC 180-08-300 Depositions and interrogatories in contested cases—Signing attestation and return. When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the state board holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope indorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the state board, or its designated hearing officer, for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent. [SBE .08.300, filed 12/21/60.]

WAC 180-08-310 Depositions and interrogatories in contested cases—Use and effect. Subject to rulings by the hearing officer upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the hearing officer upon his own motion or the motion of any party. Except by agreement of the parties or ruling of the hearing officer, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party. [SBE .08.310, filed 12/21/60.]

WAC 180-08-320 Depositions and interrogatories on contested cases—Fees of officers and deponents. Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [SBE .08.320, filed 12/21/60.]

WAC 180-08-330 Depositions upon interrogatories—Submission of interrogatories. Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within 10 days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. [SBE .08.330, filed 12/21/60.]

WAC 180-08-340 Depositions upon interrogatories—Interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 180-08-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [SBE .08.340, filed 12/21/60.]

WAC 180-08-350 Depositions upon interrogatories—Attestation and return. The officer before whom interrogatories are verified or answered shall (1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and (2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the state board, or its designated hearing officer, one copy to the counsel who submitted the interrogatories and another copy to the deponent. [SBE .08.350, filed 12/21/60.]

WAC 180-08-360 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [SBE .08.360, filed 12/21/60.]

WAC 180-08-370 Official notice—Matters of law. The state board, or its hearing officer, upon request made before or during a hearing, will officially notice: (1) **Federal law.** The constitution; congressional acts, resolutions, records, journals and committee reports; decisions of federal courts and administrative agencies; executive orders and proclamations; and all rules, orders and notices published in the federal register;

(2) **State law.** The constitution of the state of Washington, acts of the legislature, resolutions, records, journals and committee reports; decisions of administrative agencies of the state of Washington, executive orders and proclamations by the governor; and all rules, orders and notices filed with the code reviser.

(3) **Governmental organization.** Organization, territorial limitations, officers, departments, and general administration of the government of the state of Washington, the United States, the several states and foreign nations;

(4) **Agency organization.** The state board's organization, administration, officers, personnel, official publications, and practitioners before its bar. [SBE .08.370, filed 12/21/60.]

WAC 180-08-380 Official notice—Material facts. In the absence of controverting evidence, the state board and its hearing officers, upon request made before or during a hearing, may officially notice: (1) **Agency proceedings.** The pendency of, the issues and position of the parties therein, and the disposition of any proceeding then pending before or theretofore concluded by the state board;

(2) **Business customs.** General customs and practices followed in the transaction of business;

(3) **Notorious facts.** Facts so generally and widely known to all well-informed persons as not to be subject to reasonable dispute, or specific facts which are capable of immediate and accurate demonstration by resort to accessible sources of generally accepted authority, including but not exclusively, facts stated in any publication authorized or permitted by law to be made by any federal or state officer, department or agency;

(4) **Technical knowledge.** Matters within the technical knowledge of the state board as a body of experts, within the scope or pertaining to the subject matter of its statutory duties, responsibilities or jurisdiction;

(5) **Request or suggestion.** Any party may request, or the hearing officer or the state board may suggest, that official notice be taken of a material fact, which shall be clearly and precisely stated, orally on the record, at any pre-hearing conference or oral hearing or argument, or may make such request or suggestion by written notice, any pleading, motion, memorandum, or brief served upon all parties, at any time prior to a final decision;

(6) **Statement.** Where an initial or final decision of the state board rests in whole or in part upon official notice of a material fact, such fact shall be clearly and precisely stated in such decision. In determining whether to take official notice of material facts, the hearing officer of the state board may consult any source of pertinent information, whether or not furnished as it may be,

by any party and whether or not admissible under the rules of evidence;

(7) **Controversion.** Any party may controvert a request or a suggestion that official notice of a material fact be taken at the time the same is made if it be made orally, or by a pleading, reply or brief in response to the pleading or brief or notice in which the same is made or suggested. If any decision is stated to rest in whole or in part upon official notice of a material fact which the parties have not had a prior opportunity to controvert, any party may controvert such fact by appropriate exceptions if such notice be taken in an initial or intermediate decision or by a petition for reconsideration if notice of such fact be taken in a final report. Such controversion shall concisely and clearly set forth the sources, authority and other data relied upon to show the existence or nonexistence of the material fact assumed or denied in the decision;

(8) **Evaluation of evidence.** Nothing herein shall be construed to preclude the state board or its authorized agents from utilizing their experience, technical competence, and specialized knowledge in the evaluation of the evidence presented to them. [SBE .08.380, filed 12/21/60.]

WAC 180-08-390 Presumptions. Upon proof of the predicate facts specified in the following six subdivisions hereof without substantial dispute and by direct, clear, and convincing evidence, the state board, with or without prior request or notice, may make the following presumptions, where consistent with all surrounding facts and circumstances: (1) **Continuity.** That a fact of continuous nature, proved to exist at a particular time, continues to exist as of the date of the presumption, if the fact is one which usually exists for at least that period of time;

(2) **Identity.** That persons and objects of the same name and description are identical;

(3) **Delivery.** Except in a proceeding where the liability of the carrier for nondelivery is involved, that mail matter, communications, express or freight, properly addressed, marked, billed and delivered respectively to the post office, telegraph, cable or radio company, or authorized common carrier of property with all postage, tolls and charges properly prepaid, is or has been delivered to the addressee or consignee in the ordinary course of business;

(4) **Ordinary course.** That a fact exists or does not exist, upon proof of the existence or nonexistence of another fact which in the ordinary and usual course of affairs, usually and regularly coexists with the fact presumed;

(5) **Acceptance of benefit.** That a person for whom an act is done or to whom a transfer is made has, does or will accept same where it is clearly in his own self-interest so to do;

(6) **Interference with remedy.** That evidence, with respect to a material fact which in bad faith is destroyed, eloiigned, suppressed or withheld by a party in control thereof, would if produced, corroborate the evidence of

the adversary party with respect to such fact. [SBE .08.390, filed 12/21/60.]

WAC 180-08-400 Stipulations and admissions of record. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided: (1) **Upon whom binding.** Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a pre-hearing conference, oral hearing, oral argument or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) **Withdrawal.** Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the hearing officer or the state board that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding. [SBE .08.400, filed 12/21/60.]

WAC 180-08-410 Form and content of decisions in contested cases. Every decision and order, whether proposed, initial, or final, shall: (1) Be correctly captioned as to name of agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law;

(5) Whenever practical, shall include the reason or reasons for the particular order or remedy afforded;

(6) Wherever practical, be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same. [SBE .08.410, filed 12/21/60.]

WAC 180-08-420 Definition of issues before hearing. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that hearing officers may proceed promptly to conduct the hearings on relevant and material matter only. In proceedings in which there is only one interested party besides the state board, the orders setting hearings should clearly specify the issues to be heard. [SBE .08.420, filed 12/21/60.]

WAC 180-08-430 Prehearing conference rule. In any proceeding the state board or its designated hearing officer upon its or his own motion, or upon the motion of

one of the parties or their qualified representatives, may in its or his discretion direct the parties or their qualified representatives to appear at a specified time and place for a conference to consider: (1) The simplification of the issues;

(2) The necessity of amendments to the pleadings;

(3) The possibility of obtaining stipulations, admissions of facts and of documents;

(4) The limitation of the number of expert witnesses;

(5) Such other matters as may aid in the disposition of the proceeding. [SBE .08.430, filed 12/21/60.]

WAC 180-08-440 Prehearing conference rule—

Record of conference action. The state board or its designated hearing officer shall make an order or statement which recites the action taken at the conference, the amendments allowed to the pleadings and the agreements made by the parties or their qualified representatives as to any of the matters considered, including the settlement or simplification of issues, and which limits the issues for hearing to those not disposed of by admissions or agreements; and such order or statement shall control the subsequent course of the proceeding unless modified for good cause by subsequent order. [SBE .08.440, filed 12/21/60.]

WAC 180-08-450 Submission of documentary evidence in advance. Where practicable the state board or its designated hearing officer may require: (1) That all documentary evidence which is to be offered during the taking of evidence be submitted to the hearing examiner and to the other parties to the proceeding sufficiently in advance of such taking of evidence to permit study and preparation of cross-examination and rebuttal evidence;

(2) That documentary evidence not submitted in advance, as may be required by subdivision (1), be not received in evidence in the absence of a clear showing that the offering party had good cause for his failure to produce the evidence sooner;

(3) That the authenticity of all documents submitted in advance in a proceeding in which such submission is required, be deemed admitted unless written objection thereto is filed prior to the hearing, except that a party will be permitted to challenge such authenticity at a later time upon a clear showing of good cause for failure to have filed such written objection. [SBE .08.450, filed 12/21/60.]

WAC 180-08-460 Excerpts from documentary evidence. When portions only of a document are to be relied upon, the offering party shall prepare the pertinent excerpts, adequately identified, and shall supply copies of such excerpts, together with a statement indicating the purpose for which such materials will be offered, to the hearing examiner and to the other parties. Only the excerpts, so prepared and submitted, shall be received in the record. However, the whole of the original document shall be made available for examination and for use by all parties to the proceeding. [SBE .08.460, filed 12/21/60.]

WAC 180-08-470 Expert or opinion testimony and testimony based on economic and statistical data—

Number and qualifications of witnesses. That the hearing examiner or other appropriate officer in all classes of cases where practicable make an effort to have the interested parties agree upon the witness or witnesses who are to give expert or opinion testimony, either by selecting one or more to speak for all parties or by limiting the number for each party; and, if the interested parties cannot agree, require them to submit to him and to the other parties written statements containing the names, addresses and qualifications of their respective opinion or expert witnesses, by a date determined by him and fixed sufficiently in advance of the hearing to permit the other interested parties to investigate such qualifications. [SBE .08.470, filed 12/21/60.]

WAC 180-08-480 Expert or opinion testimony and testimony based on economic and statistical data—

Written sworn statements. That the hearing examiner or other appropriate officer, in all classes of cases in which it is practicable and permissible, require, and when not so permissible, make every effort to bring about by voluntary submission, that all direct opinion or expert testimony and all direct testimony based on economic or statistical data be reduced to written sworn statements, and, together with the exhibits upon which based, be submitted to him and to the other parties to the proceeding by a date determined by the hearing officer and fixed a reasonable time in advance of the hearing; and that such sworn statements be acceptable as evidence upon formal offer at the hearing, subject to objection on any ground except that such sworn statements shall not be subject to challenge because the testimony is not presented orally, and provided that witnesses making such statements shall not be subject to cross-examination unless a request is made sufficiently in advance of the hearing to insure the presence of the witnesses. [SBE .08.480, filed 12/21/60.]

WAC 180-08-490 Expert or opinion testimony and testimony based on economic and statistical data—

Supporting data. That the hearing examiner or other appropriate officer, in his discretion but consistent with the rights of the parties, cause the parties to make available for inspection in advance of the hearing, and for purposes of cross-examination at the hearing, the data underlying statements and exhibits submitted in accordance with WAC 180-08-480, but, wherever practicable that he restrict to a minimum the placing of such data in the record. [SBE .08.490, filed 12/21/60.]

WAC 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. Whenever the manner of introduction of opinion or expert testimony or testimony based on economic or statistical data is governed by requirements fixed under the provisions of WAC 180-08-470 or WAC 180-08-480, such testimony not submitted in accordance with the relevant requirements shall not be

received in evidence in the absence of a clear showing that the offering party had good cause for his failure to conform to such requirements. [SBE .08.500, filed 12/21/60.]

WAC 180-08-510 Continuances. Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the state board or its designated hearing officer of said desire, stating in detail the reasons why such continuance is necessary. The state board or its designated hearing officer, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the state board or its designated hearing officer may grant such a continuance and may at any time order a continuance upon its or his own motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the examiner or other officer conducting the hearing may in his discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [SBE .08.510, filed 12/21/60.]

WAC 180-08-520 Rules of evidence—Admissibility criteria. Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the officer conducting the hearing, is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the officer conducting the hearing shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington. [SBE .08.520, filed 12/21/60.]

WAC 180-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The officer conducting the hearing may, in his discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [SBE .08.530, filed 12/21/60.]

WAC 180-08-540 Petitions for rule making, amendment or repeal—Who may petition. Any interested person may petition the state board requesting the promulgation, amendment, or repeal of any rule. [SBE .08.540, filed 12/21/60.]

WAC 180-08-550 Petitions for rule making, amendment or repeal—Requisites. Where the petition requests the promulgation of a rule, the requested or proposed rule must be set out in full. The petition must

also include all the reasons for the requested rule together with briefs of any applicable law. Where the petition requests the amendment or repeal of a rule presently in effect, the rule or portion of the rule in question must be set out as well as a suggested amended form, if any. The petition must include all reasons for the requested amendment or repeal of the rule. [SBE .08.550, filed 12/21/60.]

WAC 180-08-560 Petitions for rule making, amendment or repeal—Agency must consider. All petitions shall be considered by the state board and the state board may, in its discretion, order a hearing for the further consideration and discussion of the requested promulgation, amendment, repeal, or modification of any rule. [SBE .08.560, filed 12/21/60.]

WAC 180-08-570 Petitions for rule making, amendment or repeal—Notice of disposition. The state board shall notify the petitioning party within a reasonable time of the disposition, if any, of the petition. [SBE .08.570, filed 12/21/60.]

WAC 180-08-580 Declaratory rulings. As prescribed by RCW 34.04.080, any interested person may petition the state board for a declaratory ruling. The state board shall consider the petition and within a reasonable time the state board shall: (1) Issue a nonbinding declaratory ruling; or

(2) Notify the person that no declaratory ruling is to be issued; or

(3) Set a reasonable time and place for a hearing or the submission of written evidence upon the matter, and give reasonable notification to the person of the time and place for such hearing or submission of written evidence and of the issues involved.

If a hearing is held or evidence is submitted as provided in subsection (3) the state board shall within a reasonable time: (1) Issue a binding declaratory rule; or

(2) Issue a nonbinding declaratory ruling; or

(3) Notify the person that no declaratory ruling is to be issued. [SBE .08.580, filed 12/21/60.]

WAC 180-08-590 Forms. (1) Any interested person petitioning the state board for a declaratory ruling pursuant to RCW 34.04.080, shall generally adhere to the following form for such purpose.

At the top of the page shall appear the wording "Before the state board of education". On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for a declaratory ruling". Opposite the foregoing caption shall appear the word "Petition".

The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party. The second paragraph shall state all rules or statutes that may be brought into issue by the petition. Succeeding paragraphs shall set out the state of facts relied upon in form similar to that applicable to complaints in civil actions before the superior courts of this state. The concluding

paragraphs shall contain the prayer of the petitioner. The petition shall be subscribed and verified in the manner prescribed for verification of complaints in the superior courts of this state.

The original and two legible copies shall be filed with the state board. Petitions shall be on white paper, either 8 1/2" x 11" or 8 1/2" x 13" in size.

(2) Any interested person petitioning the state board requesting the promulgation, amendment or repeal of any rules shall generally adhere to the following form for such purpose.

At the top of the page shall appear the wording "Before the state board of education". On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for (state whether promulgation, amendment or repeal) of rule (or rules)". Opposite the foregoing caption shall appear the word "Petition".

The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party and whether petitioner seeks the promulgation of new rule or rules, or amendment or repeal of existing rule or rules. The second paragraph, in case of a proposed new rule or amendment of an existing rule, shall set forth the desired rule in its entirety. Where the petition is for amendment, the new matter shall be underscored and the matter proposed to be deleted shall appear in double parentheses. Where the petition is for repeal of an existing rule, such shall be stated and the rule proposed to be repealed shall either be set forth in full or shall be referred to by agency rule number. The third paragraph shall set forth concisely the reasons for the proposal of the petitioner and shall contain a statement as to the interest of the petitioner in the subject matter of the rule. Additional numbered paragraphs may be used to give full explanation of petitioner's reason for the action sought.

Petitions shall be dated and signed by the person or entity named in the first paragraph or by his attorney. The original and two legible copies of the petition shall be filed with the state board. Petitions shall be on white paper, either 8 1/2" x 11" or 8 1/2" x 13" in size. [SBE .08.590, filed 12/21/60.]

Chapter 180-10 WAC

ACCESS TO PUBLIC RECORDS

WAC

180-10-001	Purpose.
180-10-003	Description of organization.
180-10-005	Operations and procedures.
180-10-010	Administrative practice regarding access to public records.

WAC 180-10-001 Purpose. Rules and regulations set forth herein are established pursuant to RCW 42.17-.250 through 42.17.320 for the purposes of protecting public records and making them readily accessible to the

public. [Statutory Authority: RCW 28A.04.120, 42.17-.010, 42.17.020, 47.17.250 [42.17.250] through 42.17-.340. 80-06-092 (Order 6-80), § 180-10-001, filed 5/29/80.]

WAC 180-10-003 Description of organization. The state board of education is created by law in chapter 28A.04 RCW. The board consists of two members from each congressional district in the state elected by the members of school district boards of directors and serving staggered six year terms. The superintendent of public instruction is the ex officio president and chief executive officer of the board and votes only to break ties where action is essential. A secretary to the state board is appointed by the superintendent of public instruction and maintains the record of board proceedings. General powers of the board affect teacher training and certification programs, school accreditation, school building assistance, school district organization and classification, general government of the schools, approval of basic education programs, and other matters relating to safety and discipline of pupils and instructional program improvement. [Statutory Authority: RCW 28A.04.120, 42.17.010, 42.17.020, 47.17.250 [42.17.250] through 42.17.340. 80-06-092 (Order 6-80), § 180-10-003, filed 5/29/80.]

WAC 180-10-005 Operations and procedures. The state board is required by law to hold an annual meeting and other meetings as it deems necessary to conduct its business. Pursuant to the Washington State Register Act of 1977, the state board publishes a schedule of its meetings and proposed permanent rule actions in the Washington State Register. Places for the meetings are scheduled in various locations across the state. The secretary to the state board of education maintains a complete record of all board proceedings and supporting materials developed by staff of the superintendent of public instruction. [Statutory Authority: RCW 28A.04-.120, 42.17.010, 42.17.020, 47.17.250 [42.17.250] through 42.17.340. 80-06-092 (Order 6-80), § 180-10-005, filed 5/29/80.]

WAC 180-10-010 Administrative practice regarding access to public records. It is recognized by the state board of education that the superintendent of public instruction and his or her staff maintain and administer the public records of the board. Accordingly, the records of the state board of education shall be subject to public access in accordance with the applicable rules in chapter 392-105 WAC as now or hereafter adopted and codified: *Provided*, That prior to the amendment or repeal of such rules the superintendent or his or her designee shall review such changes as pertain to records of the board with the board. [Statutory Authority: RCW 28A.04.120, 42.17.010, 42.17.020, 47.17.250 [42.17.250] through 42.17.340. 80-06-092 (Order 6-80), § 180-10-010, filed 5/29/80.]

Chapter 180-16 WAC

STATE SUPPORT OF PUBLIC SCHOOLS

WAC

- 180-16-003 Authority for rules.
- 180-16-150 Federal funds, channeling of for education—Policy statement.
- 180-16-160 Nursery school operation.
- 180-16-162 Presumption of approved program operation—
Strikes—Exception—Approval/disapproval of program during strike period.
- 180-16-163 Strike defined.
- 180-16-164 Work stoppages and maintenance of approved programs for less than 180 days not condoned.
- 180-16-166 Entry age.
- 180-16-180 Vocational—technical institutes, state support of.
- 180-16-191 Purpose—Programs subject to basic education allocation entitlement requirements.
- 180-16-195 Annual reporting and review process.
- 180-16-200 Total program hour offering—Basic skills and work skills requirements.
- 180-16-205 Classroom teacher contact hours requirement.
- 180-16-210 Kindergarten through grade three students to classroom teacher ratio requirement.
- 180-16-215 Minimum one hundred eighty school day year.
- 180-16-220 Supplemental program and basic education allocation entitlement requirements.
- 180-16-225 Waiver—Grounds and procedure.
- 180-16-240 Supplemental program standards.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 180-16-005 Regulations pursuant to RCW 28.41.060(4) and 28.41.110. [Rules WAC 180-16-010(SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC).] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-010 Apportionment of current state school funds to school districts—Educational unit basis. [Rules, WAC 180-16-010 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 2/21/55, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-015 Apportionment of current state school funds to school districts—Administrative interpretations. [Rules, WAC 180-16-015 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 2/21/55, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-019 Special service unit basis—Regulations pursuant to RCW 28.41.010(3). [Rules, WAC 180-16-019(SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 2/21/55, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-020 Special service unit basis—Allotment of funds for special service units. [Rules, WAC 180-16-020 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-025 Special service unit basis—Typical duties of personnel in each field. [Rules, WAC 180-16-025 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-029 Special service unit basis—Minimum standards and schedule of minimum funds—Regulations pursuant to RCW 28.41.090. [Filed 12/17/64, effective 7/1/65; SBE 16-4-6 (repealed before publication in WAC).] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-030 Minimum standards—Teachers salaries. [Rules, WAC 180-16-030 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 4/9/45, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-035 Minimum standards—Schedule of minimum funds. [Rules, WAC 180-16-035, (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted April 21, 1947 with modifications automatically resulting because of subsequent legislative enactments: Amended March 31–April 1, 1958, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-040 Minimum standards—Junior high support. [Rules, WAC 180-16-040 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 6/24-25/47, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-044 Minimum standards—High school support. [Filed 12/17/64, effective 7/1/65; SBE 16-4-70; Finance Regulations (part), adopted 6/24-25/47, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-045 Minimum standards—Equalization level of a school district that establishes a high school. [Rules, WAC 180-16-045 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC).] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-050 Minimum standards—Attendance credit for apportionment purposes in case of nonattendance. [Rules, WAC 180-16-050 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), adopted 2/24/60, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-055 Minimum standards—More than 180 days school operation during any one school year—Summer school programs. [Rules, WAC 180-16-055 (SBE section 16-4), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Finance Regulations (part), Subsection 1, adopted 4/9/45; Subsection 2, adopted 6/10-11/46; Subsections 3-6, adopted 4/3-4/59; Subsections 1-6, filed 3/24/60.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-057 Approval or nonapproval of summer school programs for apportionment credit. [Rules, WAC 180-16-057 (SBE section 16-8), filed 12/17/64, effective 7/1/65 (repealed before publication in WAC); Filed 7/11/63, effective 8/12/63.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-060 Approval or nonapproval of summer school programs for apportionment credit—Allotments to school districts with an excessive annual increase in enrollment. [SBE 16-4-63, 16-4-630 and 16-4-631, filed 12/17/64, effective 7/1/65.] Repealed by order filed 5/3/66, effective 6/3/66.
- 180-16-065 Junior college apportionment units. [Adopted 11/3/41, filed 3/24/60.] Repealed by order filed 12/17/64, effective 7/1/65.
- 180-16-100 Intermediate school districts—Regulations and formula for the allocation of state funds. [Order 2-69, § 180-16-100, filed 6/27/69; SBE 16-20-2, filed 6/20/67, effective 7/21/67; SBE 16-20-1 and 16-20-2, filed 5/3/66, effective 6/3/66; Subsection 1, filed 12/17/64, effective 7/1/65; Subsection 2, filed 7/20/65; Filed 12/17/64, effective 7/1/65; Adopted 6/9/59, filed 3/24/60.] Repealed by Order 6-71, filed 10/13/71.
- 180-16-101 Intermediate school districts—Budgets—Request for allocation. [Order 2-69, § 180-16-101, filed 6/27/69; SBE 16-20-3, filed 6/20/67, effective 7/21/67; SBE 16-20-3, filed 5/3/66, effective 6/3/66.]

- 6/3/66; Filed 12/17/64, effective 7/1/65.] Repealed by Order 6-71, filed 10/13/71.
- 180-16-102 Intermediate school districts—Allocation of funds—By superintendent. [Order 2-69, § 180-16-102, filed 6/27/69; SBE 16-20-4, filed 5/3/66, effective 6/3/66; filed 12/17/64, effective 7/1/65.] Repealed by Order 6-71, filed 10/13/71.
- 180-16-165 Minimum approval requirements for purposes of apportionment. [Order 3-77, § 180-16-165, filed 6/1/77; Order 2-76, § 180-16-165, filed 3/23/76; Order 5-73, § 180-16-165, filed 9/6/73; Order 4-72, § 180-16-165, filed 8/29/72; Order 7-70, § 180-16-165, filed 6/9/70; Order, filed 4/26/67; Order, filed 7/27/66.] Repealed by 78-06-097 (Order 3-78), filed 6/5/78. Statutory Authority: RCW 28A.41.130 and 28A.58.754.
- 180-16-167 Kindergarten operation on ninety full-day school year basis—Approval provisions. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-167, filed 6/5/78; Order 4-72, § 180-16-167, filed 8/29/72.] Repealed by 79-02-048 (Order 1-79), filed 1/30/79. Statutory Authority: RCW 28A.58.750.
- 180-16-170 Adult education. [SBE 16-12-4, filed 5/3/66, effective 6/3/66; Filed 12/17/64, effective 7/1/65.] Repealed by Order 6-71, filed 10/13/71.
- 180-16-190 Community colleges, state support of. [Reference 16-16-8, filed 5/3/66, effective 6/3/66.] Repealed by Order 7-70, filed 6/9/70.
- 180-16-230 Definitions—Basic skills areas. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-230, filed 6/5/78.] Repealed by 79-10-033 (Order 10-79), filed 9/12/79. 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.
- 180-16-235 Definitions—Work skills. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-235, filed 6/5/78.] Repealed by 79-10-033 (Order 10-79), filed 9/12/79. 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.

WAC 180-16-003 Authority for rules. The rules and regulations hereinafter set forth hereby are established pursuant to authority contained in RCW 28A.09.100, 28A.34.010, 28A.41.130 and 28B.50.240. [Order 6-71, § 180-16-003, filed 10/13/71; Order, filed 5/3/66, effective 6/3/66; No SBE, filed 12/17/64, effective 7/1/65.]

Reviser's note: RCW 28A.09.100 and RCW 28B.50.240 were reclassified as RCW 28C.04.230 pursuant to section 17, chapter 174, Laws of 1975 1st ex. sess.

WAC 180-16-150 Federal funds, channeling of for education—Policy statement. The several states have established school systems in accordance with the wishes of their citizens, delegating certain authorities and duties to local school districts and general supervision to a state educational agency. The existence of this administrative pattern within the several states makes it unnecessary, uneconomical and contrary to fundamental American principles for the federal government to establish duplicating administrative machinery for administering educational programs.

Inasmuch as federal funds are needed to equalize and strengthen the public school system, to provide additional educational opportunities for veterans and to

strengthen other special school programs, it is of paramount importance that these funds be administered in the proper manner and that the following principles be observed:

(1) The law appropriating the federal funds should set forth the over-all objectives which the law is designed to promote.

(2) These funds should be appropriated to the United States office of education for distribution to the several state educational agencies in accordance with an equitable plan of distribution.

(3) The administration and supervision of educational programs paid for from these funds should be delegated completely to the proper state educational agency. [SBE 16-24-1, filed 12/17/64, effective 7/1/65; Rules (part), filed 3/24/60, adopted 5/13-14/57.]

WAC 180-16-160 Nursery school operation. Pursuant to provisions of RCW 28A.34.020, the state board of education recommends to boards of directors of school districts relative to the establishment and/or operation of nursery schools under provisions of chapter 28A.34 RCW as follows:

(1) The all-day nursery school service for working mothers should be continued after June 30, 1947, insofar as the extra cost for such service can be obtained from parents' fees and from other local sources.

(2) Nursery schools providing group activities for a limited part of the day and providing instruction in child care for parents should be established on an experimental basis where conditions are favorable to such programs. [Order 3-77, § 180-16-160, filed 6/1/77; SBE 16-6-1, filed 12/17/64, effective 7/1/65.]

WAC 180-16-162 Presumption of approved program operation—Strikes—Exception—Approval/disapproval of program during strike period. It shall be presumed that all school days conducted during a school year for which the state board of education has granted annual program approval are conducted in an approved manner, except for school days conducted during the period of a strike. The following shall govern the approval or disapproval of a program conducted during the period of a strike:

(1) Upon the submission of a complaint of substandard program operation by a credible observer, the state superintendent of public instruction may investigate the complaint and program being operated during the strike.

(2) The district's program shall be deemed disapproved if the investigation of the state superintendent establishes a violation of any one or more of the following standards or, as the case may be, such deviations as have been approved by the state board:

(a) All administrators must have proper credentials;

(b) WAC 180-16-220(2) which requires that all teachers have proper credentials;

(c) The school district shall provide adequate instruction for all pupils in attendance;

(d) WAC 180-16-240(2)(g) which requires that adequate provisions must be made for the health and safety of all pupils;

(e) The local district shall have a written plan for continuing the school program during this period; and

(f) The required ratio of enrolled pupils to certificated personnel for the first five days shall not exceed 60 to 1, for the next five days shall not exceed 45 to 1 and thereafter shall not exceed 30 to 1.

(3) Program disapproval shall be effective as of the day following transmittal of a notice of disapproval by the state superintendent and shall apply to those particular school days encompassed in whole or in part by the remainder of the strike period.

(4) The decision of the state superintendent shall be final except as it may be reviewed by and at the option of the state board.

(5) The program shall be deemed approved during those days of operation for which a trial court order is in effect ordering striking employees to work. [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), § 180-16-162, filed 9/12/79; Order 5-73, § 180-16-162, filed 9/6/73.]

WAC 180-16-163 Strike defined. For the purpose of WAC 180-16-162, the term "strike" shall mean: A concerted work stoppage by employees of a school district of which there has been a formal declaration by their recognized representative and notice thereof provided to the district by such representative at least two calendar school days in advance of the actual stoppage. [Order 5-73, § 180-16-163, filed 9/6/73.]

WAC 180-16-164 Work stoppages and maintenance of approved programs for less than 180 days not condoned. Nothing in WAC 180-16-162, 180-16-163 or 180-16-191 through 180-16-240 shall be construed as condoning or authorizing any form of work stoppage which disrupts the planned educational program of a district, or any portion thereof, or the maintenance of an approved program for less than the minimum number of school days required by law except as excused for apportionment purposes by the superintendent of public instruction pursuant to RCW 28A.41.170. [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), § 180-16-164, filed 9/12/79; Order 5-73, § 180-16-164, filed 9/6/73.]

WAC 180-16-166 Entry age. The purpose of WAC 180-16-166 is to implement RCW 28A.58.190 which authorizes the State Board of Education to establish uniform entry qualifications.

(1) Uniform rule. Effective midnight August 31, 1979, a child must be five years of age as of midnight August 31 of the year of entry to be permitted to enter kindergarten. Effective midnight August 31, 1980, a child must be six years of age as of midnight August 31 of the year of entry to be permitted to enter the first grade.

(2) Delayed implementation. School districts using an entry age date for kindergarten later than the foregoing as of July 1, 1979, shall be permitted to use an entry age

date for kindergarten of no later than October 31 for the 1979-80 school year and of no later than September 30 for the 1980-81 school year.

School districts using an entry age date for first grade later than the foregoing as of July 1, 1979, shall be permitted to use an entry age date for the first grade of no later than October 31 for the 1980-81 school year and of no later than September 30 for the 1981-82 school year.

Notwithstanding the foregoing, a school district which qualifies for such delayed implementation shall not establish an entry age date later than that in use on July 1, 1979.

(3) Exceptions. School districts may establish exceptions to the uniform entry age qualifications authorizing younger children to enter kindergarten and first grade pursuant to district regulations establishing a screening process and/or instrument(s) which shall measure the ability, or the need, or both of the individual student in order to demonstrate that the student is sufficiently advanced to succeed in such a program. Such process and/or instrument shall include but not be limited to screening in the following areas:

- (a) Mental ability;
- (b) Gross motor skills;
- (c) Fine motor skills;
- (d) Visual discrimination;
- (e) Auditory discrimination; and
- (f) Emotional/social development.

Such regulation shall provide for an internal district appeal process for parents or guardians to seek review of the decision of the building administrator. [Statutory Authority: RCW 28A.58.190. 79-06-047 (Order 2-79), § 180-16-166, filed 5/22/79.]

WAC 180-16-180 Vocational-technical institutes, state support of. Pursuant to provisions of RCW 28A.41.130, 28A.09.100 and 28B.50.240 and the provisos in the currently effective state budget and appropriations act appropriating to the superintendent of public instruction an amount for vocational-technical institutes and an amount for adult education in such institutes, the rules and regulations hereinafter set forth shall govern determination of eligibility of vocational-technical institutes for apportionment from state funds.

(1) Approved vocational-technical institute. A vocational-technical institute established and maintained in accordance with requirements of chapter 180-58 WAC shall be deemed to be in compliance with eligibility requirements for apportionment from state funds.

(2) Certification to state superintendent. The state board of education shall furnish to the superintendent of public instruction certification of approval of any and all vocational-technical institutes approved by the state board under authority of RCW 28A.41.130, 28A.09.100 and 28B.50.240 and provisions of chapter 180-58 WAC.

(3) Approval of additional courses—State superintendent. Subsequent to certification by the state board of education to the superintendent of public instruction of approval of a vocational-technical institute as provided

in subsection (2) above, additional courses and apportionment related thereto shall be subject to the approval of and authorization by the state superintendent as provided in WAC 180-58-090. [Order 3-77, § 180-16-180, filed 6/1/77; Order 6-71, § 180-16-180, filed 10/13/71; Filed 5/3/66, effective 6/3/66; SBE 16-16-4, 16-16-40, 16-16-401 and 16-16-402, filed 12/17/64, effective 7/1/65.]

Reviser's note: RCW 28A.09.100 and RCW 28B.50.240 were recodified as RCW 28C.04.230 pursuant to section 17, chapter 174, Laws of 1975 1st ex. sess.

WAC 180-16-191 Purpose—Programs subject to basic education allocation entitlement requirements. (1) **Purpose.** The purpose of WAC 180-16-191 through 180-16-225 is to implement those portions of RCW 28A.41.130, 28A.41.140 and 28A.58.754 that authorize and require the adoption of program standards that govern a school district's entitlement to state basic education allocation funds pursuant to RCW 28A.41.130 and related statutes and appropriation acts. As used hereafter, "basic education allocation entitlement requirements" and "entitlement requirements" mean WAC 180-16-191 through 180-16-225.

(2) **Programs subject to entitlement requirements.** The requirements, procedures and other provisions set forth in these basic education allocation entitlement requirements shall apply to kindergarten programs, and to such portion of the grade one through twelve program including related vocational instruction, as a school district provides for students enrolled in kindergarten through grade twelve. [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), § 180-16-191, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-191, filed 6/5/78.]

WAC 180-16-195 Annual reporting and review process. (1) **Annual district reports.** A review of each school district's kindergarten through twelfth grade program shall be conducted annually for the purpose of determining compliance or noncompliance with these basic education allocation entitlement requirements. On or before the third Monday in October of each school year each school district superintendent shall complete and return the program data report form(s) now and hereafter prepared and distributed by the superintendent of public instruction. Such forms shall be designed to elicit data necessary to a determination of a school district's compliance or noncompliance with these entitlement requirements. Data reported on any such form(s) by a school district shall accurately represent the actual status of the school district's program as of the first school day in October and as thus far provided and scheduled for the entire current school year. Such forms shall be signed by: (a) The school board president or chairperson, and (b) the superintendent of the school district.

(2) **State staff review.** State staff shall review each school district's program data report and such supplemental state reports as staff deems necessary, and prepare recommendations and supporting reports for presentation to the state board of education: *Provided*, That if a school district's initial program data report and any other state reports considered do not establish compliance with these basic education allocation entitlement requirements, the district shall be provided the opportunity to explain the deficiency and provide supplemental data. School districts which foresee that they will not be able to comply with these entitlement requirements or that are deemed by state staff to be in noncompliance may petition for a waiver on the basis of the limited grounds set forth in WAC 180-16-225.

(3) **Annual certification of compliance or noncompliance—Withholding of funds for noncompliance.**

(a) At the annual March meeting of the state board of education, or at such other meeting as the board shall designate, the board shall certify each school district as being in compliance or noncompliance with these basic education allocation entitlement requirements.

(b) A certification of compliance shall be effective for the then current school year subject to any subsequent ad hoc review and determination of noncompliance as may be deemed necessary or advisable by the state board of education or the superintendent of public instruction. In addition, a certification of compliance shall be effective tentatively for the succeeding school year until such time as the state board takes its annual action certifying compliance and noncompliance with these entitlement requirements, at which time the state board may retroactively and/or otherwise revoke such tentative certification upon a finding of noncompliance.

(c) A certification of noncompliance shall be effective until program compliance is assured by the school district to the satisfaction of the superintendent of public instruction, subject to review by the state board. Basic education allocation funds in an amount(s) established by the state board shall be permanently deducted from the basic education allocation of a school district that has been certified as being in noncompliance unless such district has received a waiver, pursuant to WAC 180-16-225, from the state board for such noncompliance, or assurance of program compliance is subsequently provided for the school year previously certified as in noncompliance and is accepted by the state board. [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), § 180-16-195, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-195, filed 6/5/78.]

WAC 180-16-200 Total program hour offering—Basic skills and work skills requirements. (1) **Total program hour offering—Definition.**

(a) Each school district shall make available to students enrolled at least a total program hour offering as set forth in subsections (2) through (6) of this section.

For the purpose of this section, "total program hour offering" shall mean those hours of sixty minutes each, inclusive of intermissions for class changes, recess and teacher/parent-guardian conferences which are planned and scheduled by the district for purposes of discussing students' educational needs or progress, and exclusive of time actually spent for meals, when students are provided the opportunity to engage in educational activity planned by and under the direction of school district staff, as directed by the administration and board of directors of the district.

(b) Adjustments of program hour offerings between grade level groupings. Any school district may petition the state board of education for a reduction in the total program hour offering requirements for one or more of the grade level groupings specified in subsections (2) through (6) of this section. The state board of education shall grant all such petitions that are accompanied by an assurance that the minimum total program hour offering requirements in one or more other grade level groupings will be exceeded concurrently by no less than the number of hours of the reduction.

(c) **Frequency and extent of basic skills and work skills offerings.** A school district has "provided the opportunity to engage in" the basic skills and work skills activities required by this section when the district actually conducts such activities for students. If a district is not actually conducting the percentage(s) of basic skills and/or work skills required by this section, such district nevertheless shall be deemed to be in compliance with such requirements if such district made a reasonable and good faith effort to provide students the opportunity to take the section(s) or course(s) necessary to comply with such requirements, including having extended the enrollment period through at least the first school day of the term, but no student enrolled. Each of the basic skills areas specified in subsections (2) through (6) of this section for a particular grade level grouping must be offered each school year to students at one or more of the grade levels within the particular grade level grouping. Instruction in at least one of the following work skills must be offered each school year to students at one or more of the grade levels within each of the grade level groupings specified in subsections (5) and (6) of this section: Industrial arts, home and family life education, business and office education, distributive education, agricultural education, health occupations education, vocational education, trade and industrial education, technical education and career education.

(d) Five percent variation—Basic skills and work skills requirements. A school district may establish minimum course mix percentages that deviate within any grade level grouping by up to five percentage points above or below the minimums established by subsections (3) through (6) of this section, provided the total program hour offering requirement for the grade level grouping is met.

(2) **Kindergarten.** Each school district shall make available to students in kindergarten at least a total program offering of four hundred fifty hours each school year. The program shall include reading, arithmetic,

language skills and such other subjects and activities as the school district shall determine to be appropriate for the education of the school district's students enrolled in such program.

(3) **Grades 1 through 3.** Each school district shall make available to students in grades one through three at least a total program hour offering of two thousand seven hundred hours each school year. A minimum of ninety-five percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. The remaining five percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(4) **Grades 4 through 6.** Each school district shall make available to students in grades four through six at least a total program offering of two thousand nine hundred seventy hours each school year. A minimum of ninety percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. The remaining ten percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(5) **Grades 7 through 8.** Each school district shall make available to students in grades seven through eight at least a total program hour offering of one thousand nine hundred eighty hours each school year. A minimum of eighty-five percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. A minimum of ten percent of the total program offerings shall be in the area of work skills. The remaining five percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(6) **Grades 9 through 12.**

(a) Each school district shall make available to students in grades nine through twelve at least a total program hour offering of four thousand three hundred twenty hours each school year. A minimum of sixty percent of such total program hour offerings shall be in each of the basic skills areas of language arts, foreign language, mathematics, social studies, science, music, art, health and physical education. A minimum of twenty percent of the total program hour offerings shall be in the area of work skills. The remainder of the total program hour offerings may include traffic safety or such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades: *Provided, That,* whether or not the five percent deviations in course mix

percentages allowed by subsection (2)(d) of this section are applied, not less than four hundred and thirty-two hours (i.e., ten percent of the total program hour requirement) of such remaining total program hour offering shall consist of basic skills and/or work skills: *Provided*, That any program hours not achieved due to the implementation of WAC 180-16-215(4) relating to students graduating from high school, shall not be deducted from the total program hours calculated.

(b) Grade nine option. Each school district shall have the option of including grade nine within the program hour offering requirements of grades seven and eight so long as such requirements for grades seven through nine are increased to two thousand nine hundred seventy hours and such requirements for grades ten through twelve are decreased to three thousand two hundred forty hours. Each school district shall state which option is in use when providing compliance documentation to the superintendent of public instruction.

(7) Basis and means for determining compliance with basic skills and work skills percentage requirements.

(a) Each school district shall adopt a written policy and procedure for establishing the basis and means for determining and monitoring compliance with the basic skills and work skills percentages and course requirements established by this section. Written documentation of such annual determinations and monitoring activities shall be maintained on file by each school district.

(b) Handicapped education programs, vocational-technical institute programs, state institution and state residential school programs, all of which programs are conducted for the common school age, kindergarten through secondary school program students encompassed by this section, shall be exempt from the basic skills and work skills percentage and course requirements of this section in order that the unique needs, abilities or limitations of such students may be met. [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), § 180-16-200, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-200, filed 6/5/78.]

WAC 180-16-205 Classroom teacher contact hours requirement. (1) Contact hours requirement--Definition.

The average annual direct classroom contact hours for each average annual full-time equivalent certificated classroom teacher employed by a school district shall be no less than twenty-five hours per week. For the purpose of this section "classroom contact hours" shall mean those hours a certificated classroom teacher is instructing students in a classroom, exclusive of such time as the teacher spends for preparation, conferences, administrative duties, and any other nonclassroom instruction duties.

(2) **Classroom--Definition.** For the purpose of this section, "classroom" shall mean those areas or spaces within or without a building, on or off a school campus,

that are utilized by a certificated classroom teacher and his/her students for the conduct of planned instructional activities.

(3) **Computation of FTE teachers.** For the purpose of this section the "average annual full-time equivalent classroom teachers" of a school district shall be the sum of full-time and part-time teachers computed as follows:

(a) **Full-time teachers.** Each employee who is employed full-time for the regular instructional year exclusive of summer school, and who is assigned solely classroom instructional and related duties (e.g., planning periods, parent/teacher conferences, before and after school supervision of students, etc.) pursuant to his/her basic contract shall be counted as one full-time equivalent classroom teacher regardless of his/her actual teaching load. No such employee shall be counted as more than one full-time equivalent classroom teacher: *Provided*, That in the case of full-time employees of a school district that conducts a year round regular school program who are employed for a term in excess of the equivalent of the regular instructional year for individual students, such excess term of employment shall be counted as a portion of an additional full-time equivalent classroom teacher.

(b) **Part-time teachers.** Each part-time employee who is assigned classroom instructional duties solely or in part, and each full-time employee who is assigned both classroom instructional duties and nonclassroom related duties (e.g., administrative duties, extracurricular instructional or supervisory duties, etc.) pursuant to his/her basic contract, shall be counted as a fractional full-time equivalent classroom teacher based upon the percentage of time he or she performs duties equivalent to the duties performed by a full-time employee who is assigned solely classroom instructional duties and related duties (e.g., planning periods, parent/teacher conferences, before and after school supervision of students, etc.) pursuant to his/her basic contract.

(4) **Computation of annual average direct classroom contact hour requirement.** The number of average annual full-time equivalent classroom teachers employed by a school district and computed pursuant to subsection (3) of this section shall be divided into the sum of:

(a) The total number of hours (60 minutes each) within the regular instructional school year that such average annual full-time equivalent classroom teachers are scheduled to be in contact with and instructing students in a classroom (including those hours which would have been accrued but for the implementation of WAC 180-16-215(4), relating to students graduation from high school) divided by the quotient obtained by dividing the number of school days in the regular instructional year by five, plus

(b) At the discretion of each school district board of directors, up to two hundred minutes per average annual full-time equivalent classroom teacher for every five school days scheduled for the regular instructional year, for authorized teacher/parent-guardian conferences, recess, passing time between classes, and informal instructional activity.

The quotient shall not be less than twenty-five (hours). [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), § 180-16-205, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-205, filed 6/5/78.]

WAC 180-16-210 Kindergarten through grade three students to classroom teacher ratio requirement. The ratio of students enrolled in a school district in kindergarten through grade three to kindergarten through grade three classroom teachers shall not be greater than the ratio of students to classroom teachers in grades four through twelve. For the purpose of this section "classroom teacher" shall mean any instructional employee who possesses a valid teaching certificate or permit issued by the superintendent of public instruction and whose "primary" duty is the daily educational instruction of students.

(1) **Computation of ratios.** Student to classroom teacher ratios shall be computed as follows:

(a) .5 kindergarten October 1 enrollment + October 1 enrollment grades 1-3 divided by (÷) FTE certificated employees whose "primary" duty is the daily instruction of pupils in grades K through 3.

(b) October 1 enrollment in grades 4 and above divided by (÷) FTE certificated employees whose "primary" duty is the daily instruction of pupils in grades 4 and above.

(c) For the purpose of this section exclude that portion of the time teachers and students participate in vocationally approved programs, traffic safety and special education programs from the above computations (i.e., programs hereby deemed to be "special programs").

(d) Include in the above computations only the time certificated employees are actually instructing students on a regularly scheduled basis. Exclude preparation and planning times from the above computation.

(2) **Exemptions.** School districts that have a ratio of kindergarten through grade three students to classroom teachers of twenty-five to one or less, nonhigh school districts, and school districts that have a student enrollment of two hundred fifty or less in grade nine through twelve are exempt from the students to classroom teachers ratio requirement of this subsection. [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), § 180-16-210, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-210, filed 6/5/78.]

WAC 180-16-215 Minimum one hundred eighty school day year. (1) **One hundred eighty school day requirement.** Each school district shall conduct no less than a one hundred eighty school day program each school year in such grades as are conducted by such school district, and one hundred eighty half-days of instruction, or the equivalent, in kindergarten. If a school district

schedules a kindergarten program other than one hundred eighty half-days, the district shall attach an explanation of its kindergarten schedule when providing compliance documentation to the superintendent of public instruction.

(2) **School day defined.** A school day shall mean each day of the school year on which pupils enrolled in the common schools of a school district are engaged in educational activity planned by and under the direction of the school district staff, as directed by the administration and board of directors of the district.

(3) **Accessibility of program.** Each school district's program shall be accessible to all legally eligible students, including handicapped students, who are five years of age and under twenty-one years of age who have not completed high school graduation requirements.

(4) **Five-day flexibility - Students graduating from high school.** A school district may schedule the last five school days of the one hundred eighty day school year for noninstructional purposes in the case of students who are graduating from high school, including, but not limited to, the observance of graduation and early release from school upon the request of a student. [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), § 180-16-215, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-215, filed 6/5/78.]

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) **Participation in accreditation.** Each school district shall participate in an accreditation process in accordance with the provisions of RCW 28A.04.120(4) and chapter 180-56 WAC, each as now or hereafter amended.

(4) **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: 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.]

WAC 180-16-225 Waiver—Grounds and procedure.

(1) **Grounds.** The state board of education may waive one or more of the basic education allocation entitlement requirements set forth in WAC 180-16-200 through 180-16-220(1) only if a school district's failure to comply with such requirement(s) is found by the state board to be caused by levy failure and/or substantial lack of classroom space as set forth below:

(a) **Levy failure.** For the school years 1978-79 through 1980-81 the state board may waive the requirements of WAC 180-16-200 through 180-16-220(1) if the board finds that the noncompliance has been caused by special levy failure. As a condition to a waiver based on levy failure the state board will consider and a school district must demonstrate at least the following:

(i) That the district made reasonable efforts to submit a levy proposition to the voters twice during the levy year in an amount sufficient to enable it to meet these entitlement requirements, and

(ii) That the district's failure to comply with these entitlement requirements was caused by the lack of the revenue that would have been received from the levy. Noncompliance may be deemed to have been caused by a levy loss if the school district can demonstrate that all funds that it reasonably has available to support basic education are not sufficient to enable it to meet the referenced entitlement requirements.

(b) **Substantial lack of classroom space.** The state board may waive the requirements of WAC 180-16-200 through 180-16-220(1) if the board finds that the noncompliance has been caused by a substantial lack of classroom space. As a condition to a waiver based on substantial lack of classroom space the state board will consider and a school district must demonstrate at least that the facilities of the school district do not contain enough classroom space or other space that can reasonably be converted into classroom space, and that necessary classroom space may not reasonably be acquired by lease or rental, to enable the district to comply with the referenced entitlement requirements.

(2) **Waiver procedure.** In order to secure a waiver pursuant to subsection (1) of this section a school district must submit a petition together with a detailed explanation and documentation in support of its request not later than thirty days prior to either:

(a) The state board of education meeting immediately preceding commencement of the school year; or

(b) The March (or such other meeting as the state board shall have established) meeting of the board at which the board will consider certifications of compliance and noncompliance with these entitlement requirements.

A school district that can reasonably foresee an inability to comply with entitlement requirements by reason of levy loss or substantial lack of classroom space should petition for a waiver as early as the state board meeting immediately preceding commencement of the school year in order to allow for the possibility that the request may be denied.

(3) **Nonwaiverable requirements.** The certification and the student learning objectives requirements set forth in WAC 180-16-220(2) and (4) may not be waived for any reason.

(4) **Deviations from certain supplemental requirements.** The state board may allow deviations from the participation in accreditation requirements set forth in WAC 180-16-220(3) for such reason(s) as the board deems reasonable. [Statutory Authority: RCW 28A.04.120. 80-06-093 (Order 7-80), § 180-16-225, filed 5/29/80. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-225, filed 6/5/78.]

WAC 180-16-240 Supplemental program standards.

(1) Each school district superintendent shall file each year a statement of district standing relative to these standards noting any deviations. Such statement shall be submitted at the same time as the annual basic education allocation entitlement program data report(s) required by WAC 180-16-195 is submitted. Deviation from these standards shall not result in withholding of any or all of a district's basic education allocation funds, however. The deviations shall be made available to the public separately or as a portion of the annual district guide published pursuant to RCW 28A.58.758(3) and this section.

(2) Supplemental program standards are as follows:

(a) Appropriate measures are taken to safeguard all student and school district permanent records against

loss or damage. See, e.g., RCW 40.14.070 regarding the preservation and destruction of local government agency records.

(b) Provision is made for the supervision of instructional practices and procedures.

(c) Current basic instructional materials are available for required courses of study.

(d) A program of guidance, counseling and testing services is maintained for students in all grades offered by that school district.

(e) A learning resources program is maintained pursuant to chapter 180-46 WAC and WAC 392-190-055, each as now or hereafter amended.

(f) The physical facilities of each district are adequate and appropriate for the educational program offered.

(g) There is adequate provision for the health and safety of all pupils within the custody of the school district. See, e.g., RCW 28A.04.120(11) regarding emergency exit instruction and drills and the rules or guidelines implementing the statute; the building code requirements of chapter 19.27 RCW and local building and fire code requirements; chapter 70.100 RCW regarding eye protection and the rules or guidelines implementing the chapter; RCW 28A.31.010 regarding contagious diseases and the rules, chapters 248-100 and 248-101 WAC, implementing the statute; RCW 43.20.050 regarding environmental conditions in schools and the rules, chapter 248-64 WAC, implementing the statute; and local health codes.

(h) A current policy statement pertaining to the administration and operation of the school district is available in each district's administrative office including, but not limited to, policies governing the school building and classroom visitation rights of nonstudents.

(i) Chapters 49.60 and 28A.85 RCW are complied with. These statutes prohibit unequal treatment of students on the basis of race, sex, creed, color, and national origin in activities supported by common schools.

(j) A descriptive guide to the district's common schools is published annually by the school district's board of directors, pursuant to RCW 28A.58.758(3), and is made available at each school in the district for examination by the public. [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), § 180-16-240, filed 9/12/79. Statutory Authority: RCW 28A.58.750. 79-02-048 (Order 1-79), § 180-16-240, filed 1/30/79; Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-240, filed 6/5/78.]

Chapter 180-20 WAC SCHOOL BUS TRANSPORTATION

WAC

180-20-100	Use of school buses—Promulgation.
180-20-105	Use of school buses—Definition of curricular and extracurricular use.
180-20-106	School bus operation for extracurricular use.
180-20-200	Training and qualifications of school bus drivers—Promulgation.

180-20-205	Training and qualifications of school bus drivers—Definitions.
180-20-210	Training and qualifications of school bus drivers—Driver's license and school bus driver's certificate or temporary permit required.
180-20-215	Training and qualifications of school bus drivers—Temporary school bus driver's permit.
180-20-220	Training and qualifications of school bus drivers—Continuing school bus driver's certificate.
180-20-225	Training and qualifications of school bus drivers—Annual physical examination required.
180-20-230	Training and qualifications of school bus drivers—Administration.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-20-010	Bus drivers—Certification and temporary certificates. [Bus regulations (part), adopted 10/19/46, filed 3/24/60.] Repealed by Order filed 12/17/64, effective 1/18/65.
180-20-015	Bus drivers—Requirements for certification. [Bus regulations (part), adopted 10/19/46, filed 3/24/60.] Repealed by Order filed 12/17/64, effective 1/18/65.
180-20-020	Bus drivers—Physical examination. [Bus regulations (part), adopted 10/8/54, filed 3/24/60.] Repealed by Order filed 12/17/64, effective 1/18/65.
180-20-025	Bus drivers—Physical examination form. [Bus regulations (part), adopted 9/9/57, filed 3/24/60.] Repealed by Order filed 12/17/64, effective 1/18/65.
180-20-110	Schedule of required transportation charges for . . . School year. [School bus rules (part), filed 11/8/61.] Repealed and decodified upon Order filed 12/17/64, effective 1/18/65; but see WAC 180-20-106.

WAC 180-20-100 Use of school buses—Promulgation. Consistent with its responsibilities as defined in RCW 28A.24.055, the state board of education hereby adopts and promulgates the regulations in WAC 180-20-105 pertaining to state board of education authorization of the use of school buses for officially designated school activities. [Order 8-75, § 180-20-100, filed 7/22/75; SBE 20-4-1, filed 12/17/64, effective 1/18/65; School bus rules (part), filed 11/8/61; School bus rules (part), filed 7/31/61.]

WAC 180-20-105 Use of school buses—Definition of curricular and extracurricular use. (1) **Curricular use.** The term "to and from school" is interpreted to mean the transportation of students from home to an assigned school building and return and/or to and from that building to other places of learning for the purpose of engaging in regular curricular activity. Although regular curricular activity may include the transportation of team participants in school athletics, music, dramatics, class field trips and similar projects, when these activities are judged integral to the curricular program by directors of the school district, state transportation reimbursement will be limited to those costs stipulated in chapter 392-141 WAC.

(2) **Extracurricular use.** All legal use of school buses other than as defined in subsection (1) above shall be considered "extracurricular" and shall be subject to the conditions as stated in chapter 28A.24 RCW. [Order 8-75, § 180-20-105, filed 7/22/75; SBE 20-4-20 and 20-4-21, filed 12/17/64, effective 1/18/65; School bus rules (part), filed 11/8/61; School bus rules (part), filed 7/31/61. Formerly WAC 180-20-106 (part).]

WAC 180-20-106 School bus operation for extra-curricular use. (1) **Limitations.** Under provisions of RCW 28A.24.055, school buses may be used for extra-curricular 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 schedule of statewide average costs plus ten percent of school bus operation as determined by the state superintendent of public instruction based on pertinent annual reports of school districts, such schedule subject to change as change in average costs dictate.

(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 schedules and instructions provided annually by the state superintendent of public instruction.

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. [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.]

WAC 180-20-200 Training and qualifications of school bus drivers—Promulgation. Consistent with its responsibilities defined in RCW 28A.04.131, the state board of education hereby adopts and promulgates the regulations pertaining to the training and qualifications of school bus drivers hereinafter in WAC 180-20-205 through 180-20-230 set forth. [Order 8-75, § 180-20-200, filed 7/22/75; Order 5-69, § 180-20-200, filed 7/31/69.]

WAC 180-20-205 Training and qualifications of school bus drivers—Definitions. For the purposes of WAC 180-20-205 through 180-20-230:

(1) "School bus driver" means the person employed by the board of directors of a school district to operate a motor vehicle for the transportation of school children.

(2) "School bus driver's certificate" means an authorization issued by the superintendent of public instruction certifying that the holder has met state board of education requirements to operate a school bus. [Order 8-75,

§ 180-20-205, filed 7/22/75; Order 5-69, § 180-20-205, filed 7/31/69.]

WAC 180-20-210 Training and qualifications of school bus drivers—Driver's license and school bus driver's certificate or temporary permit required. Every school bus driver in addition to holding a valid driver's license with the appropriate special endorsement issued by the state department of motor vehicles pursuant to chapter 46.20 RCW or an equivalent endorsement issued by another lawful issuing authority approved by the Washington state department of motor vehicles, shall hold a valid continuing certificate or temporary school bus driver's permit issued in accordance with the provisions of this chapter. [Order 8-77, § 180-20-210, filed 7/18/77; Order 8-75, § 180-20-210, filed 7/22/75; Order 5-69, § 180-20-210, filed 7/31/69.]

WAC 180-20-215 Training and qualifications of school bus drivers—Temporary school bus driver's permit. Temporary school bus drivers' permits may be issued by educational service district superintendents upon application by an authorized representative of the employing school district subject to compliance with the following provisions:

(1) **Effective period.** The temporary school bus driver's permit shall be valid for a period of ninety school days and shall be nonrenewable: *Provided*, That the educational service district superintendent may extend such period for a reasonable number of days when necessary to enable an applicant to complete the prescribed training course requirements for the continuing school bus driver's certificate.

(2) **Applicant qualification requirements.** The applicant must meet the requirements set forth below:

(a) Age: Minimum eighteen years.

(b) Driver's license: Possess a valid driver's license issued by the state department of motor vehicles.

(c) Experience:

(i) One year of experience as a driver of a passenger car and one year of experience as a driver of a truck or commercial vehicle, or

(ii) At least two years of experience as a driver of a passenger car.

(d) Character: Employing school district must determine and certify that applicant is of good moral character.

(e) Physical requirements: Applicant must be able-bodied, free from communicable disease, physically able to handle a bus with ease; shall have normal use of both hands, both feet, both eyes and both ears; and must satisfactorily meet physical standards for school bus drivers established by the superintendent of public instruction and approved by the Washington state medical association as evidenced by physical examination and physician's certification that applicant is medically qualified.

(f) Shall not be habitually or excessively addicted to the use of any alcoholic beverage or liquor, narcotic, habit-forming drug, or dangerous drug.

(g) Shall not have been convicted of any violation of law involving the use, sale, possession, or transportation of any narcotic, habit-forming drug, or dangerous drug.

(h) Shall not have been convicted or cited by lawful authority (except those citations which a court or authorized administrative agency has found the applicant to be "not guilty" of) for violation of a law involving hit and run driving, driving while intoxicated, reckless driving or negligent driving, within the preceding three year period.

(i) Shall not have had his/her driving license privilege suspended or revoked by a court or authorized administrative agency for cause involving or arising out of the operation of a motor vehicle, within the preceding three year period.

(j) Shall not have been convicted of any violation of law involving the physical molesting, abuse, injury or neglect of any minor.

(k) Shall not have been convicted of any violation of law which would demonstrate that the applicant is of poor moral character.

(3) Application procedure.

(a) Application for temporary school bus driver's permit must be approved by an authorized representative of the employing school district, certified by said school official that the applicant meets the qualification requirements set forth in (2) above and the medical requirements set forth in WAC 180-20-215, and submitted by the employing school district to the educational service district superintendent.

(b) Upon approval of application by the educational service district superintendent, the temporary permit will be transmitted to the employing school district, recorded by said district, and delivered to the applicant. [Order 8-77, § 180-20-215, filed 7/18/77; Order 1-76, § 180-20-215, filed 2/3/76; Order 8-75, § 180-20-215, filed 7/22/75; Order 5-69, § 180-20-215, filed 7/31/69.]

WAC 180-20-220 Training and qualifications of school bus drivers—Continuing school bus driver's certificate. The continuing school bus driver's certificate shall be issued upon evidence of compliance with the requirements and in accordance with the procedures set forth below and will be valid for a period of four years.

(1) Applicant qualification requirements. The applicant must meet the requirements hereinbefore in WAC 180-20-215(2) set forth and in addition thereto shall:

(a) Satisfactorily complete the school bus driver training course hereinafter prescribed. This training course must be completed within six months following the date of the first class attended.

(b) Hold a current and valid first aid card which certifies that the applicant has completed a course in the basic principles of first aid within the preceding three year period.

(2) School bus driver training course. A basic course and a refresher course in school bus driver training shall be established by the superintendent of public instruction. Such courses shall be given at a time and place determined by the educational service district

superintendent in cooperation with the superintendent of public instruction or his/her designee.

(3) Training and certification of instructors. Instructors of school bus driver training courses shall be trained and certified under the direction of the superintendent of public instruction or his/her designee. The superintendent shall, upon request by the educational service district superintendent, furnish a current list of qualified school bus driver training instructors.

(4) Issuance of continuing certificate—Procedures. A continuing school bus driver's certificate shall be issued by the superintendent of public instruction to each trainee upon evidence submitted by the certified instructor that the requirements of (1) above have been satisfied.

Continuing certificates will be granted to drivers with the understanding that any unsafe driving practices, violation of motor vehicle laws, school bus regulations, or involvement in an accident which the bus driver could have prevented or an accident in which the bus driver is held to be partially or wholly at fault could result in the cancellation of the school bus driver certificate. This applies to any motor vehicles the bus driver may be operating.

Concurrent with the issuance of a continuing certificate, the instructor shall forward to the appropriate educational service district superintendent the following documents relating to the application of the trainee:

(a) The application for a school bus driver's certificate.

(b) Record of training course attendance.

(c) Certification by instructor of successful completion of training course.

(d) Certification by employing school district that it has on file current physician's certification as provided in WAC 180-20-215(2)(e).

(5) Notification to employing school district. The educational service district superintendent shall transmit to the employing school district the names of the individuals granted continuing school bus drivers' certificates.

(6) Effective period of continuing certificate—Limitations—Rescission.

(a) The effective period of the continuing school bus driver's certificate shall be limited to four years or to the period that the holder thereof continues to meet the requirements of WAC 180-20-210, 180-20-215(2) and 180-20-225.

(b) When it is sufficiently evident that the holder of a continuing certificate fails to continue to meet one or more of the requirements hereinbefore set forth, the superintendent of public instruction shall, in compliance with the provisions of chapter 34.04 RCW, effect a cancellation of said certificate.

(7) Recertification procedures.

(a) Prior to the expiration of the school bus driver continuing certificate, the holder must successfully complete the refresher course prescribed by the superintendent of public instruction and continue to meet all other requirements as hereinbefore set forth.

(b) If a trainee completes the basic course and is not employed as a school bus driver within one-year period,

he/she must be recertified as indicated in (a) above. [Order 1-76, § 180-20-220, filed 2/3/76; Order 8-75, § 180-20-220, filed 7/22/75; Order 5-69, § 180-20-220, filed 7/31/69.]

WAC 180-20-225 Training and qualifications of school bus drivers—Annual physical examination required. An annual physical examination shall be required of each school bus driver in accordance with standards and procedures established by the superintendent of public instruction and approved by the Washington state medical association. The schedule of such physical examinations for drivers shall be as follows:

Under 36 Yrs. of Age	Ages 36-59	Over 59 Yrs. of Age
Complete examination every four years	Complete examination every two years	Complete examination each year
Recertification in each of the three interim years	Recertification in the interim year	

[Order 8-75, § 180-20-225, filed 7/22/75; Order 5-69, § 180-20-225, filed 7/31/69.]

WAC 180-20-230 Training and qualifications of school bus drivers—Administration. It shall be the responsibility of the superintendent of public instruction to administer the program of training and qualifications of school bus drivers consistent with the provisions of this chapter. [Order 8-75, § 180-20-230, filed 7/22/75; Order 5-69, § 180-20-230, filed 7/31/69.]

Chapter 180-22 WAC EDUCATIONAL SERVICE DISTRICTS

WAC	
180-22-150	Educational service districts—Purpose—Criteria.
180-22-200	Educational service districts—Qualifications of superintendents.
180-22-250	Board of directors—Election of members.
180-22-255	Eligibility—Declaration of candidacy—Withdrawal—Lapse of election.
180-22-260	Biographical data—Limitation.
180-22-265	Ballots.
180-22-270	Voting.
180-22-275	Publicity.
180-22-280	Postage.
180-22-285	Recount of votes cast—Automatic—By request—Certification.
180-22-290	Composition of election board.
180-22-295	Contest of elections.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-22-005	Regulatory provisions relating to specific acts. [Order 3-68, § 180-22-005, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
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180-22-010	Definitions. [Order 3-68, § 180-22-010, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-015	State-wide plan of service areas—Policy. [Order 3-68, § 180-22-015, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-020	State-wide plan of service areas—Purpose—Criteria. [Order 3-68, § 180-22-020, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-025	State-wide plan of service areas—Changes in service area boundaries—Procedure. [Order 3-68, § 180-22-025, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-030	State-wide plan of service areas—Service area division. [Order 3-68, § 180-22-030, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-035	Intermediate districts. [Order 3-68, § 180-22-035, filed 2/14/68.] Repealed by Order 3-69, filed 6/27/69 and Emergency Order 1-69, filed 5/1/69.
180-22-297	Listing of candidates' names. [Permanent and Emergency Order 12-77, § 180-22-297, filed 8/30/77, effective 8/30/77.] Repealed by Order 16-77, filed 12/13/77.

WAC 180-22-150 Educational service districts—Purpose—Criteria. It shall be the purpose of the state-wide territorial organization of educational service districts to more readily and efficiently adapt to the changing economic pattern and educational program in the state so that the children of the state will be provided with more equal educational opportunities.

The establishment of educational service districts shall be in accordance with the criteria hereinafter set forth. In making a determination of the boundaries of an educational service district, reasonable weight shall be given to each criterion individually and to all criteria collectively. Failure to meet any single criterion shall not necessarily prohibit the establishment of an intermediate district if in the judgment of the state board of education the establishment of the intermediate district is warranted by a collective consideration of all the criteria.

(1) Program and staff. An educational service district shall have the ability to support an administrative unit of sufficient staff to provide a program of educational services including but not limited to leadership and consultant services in administration and finance, in-service education programs for teachers and administrators, special services for the handicapped and educationally talented, planning of school facilities, counseling and guidance, instructional materials, and development of projects and proposals under various federal acts.

(2) Size. An educational service district should have no more than a maximum area of 7,500 square miles, nor should an intermediate district have less than a minimum area of 1,700 square miles.

(3) School enrollment. An educational service district shall have a potential of 15,000 students within the clearly foreseeable future.

(4) Topography and climate. In establishing the boundaries of an educational service district, consideration shall be given to topography and climate as these

factors may affect the educational services to be provided and the economic efficiency of the program. [Order 4-77, § 180-22-150, filed 6/2/77; Order 3-69, § 180-22-150, filed 6/27/69; Emergency Order 1-69, filed 5/1/69.]

WAC 180-22-200 Educational service districts—Qualifications of superintendents. To be eligible for appointment to the office of educational service district superintendent, a candidate shall have such qualifications as the educational service district board alone shall determine: *Provided*, That any person employed on or before September 1, 1977 as an educational service district superintendent or assistant superintendent shall be deemed qualified to hold the office of educational service district superintendent. [Permanent and Emergency Order 12-77, § 180-22-200, filed 8/30/77, effective 8/30/77; Order 4-77, § 180-22-200, filed 6/2/77.]

WAC 180-22-250 Board of directors—Election of members. Pursuant to provisions of section 14, chapter 283, Laws of 1977 ex. sess. (RCW 28A.21.____) [RCW 28A.21.030], the state board of education hereby adopts the rules and regulations set forth in WAC 180-22-250 through 180-22-297 which, in addition to statutory procedures, shall govern the conduct of the election by mail ballot for membership on the educational service district board of directors. [Order 16-77, § 180-22-250, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-250, filed 8/30/77, effective 8/30/77.]

WAC 180-22-255 Eligibility—Declaration of candidacy—Withdrawal—Lapse of election. (1) A person is eligible to be a candidate for membership on an educational service district board if he or she is a registered voter and a resident of the board-member district for which the candidate files. Restriction on other service pursuant to RCW 28A.21.0306.

(2) A person who desires to file for candidacy shall do so by completing a declaration of candidacy and affidavit on a form prepared and provided by the secretary to the state board of education and the biographical material required by WAC 180-22-260. The filing period is from September first and extends through September sixteenth. Any declaration of candidacy which is not received or postmarked before the seventeenth day of September, or if received by mail without a postmark or an illegible postmark on or before 5:00 p.m. September twenty-first shall not be accepted by the secretary to the state board of education and such a declarant may not be a candidate.

(3) Declaration of candidacy may not be withdrawn if request for withdrawal is not received or postmarked on or before September twentieth.

(4) Pursuant to RCW 28A.21.033, there is no provision for write-in candidates. A scheduled election shall be lapsed, the position deemed stricken from the ballot and no candidate certified as elected, when a void in candidacy, including but not limited to an absence of any candidates filing for the position, occurs or a vacancy occurs involving an unexpired term to be filled on

or after September seventeenth. [Statutory Authority: Chapter 28A.21 RCW and 1980 c 179. 81-01-022 (Order 13-80), § 180-22-255, filed 12/8/80; Order 16-77, § 180-22-255, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-255, filed 8/30/77, effective 8/30/77.]

WAC 180-22-260 Biographical data—Limitation. Biographical data may be submitted by each candidate for membership on an educational service district board of directors. The biographical data submitted by a candidate may not exceed two letter sized (8 1/2" x 11") typewritten pages in length. Biographical data for each candidate must be camera ready and will be reproduced as submitted by the candidate and distributed with the ballots to all eligible voters. [Order 16-77, § 180-22-260, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-260, filed 8/30/77, effective 8/30/77.]

WAC 180-22-265 Ballots. Ballots shall be prepared by the secretary to the state board of education. There shall be a separate listing of the candidates for each board-member district open in the particular educational service district. The secretary to the state board of education shall develop voting instructions which shall accompany the ballots. [Order 16-77, § 180-22-265, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-265, filed 8/30/77, effective 8/30/77.]

WAC 180-22-270 Voting. (1) The election shall be conducted in strict accordance with the requirements of section 17, chapter 283, Laws of 1977 ex. sess. (RCW 28A.21.033).

(2) In addition to the timelines, methods, and provisions contained in statute, the following shall apply:

(a) Ballots shall be mailed to each eligible voter with two return envelopes, an outer or larger envelope labeled "official ballot" and an inner or smaller envelope which is unlabeled. The "official ballot" envelope shall be postage paid and preaddressed with the office of the secretary to the state board of education as the addressee;

(b) The voter shall place his or her name, in a legible manner, in the space provided on the "official ballot" envelope. The ballot when completed shall be placed in the unlabeled envelope, which may not be marked in any manner, and that envelope shall be sealed. The unlabeled envelope shall then be placed in the "official ballot" envelope, which is then sealed;

(c) The ballot should then be mailed to the secretary to the state board of education;

(d) The secretary to the state board of education and the election board shall not count any ballot which:

(i) Is contained in other than the "official ballot" envelope; or

(ii) Is received which does not identify the voter as required by subsection (2)(b) above; or

(iii) Is mailed and postmarked after midnight on the sixteenth day of October; or

(iv) Is received by mail without a postmark or an illegible postmark after 5:00 p.m. October twenty-first; or

(v) Casts a vote for a candidate not officially on the ballot; or

(vi) Casts a vote for more than one candidate in a board member district;

(e) The secretary to the state board of education shall compile a list of those eligible voters voting: *Provided*, That in no event shall the list indicate in any manner how an eligible voter has cast his or her vote; and

(f) All ballots shall be counted on one day chosen by the secretary to the state board of education but not later than October twenty-fifth.

As the ballots are received by the secretary to the state board of education, he/she, or a designated representative, shall determine the eligibility of the voter and, provided the "official ballot" has been properly submitted, make a record of the voter having voted on a list of eligible voters. The "official ballot" envelope shall be opened not more than twenty-four hours prior to the day chosen for the counting of ballots. At that time the unlabeled envelope will be removed, unopened, and placed in a ballot box to await counting by the election board. On the date set for counting the ballots the secretary to the state board of education shall certify to the election board that ballots properly received were duly recorded on the list of eligible voters as received. "Official ballot" envelopes not properly submitted shall be reviewed and accepted or rejected by the election board. Those "official ballots" which are accepted by the election board shall be opened and the unlabeled envelope, unopened, shall be placed in the ballot box. The unlabeled, unopened envelopes in the ballot box shall then be opened and the votes tallied by the election board. [Statutory Authority: Chapter 28A.21 RCW and 1980 c 179. 81-01-022 (Order 13-80), § 180-22-270, filed 12/8/80; Order 16-77, § 180-22-270, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-270, filed 8/30/77, effective 8/30/77.]

WAC 180-22-275 Publicity. The secretary to the state board of education shall provide reasonable public information concerning the election of educational service district board members through press and publication releases beginning in August of the year that elections are to be called. [Order 16-77, § 180-22-275, filed 12/13/77; Permanent and Emergency Order 12-77, § 180-22-275, filed 8/30/77, effective 8/30/77.]

WAC 180-22-280 Postage. Postage for the casting of votes by mail shall be prepaid by the state board of education by providing eligible voters a preaddressed, postage paid "official ballot" envelope. [Statutory Authority: Chapter 28A.21 RCW and 1980 c 179. 81-01-022 (Order 13-80), § 180-22-280, filed 12/8/80; Permanent and Emergency Order 12-77, § 180-22-280, filed 8/30/77, effective 8/30/77.]

WAC 180-22-285 Recount of votes cast—Automatic—By request—Certification. A recount of votes cast shall be afforded any candidate as a matter of right, providing the request is made within seven days of the

count of votes, including the initial day of counting. Pursuant to section 16, chapter 283, Laws of 1977 ex. sess. (RCW 28A.21.____) [RCW 28A.21.032], the secretary to the state board of education shall certify to the county auditor of the headquarters county of the educational service district the name or names of persons elected to membership on the educational service district board of directors. [Permanent and Emergency Order 12-77, § 180-22-285, filed 8/30/77, effective 8/30/77.]

WAC 180-22-290 Composition of election board. The state board of education, in addition to finalizing the three member election board authorized in section 16, chapter 283, Laws of 1977 ex. sess. (RCW 28A.21.____) [RCW 28A.21.032], shall appoint at least one alternate who shall serve thereon in the event of any emergency preventing the full attendance of the election board. [Permanent and Emergency Order 12-77, § 180-22-290, filed 8/30/77, effective 8/30/77.]

WAC 180-22-295 Contest of elections. Any common school district board member eligible to vote for a candidate for membership on an educational service district or any candidate for the position, within ten days after the secretary to the state board of education's certification of election, may contest the election of the candidate pursuant to RCW 28A.04.065, as now or hereafter amended. [Permanent and Emergency Order 12-77, § 180-22-295, filed 8/30/77, effective 8/30/77.]

Chapter 180-24 WAC SCHOOL DISTRICT ORGANIZATION

WAC	
180-24-005	Changes in organization and extent of school districts—Regulatory provisions pursuant to chapter 28A.57 RCW.
180-24-010	Changes in organization and extent of school districts—Guidelines for county committees—General.
180-24-015	Changes in organization and extent of school districts—Planning organizational improvements.
180-24-020	Changes in organization and extent of school districts—Principles and policies governing state assistance in providing school facilities as related to school district organization.
180-24-025	Changes in organization and extent of school districts—Administrative procedures.
180-24-030	Changes in organization and extent of school districts—Glossary of terms.
180-24-100	Rules for classification of school districts.
180-24-200	Numbering system of school districts.

WAC 180-24-005 Changes in organization and extent of school districts—Regulatory provisions pursuant to chapter 28A.57 RCW. The principles, policies, rules and regulations hereinafter in WAC 180-24-010 through 180-24-030 set forth shall govern administration of the provisions of chapter 28A.57 RCW relating to powers and duties of the state board of education. [Order 8-70, § 180-24-005, filed 6/9/70; SBE 24-4-1, filed 12/17/64, effective 1/18/65.]

WAC 180-24-010 Changes in organization and extent of school districts—Guidelines for county committees—General. Pursuant to provisions of RCW 28A.57.060, the state board of education hereby adopts the statement of principles and policies set forth in this section and WAC 180-24-015 through 180-24-030 for the guidance of county committees in their efforts to improve the school district organization of their counties.

In the state of Washington, the local school district is the unit for administration and operation of common school education. It must be recognized, however, that:

(1) The needs and demands for improvement and expansion of the educational program at the common school level can never be met by a school district organization designed to meet pioneer conditions and rudimentary education requirements.

(2) Recent and prospective improvements and extensions of highways and means of transportation, and changes in agricultural, commercial and industrial patterns have extended the limits of communities and have resulted in significant changes in the distribution and massing of population, thereby completely outmoding the school district organization that once sufficed in this state.

(3) Well-planned and ever-continuing improvements in the school district system are essential to the educational welfare of the children and youth of the state. [Order 8-70, § 180-24-010, filed 6/9/70; SBE 24-4-20 (part), filed 12/17/64, effective 1/18/65; Regulation 1, filed 3/24/60, adopted 12/9/55, amended 5/26/56.]

WAC 180-24-015 Changes in organization and extent of school districts—Planning organizational improvements. (1) In planning improvements in school district organization, primary consideration should be given to the establishment, wherever geographical features and massing of population permit, of school districts with sufficient population to qualify them for the operation of all levels of the common school system—grades kindergarten through twelve. The existing high school and nonhigh school district relationship form of organization is inconsistent with the pattern of school district organization now needed in this state and should be replaced as speedily as possible by unified school districts of the kind heretofore mentioned.

(2) Factors other than the ability to operate the complete program of common school education which should be considered in planning local school districts are geographical unity; interrelated and interdependent social, economic, service and cultural interests; compactness of the population to be served; and a network of improved roads.

(3) The simplest approach to improvement of the school district system (in conformity with the principles heretofore in this section and WAC 180-24-010 above stated) is through the formation of new school districts each of which comprises an existing necessary high school district, its tributary nonhigh school district territory, and any adjacent, small, high-cost high school district or districts that could be discontinued without

undue inconvenience to any appreciable number of students. Such areas satisfy fairly well the requirements for a satisfactory school district. Through the formation of such districts the educational opportunities of the pupils affected will be enhanced and a wiser expenditure of public funds realized.

(4) County committees may consider it wise, pending possible future development of improved roads and means of transportation, to exclude from plans for the formation of unified school districts some remote or isolated mountainous or island territory lying outside the service area of any high school district. The school districts located therein are practically all one-room districts with limited attendance.

Even in the case of such remote or isolated districts, certain advantages accrue if the territory of these districts is included in a high school district. In such event, provision for the education of high school students resident in the territory must be made by the school authorities of the high school district. Otherwise, no public agency is required to assume this responsibility; if the elementary school district authorities are unable or unwilling to accept the responsibility, arrangements must be made by the parents of the individual students. With the passing of time most of this remote or isolated territory should be a part of some high school district, even though students residing therein may have to live away from home while attending high school.

(5) The formation of a new school district which includes districts that now operate elementary schools is not for the purpose of closing any existing elementary schools. The question of whether or not any of these schools will be closed is a matter for determination by the board of directors and the people of the new district after it is established.

In making such determination it is wise to consider carefully the advisability of retaining neighborhood elementary schools in cases where the enrollment is sufficient to permit effective operation or where failure to do so would make necessary long-distance transportation for a considerable number of young children. [Order 8-70, § 180-24-015, filed 6/9/70; SBE 24-4-20 (part), filed 12/17/64, effective 1/18/65; Regulations 2-6, filed 3/24/60, adopted 12/9/55, amended 5/26/56.]

WAC 180-24-020 Changes in organization and extent of school districts—Principles and policies governing state assistance in providing school facilities as related to school district organization. For the guidance of county committees, attention is directed to the principles and policies of the state board of education established pursuant to provisions of RCW 28A.47.806 that assistance to school districts in providing school plant facilities must be considered in light of "the need for improvement of school administrative units and school attendance areas among or within such districts", as set forth in WAC 180-30-015, which principles and policies relate specifically to nonhigh school districts contemplating establishment of high schools and to districts operating small high schools.

The attention of county committees is directed also to the policy relating to nonhigh school district participation in financing the cost of high school facilities set forth in WAC 180-30-450 and 180-30-455, which policy was established pursuant to provisions of RCW 28A.56.040 requiring the state board to "approve any plan which in its judgment makes adequate and satisfactory provision for participation by the nonhigh school districts in providing capital funds" for the purpose aforesaid. [Order 8-70, § 180-24-020, filed 6/9/70; SBE 24-4-201, filed 12/17/64, effective 1/18/65.]

WAC 180-24-025 Changes in organization and extent of school districts—Administrative procedures. (1) **Materials and services to county committees.** Materials and services shall be furnished to county committees to aid them in the performance of their duties, the nature and extent of such materials and services to be determined by the state superintendent of public instruction.

(2) **Proposals for changes in school district organization.** Pursuant to provisions of RCW 28A.57.060(2), proposals by county committees for changes in school district organization shall be reviewed by the state superintendent of public instruction in light of statutory provisions and state board established principles and policies. The state superintendent shall report his findings to the state board at the time the proposal as submitted by the county committee is presented for approval consideration by the state board. [Order 8-70, § 180-24-025, filed 6/9/70; SBE 24-4-30 and 24-4-31, filed 12/17/64, effective 1/18/65.]

WAC 180-24-030 Changes in organization and extent of school districts—Glossary of terms. Terms used in connection with school district organization and changes in school district organization in the state are defined below.

Annexation of territory to a school district: Annexation of territory takes place when a school district is dissolved or terminated and the territory thereof is attached to another district or to other districts in conformity with procedures prescribed by act of the legislature. Such procedures involve (1) preparation by a county committee of a proposal for dissolution and annexation, (2) approval of the proposal by the state board of education, and (3) the issuance of an order by the intermediate school district superintendent making effective the dissolution and annexation. Annexation does not require a vote of the people (see also "Dissolution" and "Transfer of territory").

Changes in school district organization: A term used to describe situations commonly designated under one or other of the following expressions: (1) "Consolidation" or "formation of a new school district" by joining two or more districts, (2) "transfer of territory", and (3) "annexation" of all or part of a district.

Consolidation: A term which does not appear in the statutes pertaining to school district organization as enacted by the legislature but is popularly used instead of the expression "formation of a new school district" to

mean the joining together of two or more school districts by election of the voters of the districts concerned.

County committee: A term used in the statutes to designate the county committee on school district organization created by act of the legislature.

Dissolution: A term used to describe a procedure prescribed by the legislature under which a school district may be terminated as a quasi municipal corporation (see also "Annexation").

Formation of new school district: A term used in the statutes meaning the same as the popular expression "consolidation" and having reference to the uniting of two or more school districts to form a new school district. Elections by the voters in the districts concerned are required in the formation of a new school district.

Joint school district: A term used in the statutes to designate any district which includes territory located in two or more counties.

School district organization: A term referring to the creation, establishment and operation of school districts in accordance with acts of the legislature (see also "school district system").

School district system: This term refers to the various types of school districts established and operated in conformity with acts of the legislature, such as high school districts and elementary or nonhigh school districts; also, to classes of districts based primarily on size, namely, first-, second- and third-class districts (see also "School district organization").

State board: A term used in legislation pertaining to schools referring to the state board of education.

Transfer of territory: A term used to designate the procedure set forth in laws enacted by the legislature whereby part of the territory of one school district becomes a part of another district. This procedure does not require a vote of the people except in the instance of any transfer of territory which involves ten per cent or more of the common school student population of the entire district from which such transfer is proposed (see also "Annexation").

Unified district: A term used in official reports to indicate a school district which operates all grades of a public school system—grades one through twelve or in the case of districts which operate kindergarten, grades K through twelve. [Order 8-70, § 180-24-030, filed 6/9/70; SBE 24-4-4, filed 12/17/64, effective 1/18/65.]

WAC 180-24-100 Rules for classification of school districts. Pursuant to provisions of RCW 28A.04.130 and 28A.44.060, the state board of education hereby establishes rules and regulations as hereinafter set forth to govern the classification of school districts as high school districts and nonhigh school districts.

(1) **Four-year program a requirement.** Every school district currently classified by the state board of education as a high school district which, prior to the annual classification of high school districts, shall have maintained the ninth, tenth, eleventh and twelfth grades shall be classified as a high school district, but it shall be removed from such classification if it shall fail to maintain

the said ninth through twelfth grades prior to the first day of October next following such classification.

(2) **Approval of new secondary program a prerequisite.** Every nonhigh school district which, prior to the classification of high school districts in any year, shall have received approval of the state board of education under provisions of RCW 28A.04.120(5) for the establishment of a secondary program grades nine through twelve or grades ten through twelve during the school year next following such classification shall be classified as a high school district, but it shall be removed from such classification if it shall fail to maintain the said ninth through twelfth grades prior to the first day of October next following such classification.

(3) **High school classification in formation of new district.** In all cases when a district heretofore classified by the state board of education as a high school district consolidates with another district or districts, the classification as a high school district shall pass to the consolidation: *Provided*, That the consolidated district continues with the maintenance and operation of the ninth through twelfth grades as required by the previous classification of the state board of education.

(4) **State superintendent to administer classification.** Consistent with the regulations hereinbefore set forth and pursuant to provisions of RCW 28A.04.130 and 28A.44.060, the state superintendent of public instruction hereby is authorized to act for the state board of education in the classification of high school and non-high school districts: *Provided*, That (a) a school district maintaining and operating a high school accredited by the state board of education shall be given automatic classification as a high school district and (b) a school district maintaining and operating a nonaccredited high school shall not be given classification as a high school district without the approval and acceptance of its high school program by the state superintendent of public instruction. [Order 8-70, § 180-24-100, filed 6/9/70; prior: SBE 24-8-1, 24-8-20, 24-8-21, 24-8-22, and 24-8-23, filed 3/29/65, effective 4/29/65; WAC 180-56-015 and 180-56-060, Rules (part), filed 3/24/60.]

WAC 180-24-200 Numbering system of school districts. (1) **Authority for rules.** Pursuant to authority contained in RCW 28A.04.130, the state board of education hereby establishes the rules and regulations hereinafter set forth to govern the numbering system of school districts.

(2) **Intent.** It is the intent of the state board of education to establish a procedure by which school districts which currently have duplicate numbers and all new or consolidated districts may have the opportunity, consistent with these rules, to obtain a unique number.

(3) **New or consolidated school district.** Each proposal for the formation of a new school district when submitted to the state board of education for consideration shall be assigned a unique number by the superintendent of public instruction. In the event such proposal fails to receive state board approval or is rejected by the voters, the unused number shall remain available for reassignment.

(4) **Renumbering of school districts to eliminate duplication.** Application for renumbering of a school district to eliminate duplication shall be made by the superintendent of the school district concerned to the superintendent of public instruction, a copy of which shall be submitted to the intermediate school district superintendent for his information. Assignment of a unique number shall be made by the superintendent of public instruction.

(5) **Exception to rules.** In accordance with RCW 28A.57.150, paragraph 5, the intermediate school district superintendent has the authority to designate the number in case of the incorporation of a city or town containing territory lying in two or more school districts or of the uniting of two or more cities or towns not located in the same school district, except where the incorporation or consolidation would affect a district or districts of the first class.

(6) **Superintendent of public instruction to administer numbering system.** Consistent with the regulations hereinbefore set forth and pursuant to RCW 28A.03.030 and 28A.04.090, the superintendent of public instruction hereby is authorized to act for the state board of education in the numbering and/or renumbering of school districts and to establish a procedure for administration of the numbering system. [Order 2-72, § 180-24-200, filed 6/27/72.]

Chapter 180-30 WAC SCHOOL BUILDING CONSTRUCTION

WAC

STATE ASSISTANCE IN PROVIDING SCHOOL PLANT FACILITIES

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 180-30-070 General regulations—Change in project scope. [Order 4-70, § 180-30-070, filed 3/10/70; Order 7-69, § 180-30-070, filed 10/31/69.] Repealed by Order 5-75, filed 5/27/75.
- 180-30-615 Official forms related to applications for and allocations of state funds—Defined. [Order 4-70, § 180-30-615, filed 3/10/70; Order 7-69, § 180-30-615, filed 10/31/69.] Repealed by Order 5-75, filed 5/27/75.
- 180-30-651 Preliminary provisional allotment of state funds. [Order 5-75, § 180-30-651, filed 5/27/75; Order 4-70, § 180-30-651, filed 3/10/70.] Repealed by 79-11-022 (Order 12-79), filed 10/10/79. Statutory Authority: Chapter 28A.47 RCW.
- 180-30-661 Final provisional allotment of state funds. [Order 5-75, § 180-30-661, filed 5/27/75; Order 4-70, § 180-30-661, filed 3/10/70.] Repealed by 79-11-022 (Order 12-79), filed 10/10/79. Statutory Authority: Chapter 28A.47 RCW.
- 180-30-835 Program for barrier free facilities—Bid data and document requirements following bid opening. [Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-835, filed 2/5/80.] Repealed by 80-07-001 (Order 10-80), filed 6/5/80. Statutory Authority: RCW 28A.47.060.
- 180-30-840 Program for barrier free facilities—Final allotment of state funds. [Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-840, filed 2/5/80.] Repealed by 80-07-001 (Order 10-80), filed 6/5/80. Statutory Authority: RCW 28A.47.060.

STATE ASSISTANCE IN PROVIDING SCHOOL PLANT FACILITIES

WAC 180-30-005 Regulatory provisions. The policies, principles, rules and regulations hereinafter set forth, being all of chapter 180-30 WAC relating to state

assistance in providing school plant facilities, shall govern the allocation and disbursement of funds appropriated or reappropriated to the state board of education in accordance with statutory provisions as now or hereafter amended. [Order 5-75, § 180-30-005, filed 5/27/75; Order 2-73, § 180-30-005, filed 6/13/73; Order 7-71, § 180-30-005, filed 10/13/71; Order 7-69, § 180-30-005, filed 10/31/69.]

WAC 180-30-010 Policies and principles—Basic policy. The state board of education recognizes (a) the statutory responsibilities and authority of the board of directors of a school district to determine the type of school building it desires to construct for the children of its district, and (b) the statutory responsibilities and authority of the state board of education to prescribe rules and regulations governing the administration, control, terms, conditions and disbursement of allotments to school districts to assist them in providing school plant facilities.

In prescribing the rules and regulations hereinafter in chapter 180-30 WAC set forth, it shall be the policy of the state board of education to equate insofar as possible the efforts by school districts to provide capital funds, to equalize insofar as possible the educational opportunities for the children of the state and to establish a level of state support consistent with funds available, recognizing that school districts may find it necessary to apply local funds in excess of matching funds to provide facilities commensurate with their respective educational specifications. [Order 7-69, § 180-30-010, filed 10/31/69.]

WAC 180-30-015 Policies and principles—Policies and principles relating to nonhigh school districts contemplating establishment of high schools and to districts operating small high schools. (1) Response to legislative mandate. The policy of the state board of education with respect to state assistance in school building construction to nonhigh school districts contemplating establishment of high schools and to school districts operating small high schools is the state board's response to the legislative mandate that such assistance must be considered in light of "the need for improvement of school administrative units and school attendance areas among or within such districts."

(2) Small high schools—Effectiveness and remoteness. In administering the program of state assistance to school districts in providing school plant facilities consideration will be given to (a) the effectiveness of the small high school when considered from the point of view of curriculum offerings and per capita expenditures required for operations and for facilities, and (b) the advisability of providing high school services in areas so remote or isolated that students residing therein could not live at home and attend other high schools.

Except in rare instances, it is inadvisable for nonhigh school districts to establish high schools or for existing high schools with limited enrollment to be continued because they are unnecessary from the viewpoint of convenience and the educational opportunities of students—the primary factors to be considered in determining if a

new high school is to be established or an existing high school is to be continued.

(3) **Purposes and objectives.** The program of state assistance in providing school plant facilities shall be administered in conformity with the policies and principles hereinbefore set forth and in accordance with the following purposes and objectives: (a) To encourage the establishment of a single area high school through the unification of two or more existing high school districts wherever physical features, travel time for students and other conditions permit.

(b) To allot state funds to nonhigh school districts for construction of secondary school facilities only upon prior approval by the state board of education pursuant to provisions of RCW 28A.04.120(5) for the establishment of a new secondary program or any new grade in grades nine through twelve.

(c) To allot state funds to high school districts for use in providing school plant facilities only when such allotments will not result in the continuation of small high schools in cases where (i) the students involved or affected can be served without undue inconvenience in a neighboring high school or schools of larger size 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. In such cases an allotment may be made only for providing necessary additional elementary school facilities.

(d) To make high school operations possible in areas that are found to be remote or isolated, and likely to remain so, because of physical features, distance from population centers, lack of transportation and other factors related thereto. Eligibility for an allotment of state funds on the basis of remoteness must be determined in the light of (i) the situation, with respect to the items hereinbefore mentioned, which prevails at the time of the application; (ii) the best obtainable information about possible future changes in the situation aforesaid; and (iii) the number of high school students living in the area who cannot reside at home and attend another high school. [Order 5-75, § 180-30-015, filed 5/27/75; Order 7-69, § 180-30-015, filed 10/31/69.]

WAC 180-30-030 Eligibility for state assistance--Need for school facilities a basis for eligibility. Allotments of funds to school districts for state assistance in providing school building facilities shall be determined on the basis of the extent to which one, or a combination of more than one, of the following conditions prevail in a school district:

(1) Facilities (a) have been destroyed by fire, flood, earthquake or other calamity; or (b) are definitely known to be hazardous to the safety and health of school children as evidenced by reports of structural engineers licensed to practice in the state of Washington and by representatives of the health agency with jurisdiction and the state fire marshal: *Provided*, That the pupils affected cannot be housed elsewhere without undue inconvenience, overcrowding or the use of unsanitary improvised facilities.

(2) Existing facilities are seriously overcrowded.

(3) Certain facilities necessary for the education, health and well-being of pupils are lacking or extremely inadequate, including but not limited to multipurpose rooms, kitchens, health units, shops and physical education facilities.

(4) There exists a foreseeable excessive future increase in school population which will create or accentuate the conditions described in subsection (2) above. [Order 7-69, § 180-30-030, filed 10/31/69.]

WAC 180-30-035 Eligibility for state assistance--School district effort to provide capital funds a basis for eligibility. (1) In order to qualify pursuant to statutory requirements that no part of state-appropriated funds shall be allotted to a school district until such district has provided funds for school building construction in an amount equivalent to two and one-half percent of the value of its taxable property, or such lesser amount as may be required by the state board of education, a district must meet one of the following fiscal requirements conformable to the aforesaid two and one-half percent equivalence:

(a) Have bonds authorized for school building construction purposes equivalent to two and one-half percent of the value of its taxable property; OR

(b) Have currently collectible and/or authorized excess tax levies for the building fund equivalent to one and three-fourths percent or more of the value of its taxable property plus such additional excess levies for the building and/or the bond redemption fund as may be required to equal a minimum total of two and one-half percent of the value of its taxable property, said additional excess levies to include currently collectible and/or authorized levies and levies for the four-year period immediately preceding the current year; OR

(c) Have a combination of bonds authorized and currently collectible and/or authorized excess levies for the building fund equivalent to one and three-fourths percent or more of the value of its taxable property plus such additional excess levies for the building and/or the bond redemption fund as may be required to equal a minimum total of two and one-half percent of the value of its taxable property, said additional excess levies to include currently collectible and/or authorized levies and levies for the four-year period immediately preceding the current year.

(2) Allotment of state funds shall be subject to the availability of local funds for financing of the school district's share of the project cost and only such local funds as are derived from excess tax levies, bond issues to be serviced by excess tax levies and investment funds from bonds and levies shall be eligible for state matching purposes. For the purpose of this subsection, availability of local funds shall mean (a) authorized bond issues or excess tax levies as a prerequisite for a provisional reservation and/or preliminary allotment of funds, and (b) certification that the required amount of local funds derived from bond issues is on deposit with the county treasurer as a prerequisite for a final allotment of funds. [Order 7-71, § 180-30-035, filed 10/13/71; Order 14-

70, § 180-30-035, filed 12/10/70; Order 7-69, § 180-30-035, filed 10/31/69.]

WAC 180-30-040 Eligibility for state assistance—Evidence that new construction will not create or aggravate racial imbalance a basis for eligibility. (1) **Definition.** For the purpose of this section racial imbalance shall be deemed to exist when a school has an enrollment of any one minority racial group in excess of forty percent of the total enrollment in that school. A minority racial group is defined as a racial group constituting a lesser part or smaller number identified in relation to the total enrollment of children in the public schools of the state.

(2) **Prerequisite for allotment.** A prerequisite for an allotment of funds to a school district for state assistance in providing school building facilities shall be satisfactory evidence by the superintendent of public instruction that the proposed construction will not create or aggravate racial imbalance within the boundaries of the applicant school district: *Provided*, That this regulation shall not apply to schools serving American Indian communities.

(3) **Study required.** In order to determine the effect of proposed construction upon racial imbalance the superintendent of public instruction shall require study for that purpose as provided in WAC 180-30-620 and 180-30-630. [Order 7-69, § 180-30-040, filed 10/31/69.]

WAC 180-30-050 General regulations—Licensed architects. Architects employed on school building projects involving state school building funds must be licensed to practice in the state of Washington. [Order 7-69, § 180-30-050, filed 10/31/69.]

WAC 180-30-055 General regulations—Sites—Approval, sizes and fee simple title. (1) **Site approval requirement.** Evidence of compliance with applicable statutory requirements relating to sites for public buildings and approval of the site by the state board of education shall be prerequisites for state assistance in financing a school building project.

(2) **Site sizes.** Minimum site sizes (a) for elementary schools shall be five acres plus an additional acre for each one hundred pupils of projected maximum enrollment; and (b) for middle schools, junior high schools, senior high schools and four-year high schools shall be ten acres plus an additional acre for each one hundred pupils of projected maximum enrollment: *Provided*, That any deviations below such minimums shall be subject to state board of education approval.

(3) **Fee simple title.** Unless this regulation be waived in a particular case by the state board of education, a school district applying for state assistance in financing school building construction shall file with the state board of education an opinion of the prosecuting attorney having jurisdiction or other legal counsel (a) that fee simple title to the real property is vested in the school district making application, free and clear of all encumbrances including but not limited to all mineral reservations in such property that would in any way interfere

with the construction or operation of the proposed school plant facilities; and (b) containing the legal description of such property. The receipt of said opinion shall be a prerequisite to approval of a project for state assistance: *Provided*, That this regulation shall not apply to land secured on lease from the state of Washington. [Order 7-69, § 180-30-055, filed 10/31/69.]

WAC 180-30-060 General regulations—Replacement of substandard facilities. Applications for state assistance in financing replacement of substandard facilities must be supported by reports concerning the condition of the existing structure and adverse reports relating to the health, safety and welfare of children by (a) a structural engineer licensed to practice in the state of Washington, (b) the health agency having jurisdiction and (c) the state fire marshal. [Order 7-69, § 180-30-060, filed 10/31/69.]

WAC 180-30-065 General regulations—Time limit for advancement of projects. The board of directors of a school district authorized by the state board of education to prepare final plan and specifications for a school building project and for which the state board has made a provisional reservation of state funds for architectural and engineering services must advertise for bids for construction of the project within twelve months after the issuance date of the authorization document. In the event of failure by the board of directors of a school district to advertise for bids within the time limit herein specified, the authorization herein described shall be declared null and void and the funds reserved thereunder shall revert to the state fund from which the reservation was made and become available for reservation or allotment toward the financing of some other project or projects as the state board shall determine: *Provided*, That an extension of time may be granted when failure to act within the specified time is due to conditions judged by the state board to be beyond the control of the school district board of directors: *Provided further*, That in the event final plan and specifications for the project have been completed and advancement of the project is precluded by conditions beyond the control of the school district board of directors, said board of directors may request consideration of state assistance in costs of architectural and engineering services incurred through preparation of final plan and specifications as set forth in WAC 180-30-635. [Order 5-75, § 180-30-065, filed 5/27/75; Order 4-70, § 180-30-065, filed 3/10/70; Order 7-69, § 180-30-065, filed 10/31/69.]

WAC 180-30-071 General regulation—Change in project scope. A project for which the state board of education has granted approval of preliminary plans shall not be increased in excess of the total floor area eligible for state matching purposes except upon approval by the state board. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-071, filed 6/5/80.]

WAC 180-30-075 General regulations—Change orders. (1) **Cost increases.** Project cost increases resulting

from change orders on contracts for the construction of school building facilities approved by the state board of education for state assistance shall be financed entirely by school district local funds.

(2) **Cost decreases.** Project cost decreases resulting from change orders on contracts for the construction of school building facilities approved by the state board of education for state assistance shall be credited to school district and state funds, the amounts respectively to be computed on the same basis as for final allocation of state funds.

(3) **Copies to state board.** Copies of all change orders, whether related to cost increases or decreases, shall be furnished to the state board of education.

(4) **Reservation of funds for change orders.** Since changes often are unavoidable, it is recommended that the school district provide for such contingencies by reserving funds for this purpose. [Order 5-75, § 180-30-075, filed 5/27/75; Order 7-69, § 180-30-075, filed 10/31/69.]

WAC 180-30-100 Basic state support level--Related factors. The amount of state assistance to a school district in providing school plant facilities shall be determined on the basis of component factors, as hereinafter in WAC 180-30-110 through 180-30-135 set forth, relating to (a) the number of unhoused students, (b) space allocations, (c) square foot cost allowance which may fluctuate according to the construction cost index and state resources available, (d) allowance for equipment purchases, (e) the amount of insurance, federal or other nontax source local funds applied to a project and (f) certain specified costs which must be financed entirely by the school district. The limitations specified in the aforementioned factors represent the level of state support within funds available and are not to be interpreted as maximum criteria to meet the educational requirements of all school districts, the determination of such criteria being the prerogative of the respective school districts. [Statutory Authority: RCW 28A.47.060, 80-07-001 (Order 10-80), § 180-30-100, filed 6/5/80; Order 7-69, § 180-30-100, filed 10/31/69.]

WAC 180-30-105 Basic state support level--State matching percentage. (1) The percentage of state assistance to a school district, if otherwise qualified under prevailing statutory provisions and rules and regulations of the state board of education, shall be determined in accordance with the state matching formula as in RCW 28A.47.803 set forth: *Provided*, That in the event the percentage of state assistance to any school district computed as herein provided is less than twenty per cent and such school district otherwise is eligible for state assistance under statutory provisions and state board regulations, the percentage for such district shall be twenty percent of the matchable cost of the project.

(2) Pursuant to provisions of RCW 28A.47.804, the value of the taxable property of the school district and the percentage of state assistance prevailing at the time the voters of the school district authorize the issuance of bonds and/or the levying of excess taxes to meet the

statutory and state board of education fiscal requirements for state assistance in providing school facilities shall be the value and the percentage used for the purpose of determining the eligibility of the district for an allotment of state funds and the amount or amounts of such allotments, respectively, for all projects for which the voters authorized the capital funds as aforesaid: *Provided*, That in the event a higher percentage of state assistance prevails on the date that preliminary plan approval or final plan approval for assistance in financing a project is granted by the state board of education, then that higher percentage of state assistance shall govern the project. [Order 3-75, § 180-30-105, filed 2/4/75; Order 7-71, § 180-30-105, filed 10/13/71; Order 4-70, § 180-30-105, filed 3/10/70; Order 7-69, § 180-30-105, filed 10/31/69.]

WAC 180-30-110 Basic state support level--Space allocations. (1) **Space allowance for state matching purposes.** State assistance in the construction of school plant facilities for grades kindergarten through twelve, vocational-technical institute facilities and facilities for the handicapped based on space allowance for full-time equivalent students for state matching purposes shall be computed in accordance with the following table:

Grade or Facility	Maximum Matchable Area per Full-time Equivalent Student
Grades kindergarten through six	80 square feet
Grades seven and eight	110 square feet
Grades nine through twelve	120 square feet
Vocational-technical institutes	140 square feet
Facilities for the handicapped	140 square feet

Senior or four-year high schools with fewer than 400 students may be given consideration for approval of additional footage, the total area not to exceed 48,000 square feet.

Full-time equivalent student shall mean the same as now or hereafter defined in Title 392 WAC for purposes of determining basic education fund allocations as of the latest October for which enrollment data are available.

(2) **Enrollment projection provisions.** In planning for construction of all facilities for grades kindergarten through twelve, vocational-technical institute facilities and facilities for the handicapped, a school district may estimate capacity needs on the basis of (a) a two or five-year cohort survival or adjusted cohort survival enrollment projection for elementary schools, whichever is the lesser, and (b) a three or five-year cohort survival or adjusted cohort survival enrollment projection for secondary schools and vocational-technical institutes, whichever is the lesser: *Provided*, That such limitations may be waived as shall be determined by the state board of education in its discretion.

(3) **Determination of existing capacity.** In order to determine the net total square foot area eligible for state matching purposes, the capacity of existing facilities shall be computed in accordance with the table set forth in subsection (1) above: *Provided*, That in facilities judged by the state board of education to contain an inordinate footage unusable for instruction purposes, the

computation may be adjusted to reflect a reasonable estimate of existing capacity: *Provided further*, That those districts having authorized bond issues and/or excess tax levies for their building funds for specific school construction projects as identified in ballot propositions on or before April 3, 1979 may, when requesting state board of education consideration of state assistance for such projects, determine capacities of existing school plant facilities based on space allowance in accordance with the following table:

Grade or Facility	Maximum Area Per Full-time Equivalent Student
Grades kindergarten through six	90 square feet
Grades seven through twelve	130 square feet
Vocational-technical institutes	150 square feet
Facilities for the handicapped	150 square feet

Additional footage may be allowed for senior or four-year high schools with fewer than 400 students, the total area not to exceed 52,000 square feet.

(4) In the event the amount of state assistance applied for and which may reasonably be anticipated to be applied for pursuant to this chapter exceeds the amount appropriated and made available by the legislature, the state board of education shall adopt one or more schedules which rank(s) school building projects on the basis of urgency of need and determine(s) the order in which applications for state assistance will be considered for the purpose of allocating funds within biennial limitations. [Statutory Authority: RCW 28A.47.801 through 28A.47.811, 79-06-109 (Order 3-79), § 180-30-110, filed 6/6/79; Order 5-75, § 180-30-110, filed 5/27/75; Order 2-73, § 180-30-110, filed 6/13/73; Order 5-71, § 180-30-110, filed 8/31/71; Order 7-69, § 180-30-110, filed 10/31/69.]

WAC 180-30-115 Basic state support level--Square foot cost level of state support. (1) The square foot cost level of state support shall apply to the costs of construction including sales tax and shall be determined on the basis of (a) average construction costs within the state as measured bimonthly by the Boeckh Building Cost Index of comparable construction, and (b) funds available for state assistance in construction of school facilities.

Except as otherwise provided, the amount of the final allocation of state funds to a school district in the construction of an approved project shall be derived by applying the percentage of state assistance determined in accordance with provisions of WAC 180-30-105 to the total cost of construction and sales tax eligible for state matching funds up to the square foot cost level prevailing on the date of bid opening for said project, plus the cost of architectural and engineering services eligible for state matching purposes as set forth in WAC 180-30-120; any cost in excess thereof shall be financed entirely by the school district: *Provided*, That when the need

therefor has been substantiated to the satisfaction of the state board of education, consideration may be given to extraordinary costs of school building construction caused by geographic isolation, peculiar site conditions or other extraordinary conditions.

(2) The square foot cost level shall be adjusted downward to correspond with decreases in construction costs as measured bimonthly by the Boeckh Building Cost Index, such adjusted square foot cost level to be effective at the beginning of the succeeding bimonthly period.

Any increase in the square foot cost level as measured bimonthly by the Boeckh Building Cost Index shall be subject to prior approval by the state board of education: *Provided*, That the state board may at its discretion authorize the superintendent of public instruction to act under its direction. [Order 5-75, § 180-30-115, filed 5/27/75; Order 2-73, § 180-30-115, filed 6/13/73; Order 7-69, § 180-30-115, filed 10/31/69.]

WAC 180-30-116 Basic state support level--Equipment allowance. (1) An allowance for furniture and equipment purchases shall be added to the total construction cost of a project determined eligible for state matching funds. The equipment allowance for state matching purposes shall be developed by multiplying the eligible square foot area of a project by the prevailing square foot cost level of state support times two percent for elementary, three percent for middle or junior high, four percent for high schools and five percent for vocational-technical facilities.

(2) The school district shall submit to the superintendent of public instruction certification of equipment purchase in the form and in the manner prescribed within one hundred and eighty days following the final acceptance of the building by the school district board of directors.

(3) Any allotment of funds not required to provide state matching funds for equipment purchases certified for a specific project as set forth above shall revert to the fund from which the allotment was made. [Statutory Authority: RCW 28A.47.060, 80-07-001 (Order 10-80), § 180-30-116, filed 6/5/80.]

WAC 180-30-117 Basic state support level--Sales tax. The amounts of sales and/or use taxes levied generally throughout the state of Washington by local governmental agencies and state-imposed sales and/or use taxes applicable to the matchable portion of the cost of a construction project shall be eligible for state participation in financing. [Order 2-73, § 180-30-117, filed 6/13/73; Order 9-70, § 180-30-117, filed 6/9/70.]

WAC 180-30-120 Basic state support level--Architectural and engineering services. In the allocation of state funds for a school building project, the architectural and engineering services eligible for state matching purposes shall not exceed the percentage or percentages in relation to the construction cost or costs as set forth in the following table:

Construction Value	Total Fee % of Construction Cost
Under \$ 100,000	10.0
\$ 100,000	9.0
200,000	8.5
300,000	8.25
400,000	8.0
500,000	8.0
600,000	7.75
700,000	7.75
800,000	7.5
900,000	7.5
1,000,000	7.5
1,500,000	7.25
2,000,000	7.0
3,000,000	6.7
4,000,000	6.3
5,000,000	6.0
Above \$5,000,000	6.0

NOTE: Fees for projects with construction costs between values shown may be established on an interpolation basis as indicated in the example below.

Example

8.25% of \$300,000.00	=	\$24,750.00
8.00% of 50,000.00	=	4,000.00
		<hr/>
\$350,000.00		\$28,750.00

[Order 6-72, § 180-30-120, filed 8/29/72; Order 7-69, § 180-30-120, filed 10/31/69.]

WAC 180-30-125 Basic state support level—Insurance funds. Funds received by a school district from insurance on a building or buildings destroyed by fire or any other hazard shall not be considered local effort funds in the determination of the amount of state assistance in the construction of new school plant facilities, and, further, such insurance funds identified as payments for building loss shall be applied toward new construction in instances where the project is financed in part with state funds. [Order 7-69, § 180-30-125, filed 10/31/69.]

WAC 180-30-130 Basic state support level—Federal funds. A school district determined to be eligible for federal funds made available by acts of congress for school building construction, including but not limited to P.L. 815 funds, shall be required (1) to make application for such funds, which requirement shall be a prerequisite for a preliminary or provisional allocation of state funds, and (2) furnish evidence of the availability of such federal funds, which requirement shall be a prerequisite for a final allocation of state funds: *Provided*, That nothing in this regulation shall restrict a school district from receipt of federal monies otherwise provided for specific purposes in accordance with the conditions imposed by the federal government incumbent upon the recipient school district. [Order 4-70, § 180-30-130, filed 3/10/70; Order 7-69, § 180-30-130, filed 10/31/69.]

WAC 180-30-135 Basic state support level—Costs to be financed entirely with school district local funds. The cost of the following areas, facilities and items shall be paid from school district local funds in excess of local funds applied toward construction costs in accordance with the matching formula specified by law:

(1) **Area.** The cost of area in excess of the space allocations as in WAC 180-30-110 set forth which shall be computed on the basis of such additional square footage multiplied by the square foot cost of the building eligible for state matching.

(2) **Site.** Acquisition cost of site.

(3) **Site development.**

(a) Sodding, seeding and/or planting of athletic fields.

(b) Shrubs, trees, sprinkler systems and landscaping.

(4) **Alterations, repair and demolition.** (Except alterations necessary to connect new construction to an existing building.)

(5) **Facilities.**

(a) Administration buildings.

(b) Auditoria.

(c) Bus garages.

(d) Stadia, grandstands, bleachers, etc.

(6) **Fireplaces.**

(7) **Other costs.**

(a) Costs incidental to advertising for bids, site surveys and costs other than those connected directly with the construction of the building.

(b) Project sign.

(c) Sales and/or use taxes levied by local governmental agencies other than those sales and/or use taxes levied generally throughout the state of Washington.

(d) All costs in excess of state support level factors established by the state board of education for state participation in financing as in WAC 180-30-100 through 180-30-135 set forth. [Order 5-75, § 180-30-135, filed 5/27/75; Order 2-73, § 180-30-135, filed 6/13/73; Order 9-70, § 180-30-135, filed 6/9/70; Order 7-69, § 180-30-135, filed 10/31/69.]

WAC 180-30-200 Additional state assistance—General provisions. State assistance in addition to the amount determined allocable under basic state support level provisions as in WAC 180-30-100 through 180-30-135 set forth may be allowed for the purposes and in accordance with the requirements hereinafter in WAC 180-30-200 through 180-30-230 set forth: *Provided*, That the state board of education finds that such additional assistance is necessary to meet the prescribed emergency condition, or conditions, or need, and the school district otherwise is determined eligible for state assistance under prevailing statutory provisions and state board of education rules and regulations. [Order 5-75, § 180-30-200, filed 5/27/75; Order 7-71, § 180-30-200, filed 10/13/71; Order 7-69, § 180-30-200, filed 10/31/69.]

WAC 180-30-205 Additional state assistance—Handicapped children and vocational-technical institute students. A school district which has a special school housing burden imposed by virtue of the admission of

handicapped children and/or vocational-technical institute students shall be eligible for additional state assistance in construction of facilities for such educational programs in accordance with the provisions hereinafter set forth.

(1) A school district which furnishes substantial evidence of need for housing for handicapped children and/or vocational-technical institute students may be considered for an allotment of state funds in excess of the amount allocable under the statutory formula, the total amount to equal ninety percent of the total project cost determined eligible for state matching purposes. [Order 11-76, § 180-30-205, filed 12/9/76; Order 5-75, § 180-30-205, filed 5/27/75; Order 7-69, § 180-30-205, filed 10/31/69.]

WAC 180-30-210 Additional state assistance—Loss of building by fire. A school district which has lost a school plant facility by fire shall be eligible for additional state assistance consideration if the district first applies toward the replacement project (1) all insurance payments for the loss of structure, and (2) school district local funds provided for school construction purposes through the authorization of bonds and/or excess tax levies for the building fund equivalent to three and one-fourth percent of the value of its taxable property, such funds to include its remaining bonding capacity to two and one-half percent of the value of its taxable property. If the state board of education determines that the balance of funds necessary in excess of state matching funds on the basis of the statutory formula would result in an excessive additional local effort, additional state assistance may be allowed to the extent necessary to provide a functional school plant. [Order 7-71, § 180-30-210, filed 10/13/71; Order 7-69, § 180-30-210, filed 10/31/69.]

WAC 180-30-215 Additional state assistance—Condemnation of a building. A school district required to replace a school plant facility determined to be hazardous to the safety and health of school children as evidenced by reports of structural engineers licensed to practice in the state of Washington, the health agency having jurisdiction and the state fire marshal shall be eligible for additional state assistance consideration if the district first applies toward the replacement project school district local funds provided for school construction purposes through the authorization of bonds and/or excess tax levies for the building fund equivalent to three and one-half percent of the value of its taxable property, such funds to include its remaining bonding capacity to two and one-half percent of the value of its taxable property. If the state board of education determines that the balance of funds necessary in excess of state matching funds on the basis of the statutory formula would result in an excessive additional local effort, additional state assistance may be allowed to the extent necessary to provide a functional school plant. [Order 7-71, § 180-30-215, filed 10/13/71; Order 7-69, § 180-30-215, filed 10/31/69.]

WAC 180-30-220 Additional state assistance—Improved school district organization. Additional state assistance in school building construction to provide for improvement in school district organization may be allowed when it is found by the state board of education that through the formation of larger units of administration and areas of attendance there is need for such additional state assistance to achieve improvement and equalization of educational opportunities of pupils, economies in the administration and operation of schools and equalization among school districts of the tax burden for general fund and capital purposes through a reduction in disparities in per-pupil valuation.

Eligibility for and the amount of such additional state assistance shall be determined in accordance with the provisions hereinafter set forth.

(1) **Acceptable administrative unit a prerequisite for additional state assistance consideration.** Determination by the state board of education that a plan for the formation of a new school district constitutes an acceptable administrative unit shall be a prerequisite for additional state assistance consideration. For the purpose of this section, an acceptable administrative unit shall be defined as a single school district comprising grades kindergarten through twelve offering an educational program recognized by the division of curriculum and instruction of the office of superintendent of public instruction as a comprehensive program.

(2) **Resolution of intent to form a new school district and evidence of need for additional state assistance to provide facilities.** When the boards of directors of two or more school districts, at least one of which shall be a high school district, contemplate the formation of a new school district in accordance with the provisions of chapter 28A.57 RCW and subsequent to such formation to make application for additional state assistance under the provisions of this section, the respective boards of directors shall file with the state board of education a joint resolution of intent which shall set forth the proposed organizational pattern and evidence of the need for additional state assistance, including but not limited to the following:

- (a) Map of the proposed new school district.
- (b) Current and projected enrollment for a five-year period.
- (c) Number of secondary school students, grades seven through twelve, in each component district of the proposed new district.
- (d) Reasons why existing buildings cannot satisfactorily house the projected enrollment of the proposed new district.
- (e) Financial status of the proposed new district.
- (f) Number of school buses currently in operation by the component districts and number required subsequent to formation of the new district.
- (g) Analysis of the improvement in educational opportunities through the formation of the proposed new district.
- (h) Statement of impetus new facilities would provide in effecting the formation of the proposed new district.

(i) Complete description of the site for proposed new facility or modernization, including but not limited to its location with respect to pupils to be served, size and adequacy.

(j) Such additional data as the boards of directors deem pertinent to a thorough analysis of the proposal.

(3) **Approval of proposed administrative unit and need for additional state assistance.** When in the judgment of the state board of education a proposal for the formation of a new school district will provide an acceptable administrative unit as defined in subsection (1) above and the state board has determined that additional state assistance is necessary to achieve the objectives in this section set forth, the state board shall notify the boards of directors of the component districts (a) of its approval of the proposed school district organizational pattern, and (b) that upon approval by the voters of the proposal for formation of the new school district, an application by the board of directors of the newly formed school district for state assistance in construction or modernization of school facilities and additional state assistance for improvement in school district organization will receive favorable consideration, the amount of such state assistance to be determined in accordance with provisions of subsections (4) through (7) hereinafter set forth.

(4) **Regulations governing.** In addition to the regulations herein prescribed, the regulations governing the basic state assistance program shall be applied to an application for additional state assistance for improvement of school district organization except as hereinafter in subsections (5) and (6) provided.

(5) **Eligibility on basis of number of unhoused pupils.** For the purpose of this section, the pertinent requirements of WAC 180-30-030 and 180-30-110(3) relating to eligibility on the basis of number of unhoused pupils, as determined by the state board of education, shall not be applied: *Provided*, That the component school districts furnish evidence of utilization and/or disposition of facilities to be vacated as the result of construction or modernization of facilities satisfactory to the state board of education.

(6) **School district effort to provide capital funds.** For the purpose of this section, the bonded and/or excess tax levy requirements as set forth in WAC 180-30-035 may be reduced or waived as determined by the state board of education to constitute a reasonable local effort to achieve improvement in school district organization: *Provided*, That the newly formed school district shall be required to apply local funds toward the financing of the total project cost eligible for state matching purposes an amount currently collectible of not less than one-fourth of one percent of the value of its taxable property and, in addition thereto, provide the total cost of site acquisition, site improvement and equipment.

(7) **Determination of amount of additional state assistance.** When in the judgment of the state board of education an improvement in school district organization will be achieved and additional state assistance in financing school construction or modernization is necessary to provide for such improvement, additional state

assistance may be allowed in an amount to be determined by the state board: *Provided*, That the total amount allotted shall not exceed ninety percent of the total project cost determined eligible for state matching purposes. [Order 7-71, § 180-30-220, filed 10/13/71; Order 7-69, § 180-30-220, filed 10/31/69.]

WAC 180-30-225 Additional state assistance--Improved racial balance. A school district which furnishes substantiating evidence of need for additional state assistance to provide for improvement in racial balance within a school or within the boundaries of the school district shall be eligible for such additional state assistance consideration in accordance with the following provisions:

(1) **Definition of racial imbalance.** For the purpose of this section, racial imbalance shall be defined as in WAC 180-30-040 set forth.

(2) **Evidence that proposed project will improve racial balance.** Data submitted in compliance with the racial balance study required of all school districts in support of applications for state assistance in construction of school facilities as in WAC 180-30-630 set forth must substantiate that the proposed construction or modernization will improve racial balance in one or more schools.

(3) **School district to determine means to achieve improvement in racial balance.** Consistent with state board of education policy that it is the responsibility and authority of the board of directors of a school district to determine the type of school building it desires to construct for the children of its district and recognizing that the varying degrees of minority race imbalance throughout the state may require varying procedures to alleviate such imbalance, it shall be the responsibility of school district boards of directors respectively to determine means to achieve improvement in racial balance.

(4) **Program description required.** Insofar as is practicable, the school district shall submit a description of its program for achieving racial balance, including but not limited to the following:

(a) Statement of the philosophy of the school district as it relates to racial imbalance.

(b) Objectives of the program.

(c) Program improvements to be employed.

(d) Limitations of existing facility or facilities which preclude implementation of the contemplated program.

(e) Proposed use of any vacated space which may result if enrollment in a building is to be reduced.

(f) Estimate of time period for full implementation of program.

(5) **When two or more schools involved.** When an improvement in the racial balance within a school district involves construction or modernization of two or more schools, all such units must be included in the program improvement application.

(6) **Regulations governing.** In addition to the regulations herein prescribed, the regulations governing the basic state assistance program shall be applied to an application for additional state assistance for improving racial balance insofar as practicable and commensurate

with the availability of funds: *Provided*, That the waiver of any such requirements or regulations shall be subject to approval by the state board of education.

(7) **Determination of amount of additional state assistance.** When in the judgment of the state board of education an improvement in racial balance will be achieved and additional state assistance in financing school construction or modernization is necessary to provide for such improvement, additional state assistance may be allowed in an amount to be determined by the state board: *Provided*, That the total amount allotted shall not exceed ninety percent of the total project cost determined eligible for state matching purposes. [Order 7-69, § 180-30-225, filed 10/31/69.]

WAC 180-30-230 Additional state assistance—Other conditions creating an emergency. A school district which furnishes evidence of conditions similar to one or more of those defined in WAC 180-30-205 through 180-30-225 creating a like emergency or need shall be eligible for additional state assistance consideration: *Provided*, That it is found by the state board of education that an emergency or need exists and that additional state assistance is necessary to meet said emergency or need. In such cases, the state board of education shall determine the extent to which the school district shall provide local funds in excess of the amount required in accordance with the statutory formula: *Provided*, That the local fund requirement shall be not less than the amount prescribed for eligibility for additional state assistance under conditions determined to be a like emergency or need. [Order 7-69, § 180-30-230, filed 10/31/69.]

WAC 180-30-250 Additional allotment to meet school housing emergency. (1) **General provisions.** A school district which is eligible for an allotment of funds for school building construction under prevailing statutory provisions and rules and regulations of the state board of education and is found by the state board to have a school housing emergency requiring an allotment of state funds in excess of the amount allocable under the statutory formula may be considered for an additional allotment of funds: *Provided*, That the total amount allotted shall not exceed ninety percent of the total project cost determined eligible for state matching purposes: *Provided further*, That such additional allotment of funds shall be subject to the following provision:

At any time thereafter when the state board of education finds that the financial position of such school district has improved through an increase in its taxable valuation (value of its taxable property) or through retirement of bonded indebtedness or through a reduction in school housing requirement, or for any combination of these reasons, the amount of such additional allotment, or any part of such amount as the state board of education determines, shall be deducted, under terms and conditions prescribed by the board, from any state school building construction funds which might otherwise be provided to such district.

(2) **Definition of school housing emergency.** For the purpose of this section, a school housing emergency shall be deemed to exist when a school district eligible for state assistance cannot provide the necessary school housing for the children of its district after first applying to the cost of the needed construction the funds from sources as follows:

State funds and local funds computed in accordance with the statutory formula plus any other funds required in addition to the basic state support level.

(3) **Regulations governing.** In addition to the regulations herein prescribed, the regulations governing the basic state assistance program shall be applied to an application for additional state assistance to meet a school housing emergency.

(a) A school district must have authorized indebtedness, exclusive of bond redemption levies, equivalent to three and one-half percent or more of the value of its taxable property, and must provide a sum equivalent to two and one-half percent of its assessed valuation to matchable program costs plus any uncommitted moneys in its building fund; or

(b) A school district must have authorized indebtedness to the statutory limit of five percent and place all uncommitted moneys in its building fund toward matchable costs of the proposed emergency program; and

(c) A school district must have experienced an enrollment growth of at least twenty percent during a consecutive three-year period which shall include the latest October 1 for which enrollment data are available.

(4) **Application for additional allotment of funds.** Applications for additional allotments of funds to meet school housing emergencies shall be judged on the basis of (a) past and projected enrollment increases, (b) capacity of existing facilities and (c) past and current effort by the school district to provide capital funds and the disposition thereof.

(5) **Determination of amount of additional allotment.** The amount of an additional allotment of funds to a school district judged by the state board of education to have a school housing emergency shall be determined by the state board on the basis of the need for school housing, the financial resources available to the school district through the authorization of bonds and/or excess tax levies and the total funds available to the state board of education for the biennial period to meet state-wide needs for state assistance in providing school facilities. [Statutory Authority: RCW 28A.47.801 through 28A.47.811. 79-06-109 (Order 3-79), § 180-30-250, filed 6/6/79; Order 5-75, § 180-30-250, filed 5/27/75; Order 7-71, § 180-30-250, filed 10/13/71; Order 7-69, § 180-30-250, filed 10/31/69.]

WAC 180-30-300 Modernization of school plant facilities. The state board of education hereby establishes policies, rules and regulations to govern state assistance in financing modernization of school facilities. [Order 5-75, § 180-30-300, filed 5/27/75; Order 7-69, § 180-30-300, filed 10/31/69.]

WAC 180-30-305 Modernization of school plant facilities—Basic policies. State participation in financing modernization of school facilities shall be limited to (1) projects which are sufficiently broad in scope to insure that the building will be structurally and educationally adequate for a contemporary program, and (2) the availability of state funds. [Order 5-75, § 180-30-305, filed 5/27/75; Order 7-69, § 180-30-305, filed 10/31/69.]

WAC 180-30-310 Modernization of school plant facilities—Minimum projects—Ten percent of replacement cost. State assistance in modernization of school facilities shall be limited to projects for which the estimated cost of modernization 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 level of state support as in WAC 180-30-115 set forth. [Order 5-75, § 180-30-310, filed 5/27/75; Order 7-69, § 180-30-310, filed 10/31/69.]

WAC 180-30-315 Modernization of school plant facilities—Maximum costs eligible for state matching purposes—Sixty-five percent of replacement cost. The cost of an approved modernization project in excess of sixty-five percent of the estimated cost 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 in excess of such local funds applied toward the modernization project cost in accordance with the statutory formula and state board of education regulations governing basic support level as in WAC 180-30-100 through 180-30-117 and 180-30-125 through 180-30-135 set forth. [Order 2-73, § 180-30-315, filed 6/13/73; Order 7-69, § 180-30-315, filed 10/31/69.]

WAC 180-30-320 Modernization of school plant facilities—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 schedule as in WAC 180-30-120 set forth. [Order 6-72, § 180-30-320, filed 8/29/72; Order 7-69, § 180-30-320, filed 10/31/69.]

WAC 180-30-325 Modernization of school plant facilities—Survey of existing facilities a 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 basic policies and project eligibility requirements hereinbefore in WAC 180-30-305, 180-30-310 and 180-30-315 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. [Order 7-69, § 180-30-325, filed 10/31/69.]

WAC 180-30-330 Modernization of school plant facilities—Regulations governing. In addition to the regulations hereinbefore in WAC 180-30-305 through 180-30-325 prescribed, all regulations governing the basic state 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. [Order 7-69, § 180-30-330, filed 10/31/69.]

WAC 180-30-335 Modernization of school plant facilities—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. [Order 7-69, § 180-30-335, filed 10/31/69.]

WAC 180-30-350 Relocatable buildings. The state board of education hereby establishes policies, rules and regulations governing state assistance in providing relocatable school buildings. [Order 5-75, § 180-30-350, filed 5/27/75; Order 7-69, § 180-30-350, filed 10/31/69.]

WAC 180-30-355 Relocatable buildings—Definition. For the purpose of providing state assistance in the cost of relocatable buildings, the following definitions shall apply.

(1) **Relocatable buildings.** A relocatable building shall mean one or more classroom units of permanent-type construction other than a mobile home which:

(a) may reflect modular construction techniques,

(b) may incorporate core facilities,

(c) shall be demountable and relocatable to different locations as needs arise,

(d) may be readily trailerable or self-propelled. [Order 5-75, § 180-30-355, filed 5/27/75; Order 7-69, § 180-30-355, filed 10/31/69.]

WAC 180-30-360 Relocatable buildings—Basic policy. State participation in financing relocatable buildings shall be limited to projects justified in terms of specific needs of the school district and deemed by the state board of education to be the best solution to the housing needs of the school district. [Order 7-69, § 180-30-360, filed 10/31/69.]

WAC 180-30-365 Relocatable buildings—Construction regulations. (1) **Building code requirements.** The construction of relocatable buildings shall be in

conformity with the provisions of RCW 43.22.450 through RCW 43.22.490 (factory built housing).

(2) **Provisions for the aged and physically handicapped.** The construction of relocatable buildings shall be in compliance with the requirements for aged and physically handicapped persons in accordance with provisions of chapter 70.92 RCW. [Order 5-75, § 180-30-365, filed 5/27/75; Order 7-71, § 180-30-365, filed 10/13/71; Order 7-69, § 180-30-365, filed 10/31/69.]

WAC 180-30-370 Relocatable buildings--Regulations governing. In addition to the regulations hereinbefore in WAC 180-30-355 through 180-30-365 prescribed, all regulations governing the basic state assistance program prescribed in chapter 180-30 WAC shall govern administration of state participation in financing relocatable buildings: *Provided*, That compliance with those regulations not pertinent to relocatable construction as determined by the superintendent of public instruction shall not be required. [Order 7-69, § 180-30-370, filed 10/31/69.]

WAC 180-30-380 Relocatable buildings--Procedural requirements. The superintendent of public instruction shall determine procedures and forms for the administration of state participation in financing relocatable buildings, such procedures and forms to be in addition to or in lieu of procedural requirements prescribed in chapter 180-30 WAC. [Order 7-69, § 180-30-380, filed 10/31/69.]

WAC 180-30-400 Pilot or exemplary projects. Whenever in the judgment of the state board of education a pilot or exemplary project may develop evidence that economies in school building construction may be effected without impairing the usefulness and adequacy of school buildings and it is determined that one or more of the rules and regulations prescribed in chapter 180-30 WAC create a procedural deterrent to state participation in financing such pilot or exemplary project, the deterrent rules and regulations may be waived for the specific pilot or exemplary project: *Provided*, That the following conditions are satisfied prior to proceeding with action not consistent with existing rules and regulations:

(1) The objectives of and the plan for carrying forward the project are defined clearly and in the judgment of the state board consistent with the intent of this section.

(2) The rules for which waiver is requested are identified adequately and waiver approved by the state board.

(3) Requirements in lieu of rules waived and in addition thereto as the state board may deem necessary to assure the successful completion of the project are defined and approved by the state board. [Order 7-69, § 180-30-400, filed 10/31/69.]

ENERGY CONSERVATION PROGRAM

WAC 180-30-405 Energy conservation program. In recognition of the need for a continuing energy management and conservation program, the state board of education hereby establishes policies, rules and regulations with respect to implementation of an energy conservation program for proposed school building projects. [Order 9-75, § 180-30-405, filed 9/9/75.]

WAC 180-30-406 Energy conservation program--Life cycle cost analysis. (1) The school district shall cause to be prepared a life cycle cost analysis for new buildings, and for additions to and modernization of existing buildings to be planned and constructed, said life cycle cost analysis to be in compliance with provisions of chapter 39.35 RCW, and such other requirements and guidelines as may now or hereafter be adopted.

(2) Notwithstanding the provisions of WAC 180-30-110 and 180-30-320, consideration may be granted for state assistance in costs incurred through preparation of the aforementioned life cycle cost analysis as provided in guidelines for energy conservation program. [Order 1-76, § 180-30-406, filed 2/3/76; Order 9-75, § 180-30-406, filed 9/9/75.]

WAC 180-30-407 Energy conservation program--Energy conservation considerations in existing facilities. Pursuant to guidelines relating to the energy conservation program, state assistance in addition to the amount allocable under the basic state support level provisions in WAC 180-30-300 through 180-30-320 set forth may be allowed for costs incurred through energy conservation considerations in a modernization project. [Order 9-75, § 180-30-407, filed 9/9/75.]

WAC 180-30-408 Energy conservation program--Procedural requirements. The superintendent of public instruction shall

(1) establish guidelines to assure that energy conservation practices shall be employed in design of all school building projects to effect an optimum reduction of energy usage in school plant facilities; and (2) determine procedures and forms for state participation in the energy conservation program. [Order 9-75, § 180-30-408, filed 9/9/75.]

PRELIMINARY PLANNING GRANTS TO SCHOOL DISTRICTS

WAC 180-30-410 Preliminary planning grants to school districts. The state board of education hereby establishes policies, rules and regulations governing state assistance in providing preliminary planning grants to school districts. [Order 5-75, § 180-30-410, filed 5/27/75; Order 6-73, § 180-30-410, filed 10/3/73.]

WAC 180-30-415 Preliminary planning grants to school districts--Basic policies. State participation in financing costs of preliminary planning shall be limited to (1) school districts which evince a need for preliminary

planning grants for the purpose of improving the usefulness or adequacy of their school plant facilities to meet the educational needs of their communities, and (2) the availability of state funds appropriated specifically for such purpose. [Order 6-73, § 180-30-415, filed 10/3/73.]

WAC 180-30-420 Preliminary planning grants to school districts—Application provisions. The applicant school district shall submit a written application which shall include the proposed budget for carrying out its planning process. [Order 6-73, § 180-30-420, filed 10/3/73.]

WAC 180-30-425 Preliminary planning grants to school districts—Procedural requirements. The superintendent of public instruction shall determine procedures and forms for the administration of state participation in financing the costs incurred in preliminary planning, such procedures and forms to be in addition to or in lieu of procedural requirements prescribed in chapter 180-30 WAC. [Order 6-73, § 180-30-425, filed 10/3/73.]

WAC 180-30-430 Grants to school districts for purchase of works of art. The state board of education hereby establishes policies, rules and regulations governing grants of state funds for purchase of works of art. [Order 5-75, § 180-30-430, filed 5/27/75.]

WAC 180-30-435 Grants to school districts for purchase of works of art—Basic policies. The state board of education shall allocate one-half of one percent of any moneys allotted for state assistance to school districts for original construction of any school facility for the acquisition of works of art which may be (1) an integral part of the structure, (2) attached to the structure, (3) detached within or outside of the structure, or (4) can be exhibited in other public facilities by the school district. In the event the grant shall not be required in toto or in part for any project, such unrequired amounts may be accumulated and expended for art in other projects of the school district. [Order 5-75, § 180-30-435, filed 5/27/75.]

WAC 180-30-440 Grants to school districts for purchase of works of art—Procedural requirements. The superintendent of public instruction shall determine procedures and forms for the administration of state participation in financing the costs of works of art, such procedures and forms to be in addition to or in lieu of procedural requirements prescribed in chapter 180-30 WAC. [Order 5-75, § 180-30-440, filed 5/27/75.]

NONHIGH SCHOOL DISTRICT PARTICIPATION IN FINANCING COST OF SECONDARY SCHOOL FACILITIES

WAC 180-30-450 Nonhigh school district participation in financing cost of secondary school facilities—Basic policy. The state board of education construes the intent and purpose of chapter 28A.56 RCW to be that

nonhigh school districts which choose to retain their identity as school administrative units shall be placed in the same position with respect to responsibility for providing secondary facilities as are former nonhigh school districts that elected to become a part of a high school district. It shall be the policy of the state board of education therefore to approve a proposed plan for participative financing prepared in accordance with provisions of chapter 28A.56 RCW when it provides for equitable contributions by the nonhigh school districts and by the high school district. [Order 5-75, § 180-30-450, filed 5/27/75; Order 7-69, § 180-30-450, filed 10/31/69.]

WAC 180-30-455 Nonhigh school district participation in financing cost of secondary school facilities—Implementation of policy. Practice which implements the foregoing policy shall be followed on every occasion when additional secondary school facilities are required to serve an area comprising a high school district and its tributary nonhigh school districts, regardless of the number of different projects involved or the lapse of time between the financing of different projects. [Order 7-69, § 180-30-455, filed 10/31/69.]

INTERDISTRICT COOPERATION IN FINANCING SCHOOL CONSTRUCTION

WAC 180-30-460 Interdistrict cooperation in financing construction of school plant facilities—Statutory authority. Pursuant to authority under RCW 28A.58-.075, approval of a cooperative financing plan for the construction or modernization of school plant facilities by two or more school districts shall be subject to compliance with the rules and regulations hereinafter in WAC 180-30-465 through 180-30-495 set forth. [Order 7-71, § 180-30-460, filed 10/13/71; Order 7-69, § 180-30-460, filed 10/31/69.]

WAC 180-30-465 Interdistrict cooperation in financing construction of school plant facilities—Any cooperative plan subject to state board approval. Any interdistrict financial plan for construction or modernization of school facilities irrespective of whether state funds are involved in the financing of the proposed project must be approved by the state board of education prior to carrying into effect the provisions of such plan. [Order 7-69, § 180-30-465, filed 10/31/69.]

WAC 180-30-470 Interdistrict cooperation in financing construction of school plant facilities—Applicant district defined. The board of directors of the school district in which the proposed new facility is to be located or in which the facility proposed for modernization is located shall be the applicant district and it shall be the responsibility of said board of directors to submit the application for financial plan approval. [Order 7-69, § 180-30-470, filed 10/31/69.]

WAC 180-30-475 Interdistrict cooperation in financing school construction—Application provisions. The

applicant school district shall submit a written application which shall include but not be limited to the following documents and data:

(1) Resolution. A joint resolution by the boards of directors of all participating school districts shall (a) confer contractual authority and subsequent ownership on the board of directors in whose jurisdiction the facility is to be located, or in event of modernization in whose jurisdiction the facility is located, and (b) designate such board of directors as the legal applicant. Evidence shall be submitted that the said resolution has been incorporated in the official record of the board of directors of each participating school district.

(2) Contract between applicant and participating districts. Copy of contract or contracts between applicant district and participating school districts prepared in accordance with provisions hereinafter in WAC 180-30-480 set forth.

(3) Educational program or services. Statement defining the educational program or services to be offered in the proposed new or modernized facility.

(4) Number of pupils to be housed. Number and grade level or levels by district of all pupils to be housed in the proposed new or modernized facility.

(5) Project description. Description of proposed project including size in terms of square feet and the estimated cost of construction including architect's services, sales tax, site and site development.

(6) Financial plan. Proposed financial plan to fund construction and joint operation of proposed new or modernized facility.

(7) Certification by county treasurers. Certification by the county treasurers for the participating school districts respectively as to (a) amount of funds in the building fund of the district, (b) bonds authorized and (c) value of the taxable property of the district.

(8) Area map. An area map indicating location of schools within the participating school districts and the location of the proposed new or modernized facility.

(9) Educational service district superintendent evaluation. Statement of evaluation of the proposal by the superintendent of the educational service district in which the proposed new facility is to be located or in which the facility proposed for modernization is located. [Order 11-75, § 180-30-475, filed 10/28/75; Order 7-71, § 180-30-475, filed 10/13/71; Order 4-70, § 180-30-475, filed 3/10/70; Order 7-69, § 180-30-475, filed 10/31/69.]

WAC 180-30-480 Interdistrict cooperation in financing construction of school plant facilities--Contract between applicant and participating districts. The boards of directors of participating school districts shall negotiate a contract with the board of directors of the applicant school district which shall contain and set forth description of the following elements:

(1) Financial terms by which each cooperating district will participate in the cost of construction or modernization and operation of the facility.

(2) Administration of the facility and of the program or services to be offered therein.

(3) Duration of the interdistrict cooperation agreement.

(4) Procedures for dissolution of cooperative operation of the facility including but not limited to the following:

(a) Ownership of all capital equipment and facilities.

(b) Distribution of assets or the payments to be made to the participating districts.

(c) Minimum period of operation prior to dissolution consideration and approval by the state board of education in accordance with provisions hereinafter in WAC 180-30-490 set forth. [Order 7-69, § 180-30-480, filed 10/31/69.]

WAC 180-30-485 Interdistrict cooperation in financing construction of school plant facilities--Approval of program or services by superintendent of public instruction. Approval by the superintendent of public instruction of the educational program or services to be offered in the proposed new or modernized facility and the proposed administration of such program or services shall be a prerequisite for approval by the state board of education of an interdistrict cooperative financial plan for construction of new or modernization of school plant facilities. [Order 7-69, § 180-30-485, filed 10/31/69.]

WAC 180-30-490 Interdistrict cooperation in financing construction of school plant facilities--Dissolution provisions. (1) Procedures for the dissolution of the operation of school plant facilities under an interdistrict cooperative plan shall not be instituted prior to the expiration of ten years after the date of state board of education approval of the financial plan for the construction of such facilities: *Provided*, That a request for dissolution prior to the expiration of ten years may be approved when in the judgment of the state board of education there is substantiation of sufficient cause therefor.

(2) **State board approval of dissolution required.** Any plan for dissolution as in (1) above described shall be submitted to the state board of education for review and approval prior to proceeding with dissolution action. [Order 7-69, § 180-30-490, filed 10/31/69.]

WAC 180-30-495 Interdistrict cooperation in financing school construction--Project construction approval required--Rules and regulations governing. A project to be constructed under interdistrict cooperative financing pursuant to provisions of RCW 28A.58.075 shall be subject to approval by the state board of education irrespective of whether state funds are involved in the financing thereof and shall be in conformity with the applicable rules and regulations hereinafter prescribed. The applicant school district shall be responsible for compliance with said rules and regulations.

(1) Projects financed entirely with school district local funds. All rules and regulations promulgated by the state board of education relating to school building construction as in chapter 180-30 WAC set forth shall govern the approval of a project financed entirely with interdistrict cooperative funds except those rules relating to determination of amount of state assistance and such

other rules deemed by the superintendent of public instruction to be inapplicable to the said construction.

(2) Projects financed with state assistance.

(a) All rules and regulations promulgated by the state board of education relating to school building construction as in chapter 180-30 WAC set forth shall govern the approval of an application for state assistance in financing an interdistrict cooperative project except such rules deemed by the superintendent of public instruction to be inapplicable to the said construction: *Provided*, That in the interest of program improvement and/or improvement in equalization of educational opportunities, the pertinent requirements of WAC 180-30-030 and 180-30-110(3) relating to eligibility on the basis of number of unhoused children may be waived as shall be determined by the state board of education.

(b) In determination of the amount of state assistance the principle to be applied shall be that each participating district, otherwise eligible for state assistance, shall receive such assistance on the basis of the computed area ratio. The amount that each participating district shall provide may be the percentage proportion that the value of its taxable property bears to the total value of taxable property of all participating districts or such other amounts as set forth in the contract submitted as are accepted and approved by the state board of education.

(3) Application for additional state assistance. In the financing of interdistrict cooperative projects, applications for state assistance in addition to the amount determined allocable under basic state support level provisions shall be judged by the state board of education on the basis of the need for said facilities for the expressed purpose of (a) providing educational opportunities, including vocational skills programs, not otherwise provided, (b) avoiding unnecessary duplication of specialized or unusually expensive educational programs or facilities, or (c) improving racial balance within and among participating districts.

(4) Determination of amount of additional state assistance. When in the judgment of the state board of education an expressed need exists for an interdistrict cooperative project to achieve one or more of the expressed purposes as set forth in subsection (3) above and additional state assistance in financing said joint construction is necessary to meet such need, additional state assistance may be allowed in an amount to be determined by the state board: *Provided*, That the total amount allotted shall not exceed ninety percent of the total project cost determined eligible for state matching purposes: *Provided further*, That the total funds available to the state board for the biennial period are sufficient to meet state-wide needs for state assistance in providing necessary school facilities to individual school districts as well as for this purpose. [Order 11-75, § 180-30-495, filed 10/28/75; Order 7-71, § 180-30-495, filed 10/13/71; Order 7-69, § 180-30-495, filed 10/31/69.]

WASHINGTON SCHOOL FACILITIES COST STABILIZATION PROGRAM

WAC 180-30-500 Statutory authority and program goals. Pursuant to authority under chapter 89, Laws of 1977 1st ex. sess., the Washington school facilities cost stabilization program is hereby established. The program goals are:

(1) To stabilize school construction, maintenance and operating costs.

(2) To reduce school design/construction time.

(3) To provide high quality schools capable of being readily and economically adapted to changing school and community needs. [Permanent and Emergency Order 14-77, § 180-30-500, filed 12/6/77, effective 12/6/77.]

WAC 180-30-505 Definitions. For the purpose of this section:

(1) "Systems building" shall mean the application of a systematized approach to the programming, design and construction of a facility, with special emphasis on simplicity, repetitiveness, adaptability to future requirements and interrelatedness of building subsystems in the facility design.

(2) "Building subsystem" or "subsystem" shall mean a component of a facility defined for a specific function and comprising the necessary elements and materials to fulfill that function; examples of such subsystems are structural, ceiling-lighting, heating-ventilation-air conditioning, and interior space division subsystems. [Permanent and Emergency Order 14-77, § 180-30-505, filed 12/6/77, effective 12/6/77.]

WAC 180-30-510 Procedural guidelines. (1) The superintendent of public instruction shall encourage the use of systems building in school construction and modernization by implementing the following procedures and others deemed appropriate:

(a) Develop procedural and technical guidelines to assist school officials and school designers in utilizing the systems concept within the framework of state board of education regulations.

(b) Review and modify building subsystem specifications developed pursuant to RCW 28A.04.310, and develop and/or review specifications for additional subsystems as appropriate.

(c) Require utilization of systems building on those projects, except modernization projects, receiving state assistance in addition to the amount determined allocable under basic state support level provisions in WAC 180-30-105, when, in the judgment of the superintendent of public instruction, the projects lend themselves to systems building.

(d) Provide mandatory critiques of systems project designs on those projects where systems designs are required, and critiquing as requested for districts voluntarily utilizing systems design.

(2) The superintendent of public instruction shall also investigate and/or experiment with emerging

design/construction and maintenance/operation practices, and assist districts in implementing those which hold promise of achieving one or more of the program goals identified in WAC 180-30-500. [Permanent and Emergency Order 14-77, § 180-30-510, filed 12/6/77, effective 12/6/77.]

WAC 180-30-515 Exemptions. (1) Districts which are eligible to receive basic state support pursuant to WAC 180-30-105, and (a) additional state assistance pursuant to WAC 180-30-200 through and including 180-30-250, or (b) additional space allocations pursuant to WAC 180-30-110, and which propose to construct projects that do not conform to the definition as specified in WAC 180-30-505, must request an exemption by the superintendent of public instruction.

(2) The superintendent of public instruction shall determine whether or not a project lends itself to systems building and may grant an exemption to the requirement of utilization of systems building if he/she determines that the project does not lend itself to systems building. Projects which are suggested for exemption from the requirement of systems building include, but are not limited to, projects in which case:

(a) Schematic plans were completed and approved by the board of directors prior to September 21, 1977, the effective date of this act; or

(b) Utilization would result in a significant cost increase and/or delay of project completion; or

(c) Utilization would result in a facility which is incompatible with existing facilities and/or site; or

(d) The nature of the educational program dictates a facility design which does not lend itself to "systems building"; or

(e) The project is a relocatable building as defined in WAC 180-30-355.

(3) Each school district shall provide such data as is necessary to enable the superintendent of public instruction to substantiate the district's eligibility for an exemption. In the event any district fails to submit necessary data in the written request for exemption, the proposed project will not be presented to the state board of education for its consideration. [Permanent and Emergency Order 14-77, § 180-30-515, filed 12/6/77, effective 12/6/77.]

WAC 180-30-520 School facilities cost stabilization program—Procedural requirements. (1) The superintendent of public instruction shall determine procedures and forms for the administration of state participation in the school facilities cost stabilization program; such procedures and forms to be in addition to or in lieu of procedural requirements prescribed in chapter 180-30 WAC.

(2) Whenever, in the judgment of the state board of education, implementation and/or operation of the school facilities cost stabilization program would be impaired by one or more of the rules and regulations prescribed in chapter 180-30 WAC, a waiver of such rules and regulations may be granted by the state board of education for a specific purpose, except when such waiver would be in conflict with statutory requirements.

[Permanent and Emergency Order 14-77, § 180-30-520, filed 12/6/77, effective 12/6/77.]

FEDERAL GRANTS TO SCHOOL DISTRICTS FOR SCHOOL CONSTRUCTION

WAC 180-30-575 Federal grants to school districts for school construction—Relating to certification by state agency. (1) It is the position of the state board of education that prerequisites for a recommendation by the state educational agency with respect to an application by a school district for a grant from federal funds made available by acts of congress for school building construction should include the following provisions: (a) The school building project shall be consistent with over-all state plans for the construction of school facilities, and (b) the applicant school district shall meet requirements established by the state board of education for eligibility for an allotment of state funds for assistance in construction of school facilities of any kind—grades kindergarten through twelve.

(2) The state board of education recommends to the superintendent of public instruction that action by the superintendent on school district applications for grants of federal funds be in conformity with the position of the state board as hereinbefore stated. [Order 7-69, § 180-30-575, filed 10/31/69.]

PROCEDURAL REGULATIONS GOVERNING ADMINISTRATION OF STATE ASSISTANCE IN PROVIDING SCHOOL PLANT FACILITIES

WAC 180-30-610 Application requirements and procedural regulations governing. All applications for state assistance, allocations of state funds and disbursements of school district and state funds for projects approved for state assistance shall meet the requirements and shall be in conformity with the procedures hereinafter in WAC 180-30-620 through 180-30-740 set forth. The state board of education shall prescribe and furnish forms for the purposes as in this chapter set forth. [Order 5-75, § 180-30-610, filed 5/27/75; Order 7-69, § 180-30-610, filed 10/31/69.]

WAC 180-30-620 Notice of intent by school district to submit application for state assistance and school housing study prerequisites to filing of application. (1) To qualify for eligibility and consideration of state assistance in a school building program, the school district shall submit to the state board of education a notice of intent to file an application for each proposed school building project prior to submission of a funding measure for voter approval.

(2) Study of school housing situation. (a) At the time the notice of intent is filed for an initial school building project, or projects, the school district shall arrange for a cooperative study of its school housing situation by the district and the state board of education under the direction of the superintendent of public instruction. In accordance with statutory provisions, the aforementioned

cooperative study shall provide information including but not limited to the following:

(i) Kind and extent of the school plant facilities required and the urgency of need for such facilities;

(ii) Ability of the district to provide capital funds by local effort and estimated amount of proposed funding measure;

(iii) Need for improvement of school administrative units and school attendance areas among or within districts;

(iv) Enrollment trends and racial balance data;

(v) Site;

(vi) Such other data as the state board of education may require to establish preliminary determination of school district housing need; and

(vii) The aforementioned study must be completed prior to school district submittal of any capital funding measure to its voters if it is the intent of the district to seek consideration of state assistance for its proposed school construction program by the state board of education.

(b) Project applications shall be subject to the submittal of additional and/or current data and such further study of the district's school housing situation as the state board of education may require for determination of compliance with pertinent statutory provisions and state board regulations. [Statutory Authority: Chapter 28A.47 RCW, 79-11-022 (Order 12-79), § 180-30-620, filed 10/10/79; Order 5-75, § 180-30-620, filed 5/27/75; Order 7-69, § 180-30-620, filed 10/31/69.]

WAC 180-30-625 Acknowledgment of notice of intent to file application and instructions for preparation and filing of application and supporting data. Upon determination that the information furnished indicates the school district meets requirements for state assistance consideration, the state board of education will transmit application forms, requesting the school district to submit an application in accordance with provisions of WAC 180-30-630 and such preliminary documents and additional supporting data as may be required: *Provided*, That transmittal of application forms shall not constitute a commitment of state funds. [Order 5-75, § 180-30-625, filed 5/27/75; Order 7-69, § 180-30-625, filed 10/31/69.]

WAC 180-30-630 Application for state assistance.
(1) **Component parts.** An application for state assistance in school building construction shall be comprised of completed forms prescribed by the state board of education and shall include the supporting documents and data prescribed by said forms and the supporting documents and data set forth below.

(a) Complete set of preliminary (design development phase) drawings.

(b) Signed or certified copy of contract between school district and the architect. (A separate contract is required for each specific project).

(c) Site documents as follows:

(i) Opinion by prosecuting attorney or other legal counsel relating to fee simple title including legal description of site required under WAC 180-30-055;

(ii) Statement of approval by the state department of health or local health agency having jurisdiction;

(iii) Statement of approval by such local planning commission or authority as may be established within the territory of the school district;

(iv) Statement of approval by state department of ecology when the site and/or building plan is located within a flood plane of a river or major stream (refer to chapter 86.16 RCW);

(v) Statement indicating compliance with the provisions of chapter 197-10 WAC and such other applicable rules of the council on environmental policy as may now or hereafter be adopted; and

(vi) Request for site approval by the state board of education.

(d) Certification of nonhigh school district participative finance funds authorized for construction of a proposed project, when applicable.

(e) Copy of resolution adopted by the school district board of directors certifying full compliance with the provisions of WAC 180-30-040 relating to racial balance and supported by the following data:

(i) An ethnic count for each school in the district as of October 1 immediately preceding the date of application, the extent of the change in ethnic count projected for a five-year period of all schools affected by the project for which state assistance is requested and an estimated five-year enrollment projection by ethnic groups for the district;

(ii) A map indicating present attendance areas and ethnic distribution at all levels and any proposed changes;

(iii) Transportation services proposed, noting any changes as the result of building the project for which state assistance is requested;

(iv) A statement delineating impact and relationship of proposed construction to any federal and state programs, i.e., freeways, urban renewal, model cities program, etc., and

(v) Such additional data as the school district deems pertinent in support of the resolution.

(f) Documentation of compliance with requirements of energy conservation program as in WAC 180-30-406(1) set forth.

(2) **Preparation and filing of application.** The school district shall (a) complete the application for state assistance in accordance with the findings of the cooperative study and consonant with the pertinent rules and regulations of the state board of education; (b) submit the original of each application form with the supporting documents and data as herein in subsection (1) set forth to the superintendent of public instruction and retain one copy of each for the school district files; and (c) forward one copy each of the completed forms to the school district architect and the educational service district superintendent. [Order 1-76, § 180-30-630, filed 2/3/76; Order 9-75, § 180-30-630, filed 9/9/75; Order 5-75, § 180-30-630, filed 5/27/75; Order 3-74, § 180-30-630,

filed 7/23/74; Order 7-69, § 180-30-630, filed 10/31/69.]

WAC 180-30-635 Authorization to prepare final plan and specifications (construction documents). Upon determination that the applicant school district is eligible for state assistance and that the proposed project meets statutory and state board of education requirements, the state board will grant approval of preliminary plan, authorization to the school district to proceed with preparation of final plan and specifications and a provisional reservation of state funds for architectural and engineering services: *Provided*, That such provisional reservation of funds and authorization shall be subject to the following conditions:

(1) The provisional reservation of funds is a guarantee of state participation in the costs of architectural and engineering services incurred in the preparation of preliminary plan and final plan and specifications and any part of aforesaid provisional reservation not required for aforesaid purpose shall revert to the state fund from which the provisional reservation is made.

(2) Prerequisites for payment from the provisional reservation of funds shall be (a) completion of the final plan and specifications and (b) participation in the cost thereof by the school district in local funds eligible for state matching funds in an amount not less than the percentage computed in accordance with statutory provisions and such additional amount from school district local, federal and/or other sources as in the authorization document set forth.

(3) The preparation of final plan and specifications shall be in accordance with the regulations hereinafter in WAC 180-30-640 prescribed. [Order 5-75, § 180-30-635, filed 5/27/75; Order 4-70, § 180-30-635, filed 3/10/70; Order 7-69, § 180-30-635, filed 10/31/69.]

WAC 180-30-640 Preparation of final plan and specifications (construction documents)—Bid and contract provisions. Upon receipt of authorization as in WAC 180-30-635 provided, the school district shall cause to be prepared final plan and specifications in accordance with the following regulations and such other requirements as may be prescribed by the state board of education:

(1) Separate or combined bids. Separate and/or combined bids may be received for general construction, mechanical work and electrical work. Separate contracts or a combined contract for the construction of the entire project may be awarded on the basis of whichever is most advantageous to the school district and to the state in accordance with bids received.

(2) Alternate bids or cost breakdown on items to be financed entirely from school district local funds. For the purpose of determining the exact cost thereof, provision must be made for alternate bids, or a cost breakdown by the contractor, on all items included in the plan and specifications which are to be financed entirely from school district local funds.

(3) Cash allowance. A cash allowance item shall not be a part of specifications nor included in any contract which involves state matching funds.

(4) Fire insurance coverage on structure under contract. The general conditions incorporated in the specifications shall provide that the school district and/or the contractor shall effect and maintain fire insurance coverage on the structure under contract equal to one hundred per cent of the insurable value thereof including materials in place or on the premises for use in the construction.

(5) Bidder's guarantee requirements. Each bidder on a project approved for state assistance must submit with his bid a certified check or a cashier's check equivalent to at least five per cent of the amount of the bid, or a bid bond. To facilitate the procuring of a certified check or a cashier's check prior to the determination of the amount of his bid, a contractor may submit a certified check or a cashier's check based on five per cent of the architect's estimated cost of the work on which said contractor proposes to submit a bid.

(6) Governmental agency approvals of final plan and specifications. (a) The final plan and specifications for the construction of a new school building or any addition to or alteration of an existing building or for any of the utilities connected with the school building shall be subject to the approval of the state fire marshal or his designated representative, the state electrical inspector, the health agency having jurisdiction and, when applicable, the state department of ecology, with respect to compliance with pertinent rules and regulations established by said agencies.

(b) The life cycle cost analysis, when required, shall be subject to approval of the office of energy management and conservation, department of general administration.

(c) The school district shall receive written approval of final plan and specifications by the agencies set forth in (a) above prior to the call for bid. Any exceptions indicated by the aforementioned agencies shall be corrected and so noted on the final plan and specifications or shall be corrected by issuance of addenda to the specifications and/or revised drawings.

(7) Compliance with pertinent public works statutory provisions. Specifications for all projects involving state matching funds shall provide for compliance with statutory provisions relating to public works including but not limited to the following:

(a) Chapter 18.27 RCW relating to registration of contractors.

(b) Chapter 39.08 RCW relating to contractor's bond.

(c) Chapter 39.12 RCW relating to prevailing wages on public works.

(d) Chapter 39.16 RCW relating to resident employees on public works.

(e) Chapter 39.25 RCW relating to offshore items.

(f) Chapter 49.28 RCW relating to hours of labor.

(g) Chapter 49.60 RCW relating to law against discrimination.

(h) Chapter 70.92 RCW relating to provisions for the aged and physically handicapped.

The architect shall certify to the superintendent of public instruction that the final plan and specifications (construction documents) are in full compliance with the aforementioned statutes, provisions of chapter 19.27 RCW, and any and all other pertinent statutes relating to construction of public buildings applicable to school building construction. [Order 8-76, § 180-30-640, filed 7/19/76; Order 9-75, § 180-30-640, filed 9/9/75; Order 5-75, § 180-30-640, filed 5/27/75; Order 3-74, § 180-30-640, filed 7/23/74; Order 7-71, § 180-30-640, filed 10/13/71; Order 7-69, § 180-30-640, filed 10/31/69.]

WAC 180-30-645 Final plan and specifications (construction documents) to be submitted for review and approval. (1) The school district shall submit one copy of the final plan and specifications to the state board of education for review and approval together with one copy each of the supporting documents listed below:

(a) Form for certification of construction documents and final cost estimate of project, completed and signed by architect.

(b) Signed copy, or photocopy of letters of approval by governmental agencies in accordance with provisions of WAC 180-30-640(6).

(c) Signed statement by architect of analysis of square foot area.

(d) Life cycle cost analysis as in WAC 180-30-406(1) set forth.

(2) The school district shall obtain approval of final plan and specifications by the state board of education prior to the call for bids on any project to be financed with state assistance, as in WAC 180-30-650 provided. [Order 9-75, § 180-30-645, filed 9/9/75; Order 5-75, § 180-30-645, filed 5/27/75; Order 7-69, § 180-30-645, filed 10/31/69.]

WAC 180-30-650 Preliminary allotment of state funds. When upon review of final plan and specifications, final cost estimates and such up-to-date enrollment and fiscal data as may be necessary for determination of current eligibility under statutory provisions and state board of education regulations, it is found by the state board that the project continues to be eligible for state assistance, that final plan and specifications meet state board requirements and that funds are available for state assistance in construction of the proposed project, the state board will grant approval of final plan and specifications, a preliminary allotment of state funds and authorization to call for bids: *Provided*, That in the event funds are not available for state assistance in construction of the proposed project or that upon re-evaluation the project is determined ineligible for state participation in financing construction, a preliminary allotment for the state's share of the cost of architectural and engineering services shall be made to the school district from the provisional reservation of state funds authorized pursuant to WAC 180-30-635: *Provided further*, That such allotments and authorizations shall be subject to the following conditions and regulations:

(1) **Preliminary allotment.** The preliminary allotment is a guarantee of state participation in financing (a) construction of school plant facilities and/or (b) architectural and engineering costs for the preparation of preliminary plan and final plan and specifications pursuant to WAC 180-30-635: *Provided*, That any part of a preliminary allotment not required for completion of an approved project in accordance with bids received thereon and/or not required for the aforesaid architectural and engineering services shall revert to the state fund from which the allotment is made.

(2) **Bid specifications.** Bid specifications on a school building project approved by the state board of education for state participation in financing shall be in accordance with the approved final plan and specifications for such project on file in the office of the state board and shall be in conformity with provisions of WAC 180-30-640.

(3) **Advertisement for bids.** An advertisement for bids on any school building project approved by the state board of education for state participation in financing must be published once each week for two consecutive weeks in a journal of general circulation, such as *The Daily Journal of Commerce* or *Northwest Construction News*, and a like number of times in a publication circulated throughout the area. [Order 5-75, § 180-30-650, filed 5/27/75; Order 4-70, § 180-30-650, filed 3/10/70; Order 7-69, § 180-30-650, filed 10/31/69.]

WAC 180-30-655 Bid data and document requirements following bid opening. (1) After bids have been opened, the board of directors of the school district shall by resolution designate the successful bidder or bidders and transmit to the state board of education one copy each of the documents listed below:

(a) Statement of project cost signed by the chairman of the board of directors and the superintendent of the school district.

(b) Certified copy of recommendation of the board of directors for award of contract or contracts on the basis of bids received, including all accepted alternates.

(c) Certified copy of each advertisement for bids.

(d) Certified tabulated statement of all bids received including bids on alternates, if any, with complete firm names and addresses of bidders. Each alternate listed must be designated by number and descriptive title conforming to the number and title set forth in the specifications. The certification must be made by the architect or authorized representative of the school district.

(e) Certification by school district of amount of local and/or other disburseable funds available specifically for the project, exclusive of state funds, with source of funds identified including identity and amount of nonhigh school district funds when applicable.

(f) Statement of analysis by architect of square foot area and square foot cost, said statement to bear the signature of the architect.

(g) Copies of all addenda to specifications.

(2) **Authorization required for contract award.** (a) A contract, or contracts, for construction of a school building project approved by the state board of education for

state participation in financing from available state funds may not be entered into by the school district until authorization therefor has been received from the state board as in WAC 180-30-660 provided.

(b) A contract, or contracts, for construction of a school building project provisionally approved by the state board of education for state participation in financing pursuant to WAC 180-30-651 and for which state funds have not been made available may not be entered into by the school district until authorization therefor has been received from the state board as in WAC 180-30-661 provided. [Order 5-75, § 180-30-655, filed 5/27/75; Order 4-70, § 180-30-655, filed 3/10/70; Order 7-69, § 180-30-655, filed 10/31/69.]

WAC 180-30-660 Final allotment of state funds. Upon analysis of bids received, determination of the amount of state funds allowable under statutory provisions and state board of education regulations governing state participation in financing and determination that funds are available for state assistance in construction of the proposed project, the state board of education will make a final allotment of state funds for participation in costs of construction and architectural and engineering services and authorize the school district to award contracts: *Provided*, That such allotment and authorization shall be subject to the conditions and regulations herein in subsections (1), (2) and (3) set forth: *Provided further*, That in the event state funds are not available for state assistance in construction of the proposed project, the state board of education will make a final allotment of state funds for the state's share of the cost of architectural and engineering services pursuant to authorizations issued under WAC 180-30-635 and 180-30-650.

(1) **Negotiation of school building contracts.** The state board of education shall approve for participative financing only those school building contracts where the original contract price for the construction has been established by competitive bids.

(2) **Final allotment of state funds.** (a) The final allotment of state funds for construction of a school building project shall be contingent upon financial participation by the applicant school district in accordance with the financial program as set forth in the authorization document.

(b) Any part of a final allotment of state funds not required for completion of a school building project in accordance with the financial program as set forth in said authorization document shall revert to the state fund from which the allotment was made.

(3) **Award of contract or contracts.** (a) Upon receipt of authorization by the state board of education, the board of directors of the school district may proceed with award of contract or contracts for construction of the designated school building project, which contract or contracts shall be in conformity with the analysis of bids as set forth in the aforesaid authorization document and in accordance with the bids received on approved plan and specification for the aforesaid school building project.

(b) Immediately following the awarding of contract or contracts as herein in subsection (a) provided, the board of directors of the school district shall forward one signed or certified copy of each such construction contract to the state board of education. [Order 5-75, § 180-30-660, filed 5/27/75; Order 4-70, § 180-30-660, filed 3/10/70; Order 7-69, § 180-30-660, filed 10/31/69.]

WAC 180-30-710 Disbursement of funds for construction of school plant facilities—Administration of payments from state funds under direction of state superintendent. (1) The superintendent of public instruction is hereby authorized and directed to administer the disbursement of state funds allotted by the state board of education to school districts for school building construction, said disbursements to be in compliance with procedural regulations established by the state board, pertinent statutory requirements and such other requirements as the state superintendent may determine to be necessary.

(2) The superintendent of public instruction shall keep a complete and accurate record of each allotment of state assistance funds made to a school district by the state board of education and of all disbursements, unpaid balances and other matters connected therewith. [Order 7-69, § 180-30-710, filed 10/31/69.]

WAC 180-30-715 Disbursement of funds for construction of school plant facilities—Sequence of payments by school district and state. The order in which funds shall be disbursed for school building construction financed with state assistance shall be as follows:

(1) **Initial payments from school district local funds.** Prior to payment of state funds, the school district shall make payments on all claims submitted by architects and contractors until such time as the total amount of school district local funds obligated by the district for its share of the cost of the building project have been expended.

(2) **Subsequent payments from state funds.** After school district local funds have been fully expended as herein in subsection (1) provided, payments from state funds allotted to the district for the state's share of the cost of the project shall be paid on subsequent claims submitted by architects and contractors. [Order 7-69, § 180-30-715, filed 10/31/69.]

WAC 180-30-720 Disbursement of funds for construction of school plant facilities—General provisions applicable to payments by school district and/or state. Disbursement of school district local funds and/or state funds in payments to contractors and architects on projects financed with state assistance shall be in accordance with the following provisions:

(1) **Payments to contractors.** Payments to contractors shall be on the basis of work progress. Contractors shall submit monthly estimates of work completed which shall be supported by and paid in accordance with architect's certificate of amount due and payable to contractor for

work completed during the period for which payment is claimed.

(2) **Payments to architects.** Payments to architects shall be made in accordance with payment schedule stipulated in agreement between architect and school district.

(3) **Retainage on contract payments.** The provisions of chapter 60.28 RCW as now or hereafter amended, relating to public works contracts, shall govern retainage on contract payments for school building construction. [Order 4-70, § 180-30-720, filed 3/10/70; Order 7-69, § 180-30-720, filed 10/31/69.]

WAC 180-30-725 Disbursement of funds for construction of school plant facilities--Payments from school district local funds--Requirements and procedures. (1) General provisions. Disbursements of school district local funds shall be made in accordance with school district procedures and regulations not inconsistent with applicable rules and regulations of the state board of education, pertinent statutory provisions and regulations of such county officials as have responsibilities in the matter of school district funds.

(2) Certification of total disbursements to be submitted to state superintendent. At such time as the total amount of school district local funds obligated by the district for its share of the cost of the building project has been fully expended, a certified statement of the said disbursements shall be submitted to the superintendent of public instruction, such statement to comprise a listing of all payments to architects, contractors, and when applicable escrow agents, including warrant numbers, dates of payments, names of payees and amounts of payments. The certification for first-class school districts shall be made by the appropriate school district official, and the certification for second- and third-class school districts shall be made by the county auditor: *Provided*, That the certification for second- and third-class school districts shall be made by the appropriate school district official in such districts drawing and issuing warrants pursuant to provisions of RCW 28A.60-.328. [Order 5-75, § 180-30-725, filed 5/27/75; Order 2-73, § 180-30-725, filed 6/13/73; Order 7-71, § 180-30-725, filed 10/13/71; Order 7-69, § 180-30-725, filed 10/31/69.]

WAC 180-30-730 Disbursement of funds for construction of school plant facilities--Payments from state funds--General provisions. All claims for payment from state funds allotted by the state board of education to a school district for school building construction shall be submitted to the superintendent of public instruction on state invoice vouchers provided by the state superintendent and in accordance with regulations and procedures set forth below and such other procedures as may be prescribed by the state superintendent.

(1) **School district responsibility to submit vouchers.** It shall be the responsibility of the school district to submit state invoice vouchers for payments from state funds allotted to the school district for school building construction.

(2) **State warrants--Payable to and delivery.** (a) State warrants issued in payment of monthly progress estimates shall be drawn payable to the claimant named in the contract and shall be transmitted to the school district for disposition or delivery to such claimant.

(b) Final payment state warrants shall be drawn payable to the claimant named in the contract provided no taxes are due and no claims from materialmen or laborers have been filed. In the event taxes have not been discharged or the claims, expenses and fees have not been paid, the public body (superintendent of public instruction) shall retain in its fund, or in an interest-bearing account, or retain in escrow, at the option of the contractor, an amount equal to such unpaid taxes and unpaid claims together with a sum sufficient to defray the costs and attorney fees incurred in foreclosing the lien of such claims, and shall pay, or release from escrow, the remainder to the contractor. [Permanent and Emergency Order 14-77, § 180-30-730, filed 12/6/77, effective 12/6/77; Order 7-69, § 180-30-730, filed 10/31/69.]

WAC 180-30-735 Disbursement of funds for construction of school plant facilities--Progress payments from state funds. Progress payments from state funds allotted to a school district for construction of an approved project shall be made in accordance with provisions of WAC 180-30-720 and upon the presentation of properly executed state invoice vouchers approved by the superintendent of public instruction on the basis of architect's certification of work completed and certification of approval by authorized representatives of the school district. [Order 7-69, § 180-30-735, filed 10/31/69.]

WAC 180-30-740 Disbursement of funds for construction of school plant facilities--Final payments on contracts. In accordance with provisions of chapter 60.28 RCW as now or hereafter amended, relating to public works contracts, final payment on a contract from retained percentage funds shall not be made until thirty days have elapsed following final acceptance by the school district board of directors of the work as completed.

After the expiration of the aforementioned statutory 30-day period, final payment shall be made contingent upon receipt of properly executed state invoice voucher and supporting documents in accordance with the regulations and procedures as herein in subsections (1) through (3) set forth and such other procedures as may be prescribed by the superintendent of public instruction in compliance with statutory and state board of education regulations.

(1) **Acceptance of building, improvement or work as completed.** (a) Upon completion of work by a contractor, or contractors, the architect and the school district officials shall inspect the building, improvement or work to determine compliance with plan and specifications.

(b) The architect, upon determining that the building, improvement or work has been completed satisfactorily,

shall recommend through the issuance of a letter of inspection addressed to the school district board of directors acceptance as completed satisfactorily. Separate letters shall be written concerning the work of each contractor.

(c) The school district board of directors, upon determining that the building, improvement or work has been completed satisfactorily, shall through board resolution officially accept such building, improvement or work as completed satisfactorily. A separate resolution shall be made concerning the work of each prime contractor.

(2) **Documents required for final payment.** Final payments on contracts shall be subject to receipt by the superintendent of public instruction of the documents listed below and such other evidence of final completion of contracts as the state superintendent in compliance with pertinent statutory provisions and/or rules and regulations of the state board of education may determine to be necessary.

(a) Documents to be submitted immediately following official final acceptance of building, improvement or work. The original and one copy of each of the following documents shall be submitted immediately following official final acceptance by the school district board of directors of the building, improvement or work:

- (i) Properly executed state invoice voucher;
- (ii) Architect's letter of inspection;
- (iii) School district board of directors' resolution of final acceptance signed by board members or bearing the certification of authorized representatives of the school district;
- (iv) Architect's certificate of final amount due and payable to contractor.

(b) Documents to be submitted at anytime during the thirty-day period following official final acceptance by the school district board of directors of the building, improvement or work;

(i) Contractor's final affidavit of wages paid bearing certification of the state department of labor and industries.

(c) Documents to be submitted immediately after the expiration of the 30-day period following final acceptance of building, improvement or work. One copy of each of the following documents shall be submitted immediately after the expiration of the 30-day period following final acceptance by the board of directors of the building, improvement or work:

(i) Certification by the school district officials that no liens have been filed, or a certified list of all valid liens in event liens have been filed; and

(3) **Certification by state department of revenue, state department of employment security and state department of labor and industries of payment of taxes.** (a) In compliance with statutory provisions, final payment on a contract for public works shall not be made by the disbursing officer until he has received from the state department of revenue, state department of employment security and the state department of labor and industries certification that all taxes due or to become due from

the contractor with respect to such contract have been paid in full.

(b) Final payments on construction contracts from state funds allotted to a school district for school building construction shall be contingent upon receipt of aforementioned certification in accordance with the following procedure:

(i) Upon receipt of all documents required immediately following official acceptance of building, improvement or work as in subsection (2) above provided, the superintendent of public instruction (the disbursing officer) shall notify the state department of revenue, state department of employment security and the state department of labor and industries that the construction contract has been completed; and

(ii) As provided by statute, the state department of revenue, state department of employment security and the state department of labor and industries, upon determination that all state taxes due or to become due on the contract have been paid in full, will so certify to the superintendent of public instruction (the disbursing officer) and transmit a copy of such certification to the school district concerned. [Permanent and Emergency Order 14-77, § 180-30-740, filed 12/6/77, effective 12/6/77; Order 7-71, § 180-30-740, filed 10/13/71; Order 4-70, § 180-30-740, filed 3/10/70; Order 7-69, § 180-30-740, filed 10/31/69.]

WAC 180-30-750 Advancement of project pending availability of appropriated funds and priority rank. If the amount of state assistance applied for, and which may reasonably be expected to be applied for, exceeds the amount appropriated and made available by the legislature and the state board has found it necessary to adopt schedules ranking school building projects on the basis of urgency of need, a district may request consideration by the state board of education for advancement of certain projects at local financial risk pending availability of appropriated funds and priority placement of project. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-750, filed 10/10/79.]

WAC 180-30-755 Authorization for district to proceed at its own financial risk with advancement of project. Upon determination that the applicant school district has certified that sufficient local funds are available to finance the entire cost of the project and has complied with WAC 180-30-620 and 180-30-630 and that the proposed project meets statutory and state board of education requirements, the state board of education will grant approval of preliminary plan and authorization to the school district to proceed with preparation of final plan and specifications. Such approvals shall be subject to the following conditions: (1) The approvals shall not constitute a commitment of state funds; and (2) the preparation of final plan and specifications shall be in accordance with WAC 180-30-640. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-755, filed 10/10/79.]

WAC 180-30-760 Approval of final plan and specifications. When upon review of final plan and specifications, final cost estimates and such up-to-date enrollment and fiscal data as may be necessary for determination of current eligibility under statutory provisions and state board of education regulations, it is found by the state board that the project would be eligible for state assistance if state funds were available, the state board of education may (1) grant approval of final plan and specifications and (2) authorize the school district to call for bids. The aforementioned shall make no commitment of state funds and shall be subject to the following prescribed conditions:

(1) Compliance with rules. The school district shall comply with all rules and regulations of the state board of education applicable to a project approved for financing with available state funds.

(2) School district certification. Prior to the award of contracts, the board of directors of the school district shall certify to the state board of education by resolution in the manner prescribed by the superintendent of public instruction that (a) sufficient local funds are available to finance the entire cost of the project and (b) the school district will assume full financial responsibility for completion of the project.

(3) Approval of final plan and specifications not commitment of state funds. The authorization documents shall contain (a) approval of final plan and specifications, (b) notification of square foot area determined eligible for state support, (c) authorization to call for bids, and (d) shall direct attention to the fact that the approvals and authorizations therein do not constitute a commitment of state funds. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-760, filed 10/10/79.]

WAC 180-30-765 Bid data and document requirements following bid opening. (1) After bids have been opened, the board of directors of the school district shall by resolution designate the successful bidder or bidders and transmit to the state board of education one copy each of the documents listed below:

(a) Statement of project cost signed by the chairman of the board of directors and the superintendent of the school district.

(b) Certified copy of recommendation of the board of directors for award of contract or contracts on the basis of bids received, including all accepted alternates.

(c) Certified copy of each advertisement for bids.

(d) Certified tabulated statement of all bids received including bids on alternates, if any, with complete firm names and addresses of bidders. Each alternate listed must be designated by number and descriptive title conforming to the number and title set forth in the specifications. The certification must be made by the architect or authorized representative of the school district.

(e) Certification by school district of amount of local and/or other disburseable funds available specifically for the project, with source of funds identified including identity and amount of nonhigh school district funds when applicable. The certification of disburseable funds

shall be sufficient to cover the entire cost of the project including equipment allowance.

(f) Statement of analysis by architect of square foot area and square foot cost, said statement to bear the signature of the architect.

(g) Copies of all addenda to specifications.

(2) Authorization required for contract award. A contract, or contracts, for construction of a school building project approved by the state board of education pursuant to WAC 180-30-760 and for which state funds have not been made available may not be entered into by the school district until authorization therefor has been received from the state board as provided in WAC 180-30-770. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-765, filed 10/10/79.]

WAC 180-30-770 Authorization to award contract. Upon analysis of bids received, determination of project eligibility under statutory provisions and state board of education regulations, the state board of education will authorize the school district to award contracts, subject to the following conditions:

(1) Receipt of certification from the board of directors of the school district as in WAC 180-30-765(1)(e) shall be a prerequisite for said authorization for contract award.

(2) Compliance with rules. The school district shall comply with the provisions of WAC 180-30-660 relating to negotiation of school building contracts and award of contract or contracts, make payments to contractors and architects in accordance with rules and regulations of the state board governing all projects financed with state assistance and shall comply with such procedural requirements as the superintendent of public instruction may determine necessary.

(3) Authorization to award contracts not a commitment of state funds.

(a) The authorization documents and transmittal letter shall state explicitly that the authorization to award contracts described therein does not constitute a commitment of state funds. The district shall be notified of the square foot area, square foot cost level of state support and state matching ratio in effect for the project at date of bid opening.

(b) Upon receipt of authorization by the state board of education, the board of directors of the school district may proceed with award of contract or contracts for construction of the designated school building project, which contract or contracts shall be in conformity with the analysis of bids as set forth in the aforesaid authorization document and in accordance with the bids received on approved plan and specifications for the aforesaid school building project.

(c) Immediately following the awarding of contract or contracts as provided in (b) of this subsection, the board of directors of the school district shall forward one signed or certified copy of each such construction contract to the state board of education.

(4) Deferred state participation contingency. State participation in an approved project shall be contingent

upon (a) placement or qualification of subject project on the currently approved priority list, (b) availability of funds under the statutory authority or appropriation designation cited in the appropriate authorization documents or the availability of funds appropriated in lieu thereof, and (c) consideration by the state board of education of the proposed financial plan.

(5) Approval of financial participation and payment of state funds. Upon completion of an approved project in accordance with the guidelines in WAC 180-30-775, the school district may request payment of the amount determined allocable as set forth in WAC 180-30-770(4). [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-770, filed 10/10/79.]

WAC 180-30-775 Disbursement of funds for construction of school plant facilities—Final payments on contracts. In accordance with provisions of chapter 60.28 RCW as now existing or hereafter amended, relating to public works contracts, final payment on a contract from retained percentage funds shall not be made until thirty days have elapsed following final acceptance by the school district board of directors of the work as completed.

After the expiration of the aforementioned statutory thirty-day period, final payment shall be made contingent upon receipt of properly executed invoice voucher and supporting documents in accordance with the regulations and procedures as set forth in subsections (1) and (2) of this section and such other procedures as may be prescribed by the superintendent of public instruction in compliance with statutory and state board of education regulations.

(1) Acceptance of building, improvement, or work as completed.

(a) Upon completion of work by a contractor, or contractors, the architect and the school district officials shall inspect the building, improvement, or work to determine compliance with plan and specifications.

(b) The architect, upon determining that the building, improvement, or work has been completed satisfactorily, shall recommend through the issuance of a letter of inspection addressed to the school district board of directors acceptance as completed satisfactorily. Separate letters shall be written concerning the work of each contractor.

(c) The school district board of directors, upon determining that the building, improvement, or work has been completed satisfactorily, shall through board resolution officially accept such building, improvement, or work as completed satisfactorily. A separate resolution shall be made concerning the work of each prime contractor.

(2) Documents required for final payment. Final payments on contracts shall be subject to receipt of the documents listed below and such other evidence of final completion of contracts as the state superintendent in compliance with pertinent statutory provisions and/or rules and regulations of the state board of education may determine to be necessary.

(a) Documents to be required immediately following official final acceptance of building, improvement, or work. The original and one copy of each of the following documents shall be submitted following official final acceptance by the school district board of directors of the building improvement or work:

(i) Properly executed invoice voucher;

(ii) Architect's letter of inspection;

(iii) School district board of directors' resolution of final acceptance signed by board members or bearing the certification of authorized representatives of the school district;

(iv) Architect's certificate of final amount due and payable to contractor;

(v) Contractor's final affidavit of wages paid bearing certification of the state department of labor and industries;

(vi) Certification by the school district officials that no liens have been filed, or a certified list of all valid liens in event liens have been filed; and

(vii) Certification by state department of revenue, state department of employment security, and state department of labor and industries of payment of taxes. In compliance with statutory provisions, final payment on a contract for public works shall not be made by the disbursing officer until he has received from the state department of revenue, state department of employment security and the state department of labor and industries certification that all taxes due or to become due from the contractor with respect to such contract have been paid in full.

(b) Final payments on construction contracts by a school district for school building construction shall be contingent upon receipt of aforementioned certification in accordance with the following procedure:

(i) Upon receipt of all documents required immediately following official acceptance of the building, improvement, or work as provided in subsection (2) of this section, the authorized representative of the school district shall notify the state department of revenue, state department of employment security and the state department of labor and industries that the construction contract has been completed; and

(ii) As provided by statute, the state department of revenue, state department of employment security, and the state department of labor and industries, upon determination that all state taxes due or to become due on the contract have been paid in full, will so certify to the school district concerned. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-775, filed 10/10/79.]

WAC 180-30-780 Deferred payment of state funds.

Upon completion of final payment of local funds for a project and submittal of certified copies of final payment documents as set forth in WAC 180-30-775, reimbursement of state funds may be made for the project approved under provisions of WAC 180-30-770. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-780, filed 10/10/79.]

**PROGRAM FOR BARRIER FREE FACILITIES
PURSUANT TO PROVISIONS OF SECTION 504,
PUBLIC LAW 93-112, REHABILITATION ACT OF
1973, AS AMENDED**

WAC 180-30-800 Program for barrier free facilities. The state board of education hereby establishes policies, rules and regulations governing state assistance in alteration or modification of school facilities pursuant to requirements of section 504, Public Law 93-112, Rehabilitation Act of 1973, as amended, hereinafter referred to in this chapter as section 504. [Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-800, filed 2/5/80.]

WAC 180-30-805 Program for barrier free facilities—Basic policies. The state board of education hereby establishes policies, rules, and regulations governing state assistance in alteration or modification of school facilities pursuant to requirements of section 504, Public Law 93-112, Rehabilitation Act of 1973, as amended, hereinafter referred to in this chapter as section 504.

(1) State participation in financing costs necessary for compliance with minimal requirements for accessibility of facilities by the handicapped as specified by section 504 shall be limited to those projects for which modification of existing facilities has been determined necessary for compliance with section 504 and the availability of state funds reserved specifically for such purpose.

(2) A school district having authorized work required by section 504 subsequent to June 30, 1979, but prior to adoption of rules and regulations contained herein may, if otherwise qualified, be considered for a state grant.

(3) Any school district requesting consideration of state funding must submit its transition plan as required by section 504 to the office of the superintendent of public instruction.

(4) Consideration of an allotment of state funds pursuant to provisions of WAC 180-30-800 through 180-30-845 is not conditional upon compliance with provisions of WAC 180-30-035. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-805, filed 6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-805, filed 2/5/80.]

WAC 180-30-807 Program for barrier free facilities—Basic state support level. (1) In order to be considered eligible for a state grant any modification project must be included in the district's transition plan. The grant amount shall be determined by formula established by the superintendent of public instruction. Should the actual total cost of the approved modification project be less than the state grant, the grant shall be reduced accordingly and/or the district shall refund the difference between the amount of the state grant and the actual total cost of the approved modification project.

(2) All costs in excess of the state grant established by the state board of education shall be paid from school district local funds. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-807, filed

6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-807, filed 2/5/80.]

WAC 180-30-810 Program for barrier free facilities—Application requirements and procedural regulations. All applications for a state grant, allocations of state funds and disbursement of school district and state funds for approved projects in providing barrier free facilities pursuant to provisions of section 504 shall meet the requirements and shall be in conformity with the procedures set forth in this chapter. The superintendent of public instruction shall prescribe and furnish forms for the purposes as in WAC 180-30-805 through 180-30-845 set forth. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-810, filed 6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-810, filed 2/5/80.]

WAC 180-30-815 Program for barrier free facilities—Notice of intent to file application for state assistance. A notice of intent to file an application for state assistance in providing barrier free facilities shall be comprised of completed forms prescribed by the superintendent of public instruction and shall include the supporting documents and data set forth below.

(1) A copy of the district's plan to achieve accessibility for all programs and activities except in those instances which require modification of existing facilities.

(2) A copy of the district's transition plan as outlined by Title 45, Rules and Regulations, Subpart C—Program Accessibility, Section 84.22. [Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-815, filed 2/5/80.]

WAC 180-30-820 Program for barrier free facilities—Acknowledgment of notice of intent to file application and instructions for preparation and filing of application and supporting data. Upon determination that the information furnished indicates initial requirements for state assistance consideration are met by the school district, as in WAC 180-30-805(1), the state board of education will transmit application forms requesting the district to submit an application in accordance with provisions of WAC 180-30-825 and such preliminary documents and supporting data as may be required: *Provided*, That transmittal of application forms shall not constitute a commitment of state funds.

In the event the proposed plan does not appear to meet criteria for state funding, the applicant district will be so notified within forty-five days of receipt of said plan. Notice of rejection shall state reason(s) for rejection and terms on which a plan may be resubmitted. A revised plan may be submitted provided it is received by superintendent of public instruction not more than forty-five days after such rejection notice is deposited in the United States mail by superintendent of public instruction. [Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-820, filed 2/5/80.]

WAC 180-30-825 Program for barrier free facilities—Application for state assistance. (1) Upon receipt of notification as in WAC 180-30-820 provided, that the proposed plan appears to qualify for a state grant the district shall cause to be prepared final plans and specifications in accordance with the following regulations, the state bid law, chapter 43.19 RCW, if applicable, and such other requirements as may be prescribed by the state board of education.

(a) Governmental agency approvals of final plan and specifications. The final plan and specifications for modification of facilities to meet provisions of section 504 relating to handicapped accessibility shall be subject to the approval of the fire and health officials having jurisdiction and the state electrical inspector when applicable with respect to compliance with pertinent rules and regulations established by such agencies.

(b) The school district shall submit to the superintendent of public instruction a signed copy of the approvals of final plan and specifications by the agencies set forth above.

Any exceptions indicated by the aforementioned agencies shall be corrected and so noted on the final plan and specifications or shall be corrected by issuance of addenda to the specifications and/or revised drawings.

Final plan and specifications shall be in full compliance with pertinent public works statutory provisions, chapter 19.27 RCW, and any and all other pertinent statutes relating to construction of public buildings applicable to school building construction. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-825, filed 6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-825, filed 2/5/80.]

WAC 180-30-830 Program for barrier free facilities—Approval of final plan. When upon review of final plan, final cost estimates and such other data as may be necessary for determination of eligibility, it is found by the state board that the project is eligible for a state grant, that the modification plan meets state board requirements and that state funds are available, the state board will grant approval of the project. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-830, filed 6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-830, filed 2/5/80.]

WAC 180-30-845 Program for barrier free facilities—Disbursement of funds for modification of facilities for handicapped accessibility. (1) The superintendent of public instruction is hereby authorized and directed to administer the disbursement of state funds allotted by the state board of education to school districts for modification of facilities for handicapped accessibility pursuant to provisions of section 504, Public Law 93-112, as amended, said disbursements to be in compliance with procedural regulations established by the state board, pertinent statutory requirements and such other requirements as the state superintendent may determine to be necessary.

(2) The superintendent of public instruction shall keep a complete and accurate record of each allotment of state funds made to a school district by the state board of education and of all disbursements, unpaid balances and other matters connected therewith.

(3) Disbursement of funds shall be in accordance with applicable requirements as set forth in WAC 180-30-740. [Statutory Authority: RCW 28A.47.060. 80-07-001 (Order 10-80), § 180-30-845, filed 6/5/80. Statutory Authority: RCW 28A.47.802 and 28A.47.803. 80-02-145 (Order 1-80), § 180-30-845, filed 2/5/80.]

Chapter 180-34 WAC REAL PROPERTY SALES CONTRACTS

WAC

180-34-005	Authority and purpose.
180-34-010	General conditions.
180-34-015	Payments—Interest—Duration.
180-34-020	Down payment.
180-34-025	Title to property—Transfer upon satisfaction of contract.

WAC 180-34-005 Authority and purpose. The purpose of this chapter is to establish the terms and conditions governing sales of school district surplus real property pursuant to real estate sales contracts as authorized by RCW 28A.58.045. [Order 3-76, § 180-34-005, filed 3/23/76.]

WAC 180-34-010 General conditions. When in the judgment of the board of directors of a school district a greater amount may be received for surplus real property and the sale facilitated by selling pursuant to a real estate sales contract, the board of directors may do so consistent with the provisions of this chapter. Any school district that sells real property pursuant to a real estate sales contract shall have the proposed contract approved in advance by the county prosecuting attorney or a private attorney as to legal propriety and compliance with (1) the laws of the State of Washington including, but not limited to, RCW 28A.58.045 and (2) the provisions of this chapter. [Order 3-76, § 180-34-010, filed 3/23/76.]

WAC 180-34-015 Payments—Interest—Duration. Each real estate sales contract shall provide for equal periodic payments. The time between each periodic payment shall be no longer than six months. Such payments shall include interest at not less than the prevailing market rate. Such contracts shall not exceed fifteen years in length. [Order 3-76, § 180-34-015, filed 3/23/76.]

WAC 180-34-020 Down payment. Each real estate sales contract shall provide for a cash down payment by the purchaser upon execution of the contract which payment shall be no less than fifteen percent (15%) of the total purchase price exclusive of interest. [Order 3-76, § 180-34-020, filed 3/23/76.]

WAC 180-34-025 Title to property—Transfer upon satisfaction of contract. Title to all property sold pursuant to a real estate sales contract shall be retained by the seller school district until the terms of the contract, including the payment of principal and interest, have been performed in full by the purchaser. [Order 3-76, § 180-34-025, filed 3/23/76.]

Chapter 180-36 WAC CENTRAL PURCHASING

WAC

180-36-005	Purpose.
180-36-010	Definitions.
180-36-015	Conditions to purchases of property and conveyances of a purchase money security interest therein.

WAC 180-36-005 Purpose. The purposes of this chapter are to implement chapter 23, Laws of 1975-76, 2nd ex. sess., and establish the conditions pursuant to which certain associations established by school districts may purchase real and personal property and create a purchase money security interest therein. [Order 5-76, § 180-36-005, filed 6/1/76.]

WAC 180-36-010 Definitions. As used in this chapter:

(1) "Association" shall mean and be limited to a legal entity established by two or more public school districts pursuant to the inter-local cooperation act (chapter 39.34 RCW) for the sole purpose of jointly and cooperatively purchasing school supplies, materials and equipment.

(2) Purchase money security interest: A purchase money security interest is defined as (a) an interest taken by the seller of real or personal property of every kind, character or description or any interest in such real or personal property to secure all or part of its price, or (b) an interest taken by a person who by making advances or incurring an obligation gives value to enable the association to acquire rights in or the use of real or personal property of every kind, character or description or any interest in such real or personal property, to secure all or part of the obligation owed such person: *Provided*, That for real property or any interest in real property, the term "purchase money security interest" shall include, but is not limited to, a mortgage and a deed of trust; *Provided further*, That for real property or any interest in real property, a purchase money security interest shall not include a conditional sales contract. [Order 5-76, § 180-36-010, filed 6/1/76.]

WAC 180-36-015 Conditions to purchases of property and conveyances of a purchase money security interest therein. An association may purchase real and personal property and may convey a purchase money security interest on the following conditions:

(1) The real or personal property shall be purchased for actual use by the association consistent with its lawful and established purposes, and not be for purposes of investment.

(2) The real or personal property shall be necessary for the efficient maintenance and operation of the lawful activities of the association.

(3) Every purchase money security interest shall be in writing and shall set forth substantially the following in bold face type: (a) that the creditor of the association does not by virtue of its purchase money security interest acquire any rights or interests whatsoever against any property, properties or assets of any kind or nature of the school districts which establish and/or participate in the association; and (b) that the creditor shall be entitled to and agrees to look solely to the assets and properties of the association for payment of any obligation incurred by the association.

(4) An authorized representative of the association shall certify in writing to the secretary of the state board of education that: (a) each proposed purchase of real or personal property and conveyance of a purchase money security interest therein shall be in compliance with this chapter; and (b) the association possesses sufficient income and a reasonable assurance of a continuation of such income to meet previously incurred debt obligations, current and foreseeable maintenance and operation expenses and the debt about to be incurred. [Order 5-76, § 180-36-015, filed 6/1/76.]

Chapter 180-40 WAC PUPILS

WAC

180-40-200	Purpose and application.
180-40-205	Definitions.
180-40-210	Student responsibilities and duties.
180-40-215	Student rights.
180-40-220	Student disciplinary boards—Establishment at option of school district—Functions.
180-40-225	School district rules defining misconduct—Distribution of rules.
180-40-230	Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students.

DISCIPLINE

180-40-235	Discipline—Conditions and limitations.
180-40-240	Discipline—Grievance procedure.

SHORT-TERM SUSPENSION

180-40-245	Short-term suspension—Conditions and limitations.
180-40-250	Short-term suspension—Prior conference required—Notice to parent.
180-40-255	Short-term suspension—Grievance procedure.

LONG-TERM SUSPENSION

180-40-260	Long-term suspension—Conditions and limitations.
180-40-265	Long-term suspension—Notice of hearing—Waiver of hearing.
180-40-270	Long-term suspension—Prehearing and hearing process.

EXPULSION

180-40-275	Expulsion—Conditions and limitations.
180-40-280	Expulsion—Notice of hearing—Waiver of hearing.
180-40-285	Expulsion—Prehearing and hearing process.

EMERGENCY ACTIONS

180-40-290	Emergency removal from a class, subject, or activity.
180-40-295	Emergency expulsion—Limitations.
180-40-300	Emergency expulsion—Notice of hearing—Waiver of hearing right.

180-40-305 Emergency expulsion—Prehearing and hearing process.

APPEALS

180-40-310 Appeals—Long-term suspension and expulsion.

180-40-315 Appeals—Hearing before school board—Procedures.

180-40-320 School board decisions.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-40-005 Regulatory provisions relating to RCW 28A.04.120(6), 28A.04.132 and 28A.58.101. [Order 1-72, § 180-40-005, filed 1/28/72; SBE 40-4-1, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-007 Rules applicable to grades K-12. [Order 2-74, § 180-40-007, filed 5/23/74; Order 1-72, § 180-40-007, filed 1/28/72; SBE 40-4-2, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-010 Attendance and adherence to district rules. [SBE 40-4-20, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-020 Regulatory provisions relating to RCW 28.04.120(7) and 28.58.100(2)—Cause for suspension or expulsion. [SBE 40-4-21, filed 3/29/65, effective 4/29/65.] Repealed by Order 1-72, filed 1/28/72.

180-40-030 Regulatory provisions relating to RCW 28.04.120(7) and 28.58.100(2)—Personal cleanliness and grooming. [SBE 40-4-22, filed 3/29/65, effective 4/29/65.] Repealed by Order 1-72, filed 1/28/72.

180-40-040 Use of motor vehicles. [SBE 40-4-23, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-050 Detaining of pupils. [SBE 40-4-24, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-060 Rights and responsibilities of pupils and due process guarantees—Basic policies. [Order 1-72, § 180-40-060, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-065 Rights and responsibilities of pupils and due process guarantees—School district board of directors to adopt written rules. [Order 1-72, § 180-40-065, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-070 Rights and responsibilities of pupils and due process guarantees—Terms defined—Limitations prescribed. [Order 2-74, § 180-40-070, filed 5/23/74; Order 1-72, § 180-40-070, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-075 Rights and responsibilities of pupils and due process guarantees—Attendance right and responsibility. [Order 1-72, § 180-40-075, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-080 Rights and responsibilities of pupils and due process guarantees—Pupils to comply with written rules and submit to disciplinary action—Refusal cause for discipline and suspension. [Order 1-72, § 180-40-080, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-085 Rights and responsibilities of pupils and due process guarantees—Refusal to comply with written rules cause for expulsion under certain conditions—Conditions prescribed. [Order 1-72, § 180-40-085, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-090 Rights and responsibilities of pupils and due process guarantees—Disorderly conduct cause for disciplinary action—Conditions prescribed. [Order 1-72, § 180-40-090, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-095 Rights and responsibilities of pupils and due process guarantees—Substantive rights enumerated. [Order 1-72, § 180-40-095, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-100 Rights and responsibilities of pupils and due process guarantees—Enumerated rights applicable to all pupils—School district to make related rules. [Order 1-72, § 180-40-100, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-105 Rights and responsibilities of pupils and due process guarantees—Constitutional and citizenry rights recognized. [Order 1-72, § 180-40-105, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-110 Rights and responsibilities of pupils and due process guarantees—Expulsion, suspension and discipline restricted to school-related matters. [Order 1-72, § 180-40-110, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-115 Rights and responsibilities of pupils and due process guarantees—Readmission provisions. [Order 1-72, § 180-40-115, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-120 Rights and responsibilities of pupils and due process guarantees—Pupil disciplinary boards—Establishment option of school districts—Functions prescribed. [Order 1-72, § 180-40-120, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-123 Discipline involving a denial of attendance—Informal due process conference required. [Emergency and Permanent Order 10-76, § 180-40-123, filed 8/30/76.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-125 Rights and responsibilities of pupils and due process guarantees—Rights of person aggrieved by disciplinary action to informal conference and formal protest—Procedure prescribed. [Order 1-72, § 180-40-125, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-130 Rights and responsibilities of pupils and due process guarantees—Interim suspension in emergency situation—Conditions defined—Procedure prescribed. [Order 2-74, § 180-40-130, filed 5/23/74; Order 1-72, § 180-40-130, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-135 Rights and responsibilities of pupils and due process guarantees—Delegation of authority to suspend or expel. [Order 1-72, § 180-40-135, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-140 Rights and responsibilities of pupils and due process guarantees—Board of directors to adopt rules for expulsion or suspension hearing before delegated authority—Provisions for protection of pupil rights and appeal prescribed. [Order 2-74, § 180-40-140, filed 5/23/74; Order 1-72, § 180-40-140, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-145 Rights and responsibilities of pupils and due process guarantees—Appeal to board of directors from expulsion decision of delegated hearing authority—Procedure prescribed. [Order 2-74, § 180-40-145, filed 5/23/74; Order 1-72, § 180-40-145, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-150 Rights and responsibilities of pupils and due process guarantees—Expulsion or suspension hearing directly before board of directors—Procedure prescribed. [Order 1-72, § 180-40-150, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-155 Rights and responsibilities of pupils and due process guarantees—Appeal to superior court from action by board of directors regarding discipline, suspension or expulsion—Procedure prescribed. [Order 2-74, § 180-40-155, filed 5/23/74; Order 1-72, § 180-40-155, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

180-40-160 Severability. [Order 1-72, § 180-40-160, filed 1/28/72.] Repealed by Order 6-77, filed 6/2/77, effective 8/1/77.

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 392-14-035 regarding the duty to adopt and post rules, including rules of conduct, governing school bus passengers. [Order 6-77, § 180-40-200, filed 6/2/77, effective 8/1/77.]

WAC 180-40-205 Definitions. As used in this chapter the term: (1) "Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period: *Provided*, That the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.

(2) "Suspension" shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

(3) "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding five consecutive school days.

(4) "Long-term suspension" shall mean a suspension which exceeds a "short-term suspension" as defined in subsection (3) of this section.

(5) "Expulsion" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

(6) "School business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-205, filed 10/16/79; Order 6-77, § 180-40-205, filed 6/2/77, effective 8/1/77.]

WAC 180-40-210 Student responsibilities and duties. The mission of the common school system is to provide learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of a common school district which are adopted pursuant to and in compliance with WAC 180-40-225 and RCW 28A.58.101, and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation(s) of such rules. The provisions of this chapter do not lessen the foregoing responsibilities and duties of each student. This chapter is intended to assure that corrective action or punishment is imposed for just cause and in a fair and just manner. [Order 6-77, § 180-40-210, filed 6/2/77, effective 8/1/77.]

WAC 180-40-215 Student rights. In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

(1) No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.

(2) All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, subject to reasonable limitations upon the time, place, and manner of exercising such right.

(3) All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

(4) All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.

(5) No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people. [Order 6-77, § 180-40-215, filed 6/2/77, effective 8/1/77.]

WAC 180-40-220 Student disciplinary boards--Establishment at option of school district--Functions. The board of directors of any school district may authorize the establishment of one or more student disciplinary boards composed of students, teachers, administrators, or parents, or any combination thereof. Disciplinary boards may be authorized to prescribe reasonable discipline and may recommend, but not prescribe, suspension or expulsion to the appropriate school authority. Such school authority shall be granted the power to set aside or modify any such prescription or recommendation. In addition, disciplinary boards may be authorized to periodically review rules of the school district defining the types of misconduct for which corrective action or punishment may be imposed and to recommend amendments thereto to the board of directors. [Order 6-77, § 180-40-220, filed 6/2/77, effective 8/1/77.]

WAC 180-40-225 School district rules defining misconduct--Distribution of rules. (1) It shall be the responsibility and duty of each school district to adopt, publish, and make available to all students and parents written rules which state with reasonable clarity the types of misconduct for which discipline, suspension, and expulsion may be imposed. In addition, written procedures for administering corrective action shall be developed and reviewed periodically as follows:

(a) Each school district shall provide for the development with parent and community participation of written procedures for administering corrective action at each school as required by RCW 28A.58.101(3).

(b) In a manner consistent with the district procedures developed pursuant to (a) above, the principal and certificated employees in each school building shall confer at least annually for the purpose of developing, or reviewing, or both, building discipline standards and the uniform enforcement of those standards, as required by RCW 28A.58.201.

(2) Rules that establish types of misconduct pursuant to this section must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning.

(3) The rules set forth in this chapter, the rules of a school district that establish types of misconduct pursuant to subsection (1) above, and the written procedures of a district for administering corrective action adopted pursuant to subsection (1)(a) above, shall be published and made available to all students and parents on an

annual basis. If a school district chooses not to distribute such rules to all students and parents, then notice which describes the contents of such rules and specifies the person(s) to contact for a copy thereof shall be provided to students and parents on an annual basis in a manner reasonably calculated to come to their attention. [Statutory Authority: 1980 c 171. 80-10-030 (Order 11-80), § 180-40-225, filed 8/4/80; Order 6-77, § 180-40-225, filed 6/2/77, effective 8/1/77.]

WAC 180-40-230 Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students. (1) Each certificated teacher, each school administrator, each school bus driver, and any other school employee designated by the board of directors of a school district shall possess the authority to impose discipline upon a student for misconduct which violates rules of the school district established pursuant to WAC 180-40-225 and to impose an emergency removal from a class, subject, or activity upon a student pursuant to WAC 180-40-290.

(2) The board of directors of any school district may delegate to the superintendent and/or his or her designee(s) the authority to impose suspensions and expulsions upon students for misconduct which violates rules of the school district established pursuant to WAC 180-40-225. Each certificated teacher and each administrator shall possess the authority to recommend suspensions and expulsions for such misconduct.

(3) Any board of directors which chooses not to delegate the authority to impose suspensions and/or expulsions, nevertheless, shall be subject to the requirements set forth in this chapter when it imposes a suspension or expulsion.

(4) Notwithstanding any provision of this section to the contrary, each teacher is empowered to exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher's immediate supervision from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first: *Provided*, That except in emergency circumstances as provided for in WAC 180-40-290, the teacher shall have first attempted one or more alternative forms of corrective action: *Provided further*, That in no event without the consent of the teacher shall an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded. [Statutory Authority: 1980 c 171. 80-10-030 (Order 11-80), § 180-40-230, filed 8/4/80; Order 6-77, § 180-40-230, filed 6/2/77, effective 8/1/77.]

DISCIPLINE

WAC 180-40-235 Discipline--Conditions and limitations. Discipline may be imposed upon any student for violation of the rules of the school district that have been established pursuant to WAC 180-40-225, subject to

the following limitations and conditions and the grievance procedure set forth in WAC 180-40-240: (1) No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.

(2) A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:

(a) The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course, and

(b) The student's attendance and/or participation has been identified by the teacher pursuant to policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

(3) Corporal punishment shall be administered only in an office or some other area outside the view of other students and only by a certificated employee in the presence of and witnessed by another school district employee. Such witness shall be informed beforehand and in the student's presence of the reason(s) for the infliction of corporal punishment.

(4) No cruel and unusual form of corporal punishment shall be inflicted upon any student.

(5) Only reasonable and moderate force shall be applied to a student and no form of corporal punishment shall be inflicted upon the head of a student.

(6) Parents or guardians, upon their request, shall be provided a written explanation of the reason(s) for the infliction of corporal punishment and the name of the witness who was present at the time corporal punishment was administered. [Order 6-77, § 180-40-235, filed 6/2/77, effective 8/1/77.]

WAC 180-40-240 Discipline—Grievance procedure. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her

designee elects to postpone such action. [Order 6-77, § 180-40-240, filed 6/2/77, effective 8/1/77.]

SHORT-TERM SUSPENSION

WAC 180-40-245 Short-term suspension—Conditions and limitations. A short-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions, the prior informal conference procedures set forth in WAC 180-40-250, and the grievance procedures set forth in WAC 180-40-255:

(1) The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.

(2) No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Kindergarten through grade four—No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of five school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

(5) Grade five and above program—No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen

school days during any single semester or ten school days during any single trimester, as the case may be.

(6) Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:

(a) Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades, or

(b) Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

(7) Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-245, filed 10/16/79; Order 13-77, § 180-40-245, filed 10/18/77; Order 6-77, § 180-40-245, filed 6/2/77, effective 8/1/77.]

WAC 180-40-250 Short-term suspension--Prior conference required--Notice to parent. (1) Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:

(a) An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student,

(b) An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student,

(c) An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and

(d) The student shall be provided the opportunity to present his/her explanation.

(2) In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 180-40-255 and that the suspension may possibly be reduced as a result of such conference.

(3) All short-term suspensions and the reasons therefor shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension. [Order 6-77, § 180-40-250, filed 6/2/77, effective 8/1/77.]

WAC 180-40-255 Short-term suspension--Grievance procedure. Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a

grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action. [Order 6-77, § 180-40-255, filed 6/2/77, effective 8/1/77.]

LONG-TERM SUSPENSION

WAC 180-40-260 Long-term suspension--Conditions and limitations. A long-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions and the notice requirements set forth in WAC 180-40-265 and the hearing requirements set forth in WAC 180-40-270:

(1) The nature and circumstances of the violation must reasonably warrant a long-term suspension and the length of the suspension imposed.

(2) No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Kindergarten through grade four—No student in grades kindergarten through four shall be subject to short-term and long-term suspensions for more than a total of ten school days during any single semester or trimester, as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

(5) Grade five and above program—No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.

(6) Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.

(7) All long-term suspensions and the reasons therefor shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-260, filed 10/16/79; Order 6-77, § 180-40-260, filed 6/2/77, effective 8/1/77.]

WAC 180-40-265 Long-term suspension--Notice of hearing--Waiver of hearing. (1) Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). The notice shall: (a) Be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible,

(b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated,

(c) Set forth the corrective action or punishment proposed,

(d) Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s), and

(e) Set forth the facts that:

(i) a written (or "oral" if provided for by school district policy) request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing, and

(ii) if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed long-

term suspension may be imposed by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

(2) The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within three school business days after the date of receipt of notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule of the school district.

(3) If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension may be imposed. [Order 6-77, § 180-40-265, filed 6/2/77, effective 8/1/77.]

WAC 180-40-270 Long-term suspension--Pre-hearing and hearing process. (1) If a request for a hearing is received pursuant to WAC 180-40-265 within the required three school business days, the school district shall schedule a hearing to commence within three school business days after the date upon which the request for a hearing was received.

(2) The student and his or her parent(s) or guardian(s) shall have the right to:

(a) Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,

(b) Be represented by legal counsel,

(c) Question and confront witnesses,

(d) Present his or her explanation of the alleged misconduct, and

(e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

(3) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

(4) The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

(5) Either a tape-recorded or verbatim record of the hearing shall be made.

(6) A written decision setting forth the findings of fact, conclusions, and the nature and duration of the long-term suspension or lesser form or corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and

his or her parent(s) or guardian(s). [Order 6-77, § 180-40-270, filed 6/2/77, effective 8/1/77.]

EXPULSION

WAC 180-40-275 Expulsion—Conditions and limitations. A student may be expelled for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions, the notice requirements set forth in WAC 180-40-280, and the hearing requirements set forth in WAC 180-40-285:

(1) The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.

(2) No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be expelled by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.

(5) Any student who has been expelled shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.

(6) All expulsions and the reasons therefor shall be reported in writing to the superintendent of the school

district or his or her designee within twenty-four hours after the imposition of the expulsion. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-275, filed 10/16/79; Order 6-77, § 180-40-275, filed 6/2/77, effective 8/1/77.]

WAC 180-40-280 Expulsion—Notice of hearing—Waiver of hearing. (1) Prior to the expulsion of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). The notice shall:

(a) Be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible,

(b) Specify the alleged misconduct and the school district rule(s) or policy alleged to have been violated,

(c) Set forth the corrective action or punishment proposed,

(d) Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s), and

(e) Set forth the facts that:

(i) a written (or "oral" if provided for by school district policy) request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing, and

(ii) if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed expulsion may be imposed by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

(2) The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within three school business days after the date of receipt of the notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule or policy of the school district.

(3) If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed expulsion may be imposed. [Order 6-77, § 180-40-280, filed 6/2/77, effective 8/1/77.]

WAC 180-40-285 Expulsion—Prehearing and hearing process. (1) If a request for a hearing is received pursuant to WAC 180-40-280 within the required three school business days, the school district shall schedule a hearing to commence within three school business days

after the date upon which the request for a hearing was received.

(2) The student and his or her parent(s) or guardian(s) shall have the right to:

(a) Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,

(b) Be represented by legal counsel,

(c) Question and confront witnesses,

(d) Present his or her explanation of the alleged misconduct, and

(e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

(3) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

(4) The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

(5) Either a tape-recorded or verbatim record of the hearing shall be made.

(6) A written decision setting forth the findings of fact, conclusions, and the expulsion or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and his or her parent(s) or guardian(s). [Order 6-77, § 180-40-285, filed 6/2/77, effective 8/1/77.]

EMERGENCY ACTIONS

WAC 180-40-290 Emergency removal from a class, subject, or activity. (1) Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority: *Provided*, That the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

(a) The danger or threat ceases, or

(b) The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion, pursuant to this chapter.

(2) The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond

the commencement of the next school day. Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated. [Order 6-77, § 180-40-290, filed 6/2/77, effective 8/1/77.]

WAC 180-40-295 Emergency expulsion--Limitations. Notwithstanding any other provision of this chapter, a student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations: *Provided*, That the superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 180-40-305 or the appeal provisions set forth in WAC 180-40-315. [Order 6-77, § 180-40-295, filed 6/2/77, effective 8/1/77.]

WAC 180-40-300 Emergency expulsion--Notice of hearing--Waiver of hearing right. (1) The student and his or her parent(s) or guardian(s) shall be notified of the emergency expulsion of the student and of their opportunity for a hearing by certified letter(s) deposited in the United States mail within 24 hours of the expulsion. In addition, reasonable attempts shall be made to notify the student and his or parent(s) or guardian(s) by telephone or in person as soon as reasonably possible. Such written and oral notice shall:

(a) Be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible,

(b) Specify the alleged reason(s) for the emergency expulsion,

(c) Set forth the corrective action or punishment taken and proposed,

(d) Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible, and

(e) Set forth the facts that:

(i) a written (or "oral" if provided for by school district policy) request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the tenth school business day after receipt of the notice of opportunity for a hearing, and

(ii) if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest

the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

(2) The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within ten school business days after the date of receipt of the notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule of the school district.

(3) If a request for a hearing is not received within the required ten school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the emergency expulsion may be continued as deemed necessary by the school district. [Order 6-77, § 180-40-300, filed 6/2/77, effective 8/1/77.]

WAC 180-40-305 Emergency expulsion--Prehearing and hearing process. (1) If a request for a hearing within the required ten school business days is received pursuant to WAC 180-40-300, the school district shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.

(2) The student and his or her parent(s) or guardian(s) shall have the right to:

(a) Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,

(b) Be represented by legal counsel,

(c) Question and confront witnesses,

(d) Present his or her explanation of the alleged misconduct, and

(e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

(3) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.

(4) The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.

(5) Either a tape-recorded or verbatim record of the hearing shall be made.

(6) Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel or, if none, the student and his or her parent(s) or guardian(s) shall be notified thereof by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to

whether or not the emergency situation giving rise to the emergency expulsion continues), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment is to be imposed.

(7) An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action or punishment for the action(s) giving rise to the emergency expulsion in the first instance. [Order 6-77, § 180-40-305, filed 6/2/77, effective 8/1/77.]

APPEALS

WAC 180-40-310 Appeals--Long-term suspension and expulsion. Appeals from decision rendered pursuant to WAC 180-40-270, 180-40-285 and 180-40-305 which impose either a long-term suspension or an expulsion upon a student shall be governed as follows:

(1) If the case was not heard and decided by the school district board of directors, the student and his or her parent(s) or guardian(s) shall have the right to appeal the decision to the board of directors. Notice indicating that the student or his parent(s) or guardian(s) desire to appeal the decision shall be provided to either the office of the school district superintendent or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision. The notice of appeal shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule or policy of the district.

(2) If an appeal is not taken to the board of directors within the required three school business day period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three school business day period.

(3) If a timely appeal is taken to the board of directors, the imposition of the suspension or expulsion shall not be imposed until the appeal is decided: *Provided*, That an emergency expulsion that is continued pursuant to WAC 180-40-305 need not be either interrupted or stayed if the decision rendered includes a conclusion that the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

(4) An appeal from any decision of a school board to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of a school board shall be postponed pending an appeal to superior court shall be discretionary with the school board except as ordered otherwise by a court. [Order 13-77, 180-40-310, filed 10/18/77; Order 6-77, § 180-40-310, filed 6/2/77, effective 8/1/77.]

WAC 180-40-315 Appeals--Hearing before school board--Procedures. (1) If a notice of appeal to the school board of directors is received pursuant to WAC 180-40-310(1) within the required three school business days, the board shall schedule and hold an informal

conference to review the matter within ten school business days after the date of receipt of such appeal notice. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal as provided for in this section. At that time the student or the student's parent(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. The board shall agree to one of the following procedures prior to adjournment or recess:

(a) Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or

(b) Schedule and hold a meeting to hear further arguments based on the record before the board and render its decision within fifteen school business days after the date of the informal conference, or

(c) Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

(2) In the event the school board of directors elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

(a) The student and his or her parent(s) or guardian(s) shall have the right to:

(i) inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,

(ii) question and confront witnesses,

(iii) present his or her explanation of the alleged misconduct, and

(iv) make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires,

(b) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing, and

(c) Either a tape-recorded or verbatim record of the hearing shall be made. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-315, filed 10/16/79; Order 6-77, § 180-40-315, filed 6/2/77, effective 8/1/77.]

WAC 180-40-320 School board decisions. Any decision by a school board of directors pursuant to this chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student shall be made:

(1) Only by those board members who have heard or read the evidence.

(2) Only by those board members who have not acted as a witness in the matter.

(3) Only at a meeting at which a quorum of the board is present and by majority vote. [Order 6-77, § 180-40-320, filed 6/2/77, effective 8/1/77.]

Chapter 180-41 WAC PUPIL SAFETY

WAC

- 180-41-010 Evacuation of buildings in sudden emergency—
Regulatory provisions relating to RCW 28A.04.120(11).
- 180-41-015 Evacuation of buildings in sudden emergency—
Responsibilities of school authorities.
- 180-41-020 Evacuation of buildings in sudden emergency—
Classroom instruction.
- 180-41-025 Evacuation of buildings in sudden emergency—
Out-of-class traffic.
- 180-41-030 Evacuation of buildings in sudden emergency—
School personnel.
- 180-41-035 Evacuation of buildings in sudden emergency—
Emergency exit drills.
- 180-41-040 Evacuation of buildings in sudden emergency—
Exit alarm and recall signal systems.

WAC 180-41-010 Evacuation of buildings in sudden emergency—Regulatory provisions relating to RCW 28A.04.120(11). Pursuant to RCW 28A.04.120(11), all pupils in the public and private schools of the state carrying out a kindergarten through twelve program, or any part thereof, shall receive instruction so that in case of sudden emergency they shall be able to leave their particular building in the shortest possible time, or take such other steps as the particular emergency demands, and without confusion or panic. Instruction of pupils, training of school personnel and preparatory measures with respect to the building and equipment shall include but not be limited to the provisions hereinafter in WAC 180-41-015 through 180-41-040 set forth. [Order 10-70, § 180-41-010, filed 10/22/70.]

WAC 180-41-015 Evacuation of buildings in sudden emergency—Responsibilities of school authorities. It shall be the responsibility of school district boards of directors and governing bodies of private schools, respectively, (1) to provide for the instruction of pupils and develop specific plans and procedures for their schools consistent with the rules and regulations hereinafter in WAC 180-41-020 through 180-41-040 set forth and in accordance with guidelines to be provided by the superintendent of public instruction and (2) to ensure compliance with the plans and procedures so established. It is recognized that procedures for the sudden evacuation of a school building may vary according to the situation, circumstances and/or conditions existing in a particular school or school system. [Order 10-70, § 180-41-015, filed 10/22/70.]

WAC 180-41-020 Evacuation of buildings in sudden emergency—Classroom instruction. Safety education programs at all grade levels should provide opportunity for each pupil to develop a foundation for a sense of security in orderly and safe exit in emergency situations. [Order 10-70, § 180-41-020, filed 10/22/70.]

WAC 180-41-025 Evacuation of buildings in sudden emergency—Out-of-class traffic. Areas where pupils congregate before school and at noon should be properly supervised to assure safe conditions at all times and a

minimum of confusion and consternation in the event of an emergency exit drill or actual emergency situation necessitating immediate evacuation.

Reasonable regulations governing traffic in halls, on stairways and elsewhere on school premises should be cooperatively established and kept up-to-date by student and faculty representatives. [Order 10-70, § 180-41-025, filed 10/22/70.]

WAC 180-41-030 Evacuation of buildings in sudden emergency—School personnel. Periodically, all school personnel—teachers, clerks, custodial staff, engineers and others—shall have orientation in procedures and instructions as to specific responsibilities in emergency situations necessitating immediate evacuation of the building.

In addition to specific instruction relating to emergency exit drills, the principal should provide opportunity for an objective evaluation of the practice following each such drill.

Staff personnel, assigned to act in the absence of the principal, should be thoroughly familiar with emergency exit drill procedures. [Order 10-70, § 180-41-030, filed 10/22/70.]

WAC 180-41-035 Evacuation of buildings in sudden emergency—Emergency exit drills. Alarm for all emergency exit drills shall be by the appropriate school building administrator or his designee without advance announcement to building occupants. Exit drills shall be held as frequently as may be necessary to assure rapid and orderly evacuation of the building in the event of an emergency. Drills should be executed at irregular times of day or evening so as to eliminate any possible distinction between a drill and an actual emergency situation.

Plans and procedures for exit drills shall include but not be limited to the following provisions:

(1) Emergency evacuation directions shall be posted in each room of the building.

(2) Special provision shall be made for removal of disabled and physically handicapped persons from the building.

(3) All occupants of the building—pupils, teachers and other school personnel without exception—shall, at the beginning of each school year, be given full and explicit instructions on exit drills in order that they have a clear working knowledge of exit drill directions and rules.

(4) Instruction and practice in ways to meet such emergencies as blocked exits and blocked stairways during exit drills shall be provided teachers and pupils.

Attention is directed to the Guide for Adoption of Uniform School Exit Drill prepared and published by the state fire marshal for the assistance of school administrators. [Order 10-70, § 180-41-035, filed 10/22/70.]

WAC 180-41-040 Evacuation of buildings in sudden emergency—Exit alarm and recall signal systems. (1) **Exit alarm system.** (a) The exit alarm system is to be used only for emergency exit drills and in the case of an

actual emergency necessitating evacuation of the building. The exit alarm should be sounded on an independent signal system and not on the signal system used to dismiss classes.

(b) A substitute device readily available for manually sounding the alarm should be provided for use in the event the electric alarm system fails to operate.

(c) Signal or alarm stations should be located at readily accessible points in the building and there should be a minimum of one on each floor.

(d) All occupants of the building—pupils, teachers and other personnel—should be familiar with the location of the nearest public fire alarm box.

(e) The exit alarm as prescribed by the state fire marshal shall be the continuous ringing of all sounding devices in the signal system.

(2) **Recall signal.** In order that pupils will not be returned to a building hazardous to life, the recall signal shall be one that is separate and distinct from and cannot be mistaken for any other signal. [Order 10-70, § 180-41-040, filed 10/22/70.]

Chapter 180-43 WAC

INTERSCHOLASTIC ACTIVITIES

WAC

180-43-005	Purpose and application.
180-43-010	Annual report.
180-43-015	Rules and policies.

WAC 180-43-005 Purpose and application. The purpose of this chapter is to establish rules and regulations which implement RCW 28A.58.125(1) and (3). [Statutory Authority: RCW 28A.58.125. 80-02-146 (Order 2-80), § 180-43-005, filed 2/5/80.]

WAC 180-43-010 Annual report. The Washington interscholastic activities association and any other voluntary nonprofit entities which have been delegated powers by a school district pursuant to RCW 28A.58.125, shall submit an annual report to the state board of education of student appeal determinations, assets, and financial receipts and disbursements.

(1) The annual report shall be delivered to the secretary of the board not later than November 1 of each calendar year.

(2) The annual report shall include the standard financial statement for the preceding fiscal year of the association or entity, prepared in accordance with generally accepted accounting principles. The financial statements shall include adequate information to inform the state board of education of the activities of the interscholastic activities association during the year reported upon. At a minimum, the certified financial statements as prepared by a certified public accountant or licensed public accountant shall list all assets and liabilities in a statement of financial position; a statement of cash receipts and disbursements; and other exhibits detailing salary expenses, office expenses, state tournament finances, and the basis for distributing profits to the school districts.

(3) The annual report shall include a section summarizing student eligibility appeal cases by local interscholastic activities association districts for the preceding school year (September 1 through August 31). Details of the summary shall include student's first name and surname initial, school, the rule and factual issue involved, interscholastic activities association district disposition and date, and if ruled ineligible at the district level, interscholastic activities association executive board disposition and date. [Statutory Authority: RCW 28A.58.125. 80-02-146 (Order 2-80), § 180-43-010, filed 2/5/80.]

WAC 180-43-015 Rules and policies. All rules and policies applied by the Washington interscholastic activities association and any other voluntary nonprofit entities which have been delegated powers by a school district pursuant to RCW 28A.58.125 and which govern student participation in any interschool activity, shall be written and subject to the annual review and approval of the state board of education.

No such rule or policy shall be valid and enforceable during any school year unless first approved by the state board for that particular school year. All such rules shall be submitted annually by the association and other nonprofit entities to the state board office on or before March 1 for initial review at the board's March meeting and, if subsequently revised, again on or before May 1 for final action by the board at its May meeting. The state board may modify the foregoing schedule of submissions and actions in its discretion at the request of the association or other nonprofit entity. [Statutory Authority: RCW 28A.58.125. 80-02-146 (Order 2-80), § 180-43-015, filed 2/5/80.]

Chapter 180-44 WAC

TEACHERS' RESPONSIBILITIES

WAC	
180-44-005	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101.
180-44-007	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Application.
180-44-010	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Responsibilities related to instruction.
180-44-020	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Responsibilities related to discipline of pupils.
180-44-030	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Excuse for pupil absence required.
180-44-040	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Classroom—Physical environment.
180-44-050	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—School day as related to the teacher.
180-44-060	Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Drugs and alcohol—Use of as cause for dismissal.

WAC 180-44-005 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101. Pursuant to authority vested in the state board of education under provisions of RCW 28A.04.120(6) and 28A.58.101 to prescribe rules and regulations for the government of the common schools, pupils and teachers, the state board of education hereby adopts rules and regulations provided in WAC 180-44-007 through 180-44-060 relating to teachers. [Order 7-77, § 180-44-005, filed 6/1/77; SBE 44-4-1, filed 3/29/65, effective 4/29/65.]

WAC 180-44-007 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Application. The rules and regulations provided for in WAC 180-44-010 through 180-44-060 shall be applicable to all teachers and other certificated personnel of grades kindergarten through twelve of the common schools. [SBE 44-4-2, filed 3/29/65, effective 4/29/65.]

WAC 180-44-010 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Responsibilities related to instruction. (1) It shall be the responsibility of the teacher to follow the prescribed courses of study and to enforce the rules and regulations of the school district, the state superintendent of public instruction and the state board of education, maintaining and rendering the appropriate records and reports.

(2) Teachers shall have the right, and it shall be their duty, to direct and control within reasonable limits the studies of their pupils, taking into consideration individual differences among pupils: *Provided*, That all pupils shall receive instruction in such prescribed courses of study as are required by law and regulations.

(3) Teachers shall be responsible for the evaluation of each pupil's educational growth and development and for making periodic reports to parents or guardian and to the designated school administrator.

(4) Teachers are required to make daily preparation for their duties, preparation to include attendance at teachers' meetings and such other professional work contributing to efficient school service as may be required by the principal, superintendent or board of directors. [Order 7-77, § 180-44-010, filed 6/1/77; SBE 44-4-20, filed 3/29/65, effective 4/29/65.]

WAC 180-44-020 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Responsibilities related to discipline of pupils. (1) Teachers shall maintain good order and discipline in their classrooms at all times, and any neglect of this requirement shall constitute sufficient cause for dismissal. [Order 7-77, § 180-44-020, filed 6/1/77; SBE 44-4-21, filed 3/29/65, effective 4/29/65.]

WAC 180-44-030 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Excuse for pupil absence required. Teachers shall require excuses from the parents or guardian of pupils in all cases of absence, tardiness or dismissal before the close of school, and no excuse shall be deemed valid except that of illness and

such other cause as may be approved by the school district. [SBE 44-4-22, filed 3/29/65, effective 4/29/65.]

WAC 180-44-040 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Classroom—Physical environment. Every teacher shall give careful attention to the maintenance of a healthful atmosphere in the classroom, reporting to the principal or his designated representative any shortcomings in lighting, heating or ventilation. [SBE 44-4-23, filed 3/29/65, effective 4/29/65.]

WAC 180-44-050 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—School day as related to the teacher. Teachers and other certificated personnel are required to be at their respective schools for the benefit of pupils and patrons at least thirty minutes before the opening of school in the morning and at least thirty minutes after the closing of school in the afternoon. [SBE 44-4-24, filed 3/29/65, effective 4/29/65.]

WAC 180-44-060 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101—Drugs and alcohol—Use of as cause for dismissal. Use by any certificated person of habit-forming drugs, without pharmaceutical prescription by a duly licensed practitioner of medicine and/or dentistry licensed doctor of medicine, or any unauthorized use of alcoholic beverage on school premises, or at a school-sponsored activity off the school premises, shall constitute sufficient cause for dismissal or non-renewal of contract. [Order 7-77, § 180-44-060, filed 6/1/77; SBE 44-4-25, filed 3/29/65, effective 4/29/65.]

Chapter 180-46 WAC LEARNING RESOURCES CENTERS

WAC

180-46-005	Purpose.
180-46-010	Learning resources centers.
180-46-015	Learning resources.
180-46-020	Learning resources programs.
180-46-025	Services.
180-46-030	Equipment and materials.
180-46-035	Production.
180-46-040	Facilities.
180-46-045	Staff.
180-46-050	Access.
180-46-055	Other sources.
180-46-060	Measurement.

WAC 180-46-005 Purpose. The purpose of this chapter is to implement RCW 28A.04.134, through the adoption of rules and regulations establishing minimum standards for integrating school district library and media services into learning resources centers. [Order 1-76, § 180-46-005, filed 2/3/76; Order 15-75, § 180-46-005, filed 12/11/75.]

WAC 180-46-010 Learning resources centers. Audiovisual centers, libraries and media centers shall be

integrated into a learning resources center and may consist of other designated space(s) within each school building or campus. [Order 15-75, § 180-46-010, filed 12/11/75.]

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, magazines, audio and video tapes, records, vertical file collections, pamphlets, study prints, maps, charts, globes, overhead transparencies, dioramas, realia, models, and other materials and related equipment that provides instructional value. [Order 15-75, § 180-46-015, filed 12/11/75.]

WAC 180-46-020 Learning resources programs. Audiovisual, library and media programs shall be integrated as learning resources programs. These programs in each school district are to be directed toward the implementation of the district's instructional goals and objectives and consistent with the Goals for Washington Common Schools, as adopted by the state board of education. These programs are to include strategies for implementation and a system for continuing evaluation. [Order 15-75, § 180-46-020, filed 12/11/75.]

WAC 180-46-025 Services. Each school district shall provide services relevant to and integrated with the district's educational program and directed toward meeting the creative and informational needs of each student. [Order 15-75, § 180-46-025, 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 instructional objectives. [Order 15-75, § 180-46-030, filed 12/11/75.]

WAC 180-46-035 Production. Each school district shall provide the opportunity for every student and teacher to design and produce a variety of media as a part of the learning and teaching process. [Order 15-75, § 180-46-035, filed 12/11/75.]

WAC 180-46-040 Facilities. Each school district shall provide in each school learning resources facilities so arranged as to encourage individualized and group learning through a wide variety of experiences. [Order 15-75, § 180-46-040, filed 12/11/75.]

WAC 180-46-045 Staff. Each school district shall provide for a sufficient number of qualified professional and supportive learning resources staff to meet the identified needs of students and teachers in each school. [Order 15-75, § 180-46-045, filed 12/11/75.]

WAC 180-46-050 Access. Each school district shall provide in each school a learning resources program which provides maximum access by students and teachers throughout the school year. [Order 15-75, § 180-46-050, filed 12/11/75.]

WAC 180-46-055 Other sources. When it is not feasible to provide resources at the building level, the use of sources beyond the building must be considered as an alternate way of meeting standards. [Order 15-75, § 180-46-055, filed 12/11/75.]

WAC 180-46-060 Measurement. The state board of education directs the superintendent of public instruction to develop practical descriptors for measurement of these standards; conduct the survey required by chapter 127, Laws of 1975 1st ex. sess.; and then submit the practical descriptors so developed to the state board for consideration and incorporation into this chapter. [Order 15-75, § 180-46-060, filed 12/11/75.]

Chapter 180-48 WAC INSTRUCTIONAL MATERIALS

WAC

180-48-010 Selection of instructional materials—School district policy in writing.

WAC 180-48-010 Selection of instructional materials—School district policy in writing. In compliance with statutory requirements as prescribed in RCW 28-.58.100, each school district shall have a written policy outlining the process for the selection and adoption of instructional materials, print and nonprint, which policy shall include provision for the challenging of such materials by a child's parent or legal guardian. [Order 8-69, § 180-48-010, filed 12/5/69.]

Chapter 180-50 WAC COURSES OF STUDY

WAC

180-50-010 Washington state history and government.
180-50-020 United States history and government.
180-50-030 Contemporary world history, geography and problems—High school requirement.
180-50-040 Study of constitutions.
180-50-050 Physical education.
180-50-070 Sex education.

Reviser's note: Chapter caption changed from WASHINGTON HISTORY AND GOVERNMENT.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-50-005 Authority, scope—Board approval of superintendent's action as compliance. [SBE 48-4-1, filed 3/29/65, effective 4/29/65.] Repealed by Order 1-77, filed 3/24/77.
180-50-060 National defense units. [SBE 48-4-25, filed 3/29/65, effective 4/29/65.] Repealed by Order 1-77, filed 3/24/77.

WAC 180-50-010 Washington state history and government. (1) Pursuant to provisions of RCW 28A-.05.010 and RCW 28A.05.050, the successful completion of a one-semester course, or its equivalent, in state of Washington history and government shall be a requirement for high school graduation in the state of Washington: *Provided*, That such course shall be in addition to the equivalent of a one-semester course of study of Washington state history and government which shall be presented in the elementary school grades one to six: *Provided further*, That in the elementary school, the history and government of the state of Washington should be presented with a broad viewpoint, integrating it with other significant phases of the social studies program.

(2) The high school graduation requirement in Washington history and government may be met in grades seven to twelve and shall be in addition to the elementary school requirement.

The acceptable equivalent in grades seven to twelve must include significant units of work in Washington state history and government, presented in other social studies, that will be comparable, in total, to the one-semester coverage of Washington state history and government: *Provided*, That the equivalent units shall be in addition to the state board of education graduation requirements for United States history and government and contemporary world history, geography and problems contained in WAC 180-56-021 or as hereafter amended.

In the high school, the history and government of the state of Washington shall be presented in broad perspective including the study of the relationship of the state to the larger geographic and economic region of which it is a part and with special emphasis on the wise use of human and natural resources.

(3) A student who transfers to a high school in the state of Washington from a high school in another state, having satisfactorily completed a course in northwest history and government in his previous high school, may be considered to have thereby completed an equivalent of the course in Washington state history and government and thus to have met this requirement for graduation from high school.

Pursuant to provisions of RCW 28A.05.050, students in the twelfth grade who have not completed such a course of study in Washington's history and state government because of previous residence outside the state may have the foregoing requirement waived by their principal. [Order 1-77, § 180-50-010, filed 3/24/77; SBE 48-4-22, 48-4-220 and 48-4-221, filed 3/29/65, effective 4/29/65; Rules filed 6/27/61, effective 7/28/61; Rules (part), filed 3/24/60.]

WAC 180-50-020 United States history and government. Pursuant to provisions of RCW 28A.05.050, the successful completion of a one-year course of study in the history and government of the United States shall be a requirement for high school graduation in the state of Washington: *Provided*, That the requirement in United States history and government may be met in

grades one to eight: *Provided further*, That in such case the one year of study shall be in addition to the state board of education graduation requirement for United States history and government contained in WAC 180-56-021 or as hereafter amended. [Order 1-77, § 180-50-020, filed 3/24/77; SBE 48-4-23, 48-4-230 and 48-4-231, filed 3/29/65, effective 4/29/65.]

WAC 180-50-030 Contemporary world history, geography and problems—High school requirement. Pursuant to provisions of RCW 28A.05.010 requiring the teaching of such other studies as may be prescribed by the state board of education, a one-year course, or its equivalent, in contemporary world history, geography and problems shall be required for graduation from high school and shall be in addition to the state board of education graduation requirements for United States history and government and Washington state history and government contained in WAC 180-56-021 or as hereafter amended.

The acceptable equivalent may include specific courses in economics, sociology, civics, political science, international relations, or related social sciences, with emphasis on their relationship to current problems. [Order 1-77, § 180-50-030, filed 3/24/77; SBE 48-4-24 and 48-4-241, filed 3/29/65, effective 4/29/65.]

WAC 180-50-040 Study of constitutions. Pursuant to provisions of RCW 28A.02.080 requiring that the study of the Constitution of the United States and the Constitution of the state of Washington shall be a condition prerequisite to graduation from the common and high schools of this state and pursuant to provisions of RCW 28A.02.080 empowering and requiring the state board of education to provide by appropriate rules for the carrying into effect of the provisions of RCW 28A.02.080, the state board of education hereby prescribes as follows:

Each school district board of directors shall require the study of the Constitution of the United States and the Constitution of the State of Washington in appropriate required social studies courses that are consistent with the provisions of WAC 180-50-010, 180-50-020 and/or 180-56-021 or as hereafter amended. [Order 1-77, § 180-50-040, filed 3/24/77; SBE 48-4-20, filed 3/29/65, effective 4/29/65.]

WAC 180-50-050 Physical education. Pursuant to provisions of RCW 28A.04.120(9), 28A.05.030 and 28A.05.040 directing the state board of education to prescribe courses in physical education for the various levels of public education. Each school district board of directors shall require for every student an opportunity for meaningful participation in appropriate programs of physical education and health study throughout their public school years in accordance with RCW 28A.05.030 and RCW 28A.05.040.

The office of the superintendent of public instruction is authorized to assist in establishing goals and objectives for the courses of study as defined in the aforementioned statutes. Waivers from any school district courses in

physical education shall be consistent with the provisions of RCW 28A.05.030 and RCW 28A.05.040: *Provided*, That physical education courses in high schools shall be consistent with graduation requirements as set forth in WAC 180-56-021 or as hereafter amended. [Order 1-77, § 180-50-050, filed 3/24/77; SBE 48-4-21, filed 3/29/65, effective 4/29/65.]

WAC 180-50-070 Sex education. (1) Policy—
Authority. The state board of education believes that the primary responsibility for education about human sexuality rests with the home and religious institutions. The school can only supplement and complement those standards established in the home and in the religious community.

The decision as to whether or not an educational program about sex education or human sexuality is to be introduced into the schools is a matter for determination at the district level by the local school board, the duly elected representatives of the people of the community. If such a program is adopted the state board of education believes that:

(a) Major emphasis in programs about sex education or human sexuality should be to assist the adults in the home in giving youth the opportunity to know and appreciate the important place the family, which may exist in a variety of patterns in our society, holds as a social institution.

(b) School effort should supplement the work of the home and religious programs by providing youth with accurate information about the physiological, psychological and sociological aspects of human sexuality. Information and decision making skills relating to the need to make responsible decisions about sexual activities should also be included in these programs.

(c) Programs should include opportunities for students to explore and learn about society's attitudes, values and standards so that they will have a good basis for making decisions in regard to their own lives.

As a result of these beliefs and pursuant to authority under provisions of RCW 28A.04.120, RCW 28A.05.010 and Senate Concurrent Resolution No. 15, 1969 first extraordinary session, the state board of education hereby prescribes the rules and regulations relating to sex education hereinafter set forth.

(2) **Definition(s).** (a) Sex education for the purpose of these rules and regulations is defined as the study of the anatomy and the physiology of human reproduction.

(b) Human sexuality for the purpose of these rules is defined as the characteristics or qualities that distinguish between maleness and femaleness. It includes the physiological, psychological and sociological processes experienced by an individual.

(3) **Development of instruction in sex education and human sexuality.** School districts shall involve parents and school district community groups in the planning, development, evaluation and revision of any instruction in sex education and human sexuality offered as a part of the school program.

(4) **Excusal of students—Alternative studies.** Any parent or legal guardian who wishes to have his/her

child excused from any planned instruction in sex education or human sexuality may do so upon filing a written request with the school district board of directors or its designee and the board of directors shall make available the appropriate forms for such requests. Alternative educational endeavors shall be provided for those excused. [Order 1-77, § 180-50-070, filed 3/24/77; Order 9-69, § 180-50-070, filed 12/5/69.]

Chapter 180-52 WAC PUPIL PERSONNEL SERVICES

WAC

180-52-015	Pupil tests and records—Authority.
180-52-020	Pupil tests and records—Tests—School district policy in writing.
180-52-025	Pupil tests and records—Pupil personnel records—School district policy in writing.
180-52-030	Pupil tests and records—Certain tests, questionnaires, etc.—Limitations.
180-52-035	Pupil tests and records—Diagnostic personality tests—Parental permission required.
180-52-040	Purpose.
180-52-045	Definitions.
180-52-050	Determination, order of exclusion and notice.
180-52-055	Right to a hearing—Notice to school official.
180-52-060	Prehearing and hearing rights—Decision and notice thereof.
180-52-065	Issues to be decided.

WAC 180-52-015 Pupil tests and records—Authority. Pursuant to authority under provisions of RCW 28.04.120 [28A.04.120] and Senate Concurrent Resolution No. 15, 1969 ex. sess., the state board of education, hereby prescribes the rules and regulations relating to pupil tests and records hereinafter in WAC 180-52-020, 180-52-025, 180-52-030 and 180-52-035 set forth. [Order 10-69, § 180-52-015, filed 12/5/69.]

WAC 180-52-020 Pupil tests and records—Tests—School district policy in writing. School districts shall develop and adopt written policies relative to testing, kindergarten through grade twelve, which policies shall include an outline of procedures by which parents or legal guardians of a student may become acquainted with the nature of tests and their uses in helping children. [Order 10-69, § 180-52-020, filed 12/5/69.]

WAC 180-52-025 Pupil tests and records—Pupil personnel records—School district policy in writing. School districts shall develop and adopt written policies relating to (a) the type of pupil personnel records which are to be kept and the manner in which data is to be recorded; and (b) procedures by which a parent or legal guardian may upon written request examine school records pertaining to his child with professionally competent personnel present to interpret and assist in the analysis of such records. [Order 10-69, § 180-52-025, filed 12/5/69.]

WAC 180-52-030 Pupil tests and records—Certain tests, questionnaires, etc.—Limitations. No written or oral test, questionnaire, survey, or examination shall be

used to elicit the personal beliefs or practices of a student or his parents as to sex or religion except with the written consent of parent or guardian. [Order 10-69, § 180-52-030, filed 12/5/69.]

WAC 180-52-035 Pupil tests and records—Diagnostic personality tests—Parental permission required. Each school district shall require that there shall be on file the written consent of the parent or guardian prior to the administering of any diagnostic personality test. [Order 10-69, § 180-52-035, filed 12/5/69.]

WAC 180-52-040 Purpose. (1) The purpose of WAC 180-52-040 through 180-52-065 is to implement section 10, chapter 118, Laws of 1979 ex. sess. [RCW 28A.31.118], by establishing the procedural and substantive due process requirements governing the exclusion of children from public and private schools for failure to either establish proof of compliance with the immunization requirements established by and pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], or to establish an exemption from such requirements. These rules are intended to govern the routine, nonemergency enforcement of chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(2) In the case of an emergency caused by, for example, an epidemic, local health officers may order the exclusion from school of students who are infected with or are deemed to be susceptible to and exposed to the disease. See the rules of the state board of health, chapter 248-101 WAC. Such an order may include students who have been exempted from the immunization requirements established by and pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW]. School officials are advised to consult legal counsel for advice regarding the appropriate procedures to follow in such emergency situations. An emergency may justify the exclusion of unimmunized students prior to their being afforded an opportunity for a hearing. See, for example, WAC 180-40-295, 180-40-300 and 180-40-305 regarding emergency expulsions. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-040, filed 10/18/79.]

WAC 180-52-045 Definitions. As used in WAC 180-52-050 through 180-52-065:

(1) "Chief administrator" shall mean the person with the authority and responsibility for the immediate supervision of the operation of a school (e.g., a building principal) as defined in this section or, in the alternative, such other person as may hereafter be designated in writing for the purposes of WAC 180-52-050 through 180-52-060 by the statutory or corporate board of directors of the school district or school or, if none, such other persons or persons with authority and responsibility for the general supervision of the operation of the school district or school.

(2) "Local health department" shall mean the city, town, county, district or combined city-county health department, board of health, or health officer which provides public health services.

(3) "School" shall mean and include each building, facility, and location at or within which any or all portions of a preschool, kindergarten and grades one through twelve program of education and related activities are conducted for two or more children by or in behalf of any public school district and by or in behalf of any private school or private institution subject to approval by the state board of education pursuant to RCW 28A.04.120(4) and 28A.02.201 through 28A.02.250, each as now or hereafter amended.

(4) "School day" shall mean any day, exclusive of Saturdays and Sundays, upon which the particular school which a child attends is open for the conduct of the educational program in which the child is enrolled. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-045, filed 10/18/79.]

WAC 180-52-050 Determination, order of exclusion and notice. (1) The determination and order that a child shall be excluded from further attendance at a public or private school for failure to be in compliance with chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW] and the rules of the state board of health adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], shall be made by the local health department within which the school is located.

(2) The determination and order of the local health department shall be placed in writing and provided by the department to the chief administrator of the school which the child attends and to the parent(s) or legal guardian(s) of the child or to the adult(s) in loco parentis to the child.

(3) The written notice provided pursuant to subsection (2) of this section shall:

(a) Inform the recipients of the procedures and rights available pursuant to WAC 180-52-050 through 180-52-065 and other matters required by section 8, chapter 118, Laws of 1979 ex. sess. [RCW 28A.31.114]; and

(b) Order the immediate exclusion of the child from school if the right to a hearing pursuant to WAC 180-52-055 through 180-52-065 is waived or, in the event a hearing is requested and held, if proof of compliance with immunization requirements or of an exemption from such requirements is not established at such a hearing. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-050, filed 10/18/79.]

WAC 180-52-055 Right to a hearing--Notice to school official. (1) Any parent, guardian or adult in loco parentis to a child who receives a notice of exclusion pursuant to WAC 180-52-050 shall have the right to appeal the decision of the local health department prior to the exclusion of the child from school.

(2) An appeal shall be initiated by requesting the chief administrator of the child's school for a hearing on the matter.

(3) A written (or "oral" if provided by school district or school policy) request for a hearing must be received by the chief administrator of the child's school, or by his

or her office, on or before the expiration of the third school day after the date upon which notice of the local health department's determination and order is received by a parent or guardian of the child or an adult in loco parentis to the child. The request for hearing should explain the reason or basis upon which the determination and order of the health department is challenged. If it does not, the chief administrator shall request an explanation of the reason or basis in order to identify the issue to be addressed at the hearing and to determine whether there is a possibility of resolving the issue short of a hearing.

(4) If a request for a hearing is not received within the time period prescribed by subsection (3) of this section, the right to a hearing shall be deemed to have been waived and the exclusion of the child from school shall commence immediately. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-055, filed 10/18/79.]

WAC 180-52-060 Prehearing and hearing rights--Decision and notice thereof. (1) If a request for a hearing is received pursuant to WAC 180-52-055, the chief administrator of the school shall schedule and give notice of a hearing to commence within three school days after the date upon which the request for hearing was received. The hearing may be continued to a later date for good cause, but shall not be continued for a period in excess of ten additional school days unless both the local health department and the parent(s) or guardian(s) or adult(s) in loco parentis agree to a longer continuation.

(2) The person who is to serve as the hearing officer shall be appointed by the chief administrator of the school and shall not be a witness: *Provided, however,* That any administrator or board which is superior to the chief administrator of the school may instead elect to appoint the hearing officer.

(3) An authorized representative of the local health department and the parent(s) or guardian(s) or adult(s) in loco parentis to the child shall have the right to:

(a) Inspect in advance of the hearing any documentary and other physical evidence which the other party intends to introduce at the hearing;

(b) Be represented by legal counsel;

(c) Question and confront witnesses; and

(d) Make such showings as are relevant to the issues set forth in WAC 180-52-065 by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

(4) The parent(s) or guardian(s) or adult(s) in loco parentis shall have the burden of proving compliance with chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(5) It shall be the responsibility of an authorized representative of the local health department to present the case in support of the department's decision to order the exclusion of the child.

(6) Either a tape-recorded or verbatim record of the hearing shall be made.

(7) The decision arrived at shall:

(a) Be based solely upon the evidence presented at the hearing and such matters as a hearing officer may take judicial notice of;

(b) Be written and in a form and substance which sets forth findings of fact, conclusions and an order which either upholds or rescinds the determination and order of the local health department; and

(c) Be provided to the local health department and the parent(s) or guardian(s) of the child or the adult(s) in loco parentis to the child.

(8) The exclusion of the child from school shall commence immediately in the event the determination and order of the local health department are upheld. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-060, filed 10/18/79.]

WAC 180-52-065 Issues to be decided. (1) The issues to be addressed and resolved at any hearing conducted pursuant to WAC 180-52-055 and 180-52-060 shall be limited to whether or not:

(a) Proof of immunization has been provided as required by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW]; or

(b) Proof of initiation of a schedule of immunization and adherence to such schedule has been provided as required by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health; or

(c) An exemption from all or a portion of such immunization requirements has been obtained as allowed by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(2) In the event the evidence presented during a hearing conducted pursuant to WAC 180-52-055 and 180-52-060 fails to establish either compliance with such immunization requirements or an exemption from such requirements, the hearing officer(s) shall uphold the determination and order of the health department. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-065, filed 10/18/79.]

Chapter 180-56 WAC SECONDARY EDUCATION

WAC

180-56-006	Purpose of graduation requirements.
180-56-011	School district board of directors to adopt graduation requirements.
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180-56-021	Required subject areas and credits.
180-56-026	Areas of study which must be available to students.
180-56-031	Waiver of high school graduation requirements.
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180-56-041	Credit for learning experiences conducted away from school or by persons not employed by the school district.
180-56-046	High school credit for correspondence courses and college courses.
180-56-051	High school credit for work experience.

(1980 Ed.)

180-56-056	High school graduation and state apportionment credit—National guard high school career training—Approval procedures.
180-56-061	High school graduation requirements—Minimum.
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NEW SECONDARY PROGRAM OR NEW GRADES NINE THROUGH TWELVE

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ACCREDITATION OF COMPREHENSIVE SECONDARY SCHOOLS

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180-56-345	Number and time assignment of personnel.
180-56-350	Instructional and learning resources.
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180-56-365	Textbook and supplementary reference materials.
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CERTIFICATE OF EDUCATIONAL COMPETENCE

180-56-400	Basic policy.
180-56-405	Purposes.
180-56-410	Definitions.
180-56-415	Applications—Establishment of substantial and warranted reason—Administration by school districts.
180-56-420	Appeals.
180-56-425	Applications—Testing—Award of certificates of educational competence.
180-56-430	Issuance of certificates—Minimum test scores.
180-56-435	State committee.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-56-010	Standards for high school accreditation. Authority—Purpose—Definitions—Procedure. [SBE 56-8-40, 56-8-41, 56-8-42, and 56-8-43, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Rule (part), filed 10/16/67, effective 7/1/68.
180-56-015	Rules for classification of high school districts. [Rules (part), filed 3/24/60.] Formerly codified as WAC 180-56-060, now codified within WAC 180-24-100.

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- 180-56-020 Standards for high school accreditation. Types of accreditation—Reduction of accreditation status—Grades maintained requirement—Units of study requirement. [SBE 56-8-44, 56-8-45, 56-8-460 and 56-8-461, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Rule (part), filed 10/16/67, effective 7/1/68.
- 180-56-030 High school graduation requirements—Minimum. [Order 1-71, § 180-56-030, filed 3/11/71, effective 7/1/71; SBE 56-8-4620, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-035 High school graduation requirements—Recommendations for additional requirements. [Order 1-71, § 180-56-035, filed 3/11/71, effective 7/1/71; SBE 56-8-4621, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-050 Standards for high school accreditation. General requirements for accreditation. [SBE 56-8-463, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Rule (part), filed 10/16/67, effective 7/1/68.
- 180-56-060 Rules for classification of high school districts. [SBE 24-8-1, 24-8-20, 24-8-21, 24-8-22 and 24-8-23, filed 3/29/65, effective 4/29/65; WAC 180-56-015, Rules (part), filed 4/24/60.] Recodified as WAC 180-24-100.
- 180-56-100 High school credit toward graduation—Correspondence courses. [SBE 56-8-600, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-105 High school credit toward graduation—Military institutes. [SBE 56-8-601, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-125 High school credit toward graduation—Military service credit. [SBE 56-8-610, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-126 High school credit toward graduation—Transcripts of persons in military service. [SBE 56-8-611, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-127 High school credit toward graduation—General education development test. [SBE 56-8-62, filed 3/29/65, effective 4/29/65.] Repealed by Order 1-74, filed 3/19/74.
- 180-56-130 Credit for music courses. [SBE 56-8-6400, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-131 Credit for music courses—Credit for private music study—Examination syllabi. [Order 8-71, § 180-56-131, filed 10/13/71; SBE 56-8-6401, filed 3/29/65, effective 4/29/65.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-135 Credit for physical education and health courses. [SBE 56-8-641, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.
- 180-56-140 Credit for work experience. [SBE 56-8-63, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60.] Repealed by Order 6-76, filed 6/1/76.

Reviser's Note: See Title Digest in reference to chapter 180-54 WAC which was repealed by Order filed 10/16/67, effective 7/1/68, and now codified within this chapter.

WAC 180-56-006 Purpose of graduation requirements. High school graduation represents a certain amount of growth in academic, social, physical and occupational skills generally thought to be useful in adult life. Since each student enters the high school experience with a unique set of needs and abilities, it can be expected that the experience provided and the amount of

growth observed will vary widely among students. Although there are many differences among students and graduation from high school will not represent exactly the same thing for every student, the State of Washington does possess the responsibility to assure some degree of consistency among public school districts, private schools and community college districts (hereinafter referred to as school districts) with respect to the education represented by a high school diploma. This responsibility leads the state board of education to hereby establish minimum standards for high school graduation while leaving the determination of individual course requirements to each school district. If the "Goals for the Washington Common Schools" are to be realized, each school district must have the opportunity to develop programs and program requirements which are responsive to the particular needs of its community and its students. High school graduation requirements established by a school district shall be consistent with (1) the view that high school graduation represents the natural culmination of a growth experience for the individual student and (2) WAC 180-56-006 through 180-56-066.

The application of WAC 180-56-061 and 180-56-066 and new graduation requirements to students shall be determined as follows: (1) graduation requirements established by or pursuant to WAC 180-56-061 and 180-56-066 shall continue to govern the graduation of all students who commence the ninth grade prior to July 1, 1977; (2) new and increased graduation requirements established by or pursuant to WAC 180-56-016, 180-56-021, 180-56-026 and WAC 180-56-036 shall govern the graduation of all students who commence the ninth grade subsequent to July 1, 1977; and (3) the provisions of WAC 180-56-006, 180-56-011, 180-56-031, 180-56-041, 180-56-046, 180-56-051 and 180-56-056 shall apply to all students who commence any of grades nine through twelve prior to or subsequent to July 1, 1976. [Order 6-76, § 180-56-006, filed 6/1/76.]

WAC 180-56-011 School district board of directors to adopt graduation requirements. In order to clarify for students, parents and educators the minimum expectations for a high school diploma, the board of directors of each school district offering a secondary program in grades 9-12 shall adopt reasonable graduation requirements and make such requirements available in writing to students, parents and members of the public. The graduation requirements established by a school district shall represent reasonable expectations for all to whom they are applied. [Statutory Authority: RCW 28A.04-.120, 79-10-034 (Order 11-79), § 180-56-011, filed 9/12/79; Order 6-76, § 180-56-011, filed 6/1/76.]

WAC 180-56-016 Minimum high school graduation requirements. Each school district shall require each candidate for high school graduation to have completed the equivalent of a four-year program of educational growth in grades 9-12 and to have earned no less than 45 credits of study. A "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. The conventional means of assigning units of credit and measuring hours in the classroom is inappropriate in certain cases. In order for alternative learning experiences to be assigned credit value, the following shall occur:

(1) The specific experience to be gained along with its related outcomes shall be identified.

(2) The credit value of the experience shall be determined by estimating the number of hours that would be required by a student to achieve the intended learning outcomes.

(3) For each 60 estimated hours, one credit shall be granted.

(4) Appropriate evaluation procedures shall be adopted to assess the learning outcomes. [Order 6-76, § 180-56-016, filed 6/1/76.]

WAC 180-56-021 Required subject areas and credits. The following credits and subject areas of study shall be included in each school district's graduation requirements:

<u>SUBJECT</u>	<u>CREDITS</u>
*English	6
Mathematics	3
Social Studies:	
**United States history and government	2
**Washington State history and government	1
Contemporary world history, geography and problems	2
Laboratory Science	2
***Occupational Education	3
****Physical Education	Minimum of 2 years
* English includes, but is not limited to, reading composition, creative writing, literature, speech and drama.	
** Required by statute.	
*** Occupational education includes, but is not limited to, homemaking, industrial arts, business and office education, distributive education, diversified occupations education, agricultural education, trade and industrial education and health occupations education.	
**** Each district shall require at least two years of physical education activity with a minimum of 90 minutes of such activity per week. In the event a student is excused from physical education pursuant to RCW 28A.05.040, alternative requirements shall be imposed as necessary to assure that the student earns no less than 45 credits.	

In a four-year program, or its equivalent, a candidate for graduation must have earned a minimum of 45 credits. These credits shall consist of the state requirements

listed above and such additional requirements and electives as the district shall have established. [Order 6-76, § 180-56-021, filed 6/1/76.]

WAC 180-56-026 Areas of study which must be available to students. Each school district shall make the following areas of study available in the secondary program:

- (1) Art education
- (2) Career education
- (3) Consumer education
- (4) Economic education
- (5) Environmental education
- (6) Foreign language education
- (7) Health education
- (8) Home and family life education
- (9) Music education
- (10) Remedial education (should include, but not be limited to, reading, language arts and mathematics)

Students need not be required to take course work in the foregoing areas, however, individual students must have the opportunity to enroll in such planned learning experiences. Some or all of the foregoing areas of study listed may be taught as separate courses, or may be incorporated into broader subject areas, e.g., humanities. Such programs should be taught with an appropriate emphasis on aesthetics, environmental, consumer or career concerns. [Order 6-76, § 180-56-026, filed 6/1/76.]

WAC 180-56-031 Waiver of high school graduation requirements. Specific high school graduation requirements established by WAC 180-56-021 and a school district may be waived for an individual student: *Provided*, That they are not required by state statute: *Provided further*, That in no case except for those students who commence ninth grade prior to July 1, 1977 may the minimum requirement of forty-five credits be waived except as provided under RCW 28A.97.030: *Provided further*, That any waiver of credits in each of the subject areas required for high school graduation based upon a student's prior attendance at a certified educational clinic shall be made in accordance with the consultation, evaluation of achievement and placement requirements of WAC 392-185-140.

Each school district board of directors may delegate the responsibility for granting such waivers to personnel who by virtue of their training and experience can best assess the student's circumstances.

Each school district board of directors shall adopt rules pursuant to which graduation requirement waivers may be made. Such rules shall at least provide:

(1) The procedures for initiating, investigating, deciding, reviewing the decision and recording the disposition of a waiver request; and

(2) That the rationale for any disposition of a waiver request be communicated to the student and the parents or guardian of the student. [Statutory Authority: Chapter 28A.97 RCW. 80-15-062 (Order 12-80), § 180-56-

031, filed 10/16/80. Statutory Authority: RCW 28A.04.120. 80-02-147 (Order 3-80), § 180-56-031, filed 2/5/80; Order 6-76, § 180-56-031, filed 6/1/76.]

WAC 180-56-036 Additional high school graduation requirements. Nothing in this chapter shall be construed as prohibiting each school district board of directors from exercising such authority as the board has to adopt competency, course and credit graduation requirements in addition to the minimum set forth in WAC 180-56-021: *Provided*, That such additional requirements shall be consistent with the constitutional and statutory rights of students, and supported by a written rationale which is available to students, parents and the public upon request and which demonstrates that:

- (1) The quality of life of the individual student will be substantially enhanced; and
- (2) The probable success of the school district's high school students, as a whole, in post-high school education will be substantially enhanced; or
- (3) The probable success of the school district's high school students, as a whole, in obtaining employment will be substantially enhanced; or
- (4) The health, safety and welfare of the individual student will be substantially enhanced. [Statutory Authority: RCW 28A.04.120. 79-10-034 (Order 11-79), § 180-56-036, filed 9/12/79; Order 6-76, § 180-56-036, filed 6/1/76.]

WAC 180-56-041 Credit for learning experiences conducted away from school or by persons not employed by the school district. Credit toward high school graduation may be granted for school planned learning experiences primarily conducted away from the facilities owned, operated, or supervised by the school district or conducted primarily by individuals not employed by the school district. School planned learning experiences such as, but not limited to, travel study, work study, private lessons and educational programs, sponsored by governmental agencies may be accepted for credit upon compliance with procedures established by the school district. Rules which permit the granting of credit for such out-of-school learning activities shall be adopted by the school district board of directors and be available to students, parents, the public and representatives of the superintendent of public instruction upon request. Such rules shall include at least the following provisions:

- (1) A proposal for approval of credit for such learning experiences shall be submitted prior to the experience and shall include at least the following information:
 - (a) Name of program
 - (b) Length of time for which approval is desired
 - (c) Objectives of the program
 - (d) Description of how credits shall be determined
 - (e) Content outline of the program and/or major learning activities and instructional materials to be used
 - (f) Description of how student performance will be assessed
 - (g) Qualifications of instructional personnel, and
 - (h) Plans for evaluation of program

(2) The proposal shall be presented to the personnel designated by the school district board of directors for review, revision and approval or disapproval.

(3) The reasons for approval or disapproval shall be communicated to the students, parents or guardian. [Order 6-76, § 180-56-041, filed 6/1/76.]

WAC 180-56-046 High school credit for correspondence courses and college courses. Each school district board of directors shall adopt rules governing the acceptance of correspondence or college courses for high school credit. Such rules shall limit acceptance to courses from approved schools or institutions and be available upon request for review by students, parents, the public and representatives of the superintendent of public instruction. The following are approved schools:

- (1) Schools approved by the National University Extension Association,
- (2) Community colleges, vocational-technical institutes, four-year colleges and universities, and state approved private schools in Washington State, and
- (3) Other schools or institutions which are approved, after evaluation for a particular course offering, by the school district. [Order 6-76, § 180-56-046, filed 6/1/76.]

WAC 180-56-051 High school credit for work experience. The use of work experience as a part of the educational program of high school students should be regarded as a permanent phase of the secondary school curriculum rather than just a device to relieve a manpower shortage. Work experience has been used by many schools to furnish a well-rounded program and is being extended to new phases. The following bases upon which high school credit may be granted for work experience are, therefore, for the purpose of a uniform policy throughout the state:

- (1) The work program shall be supervised by the school.
- (2) The work experience shall be definitely related to the school program of the student.
- (3) Credit given for work experience shall represent growth in the student and the type of work done should have definite educational value.
- (4) The job in which experience is gained shall provide varied experiences.
- (5) A work experience program shall be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school.
- (6) Work experience as a planned part of a school subject may be included in the credit given for that subject.
- (7) One work credit may be granted for not less than one hundred thirty five hours of work experience related to a student's school program.
- (8) A student participating shall be legally employed and must have passed his sixteenth birthday.
- (9) An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school.

(10) The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for high school graduation, is acceptable. [Order 6-76, § 180-56-051, filed 6/1/76.]

WAC 180-56-056 High school graduation and state apportionment credit--National guard high school career training--Approval procedures. School districts may accept national guard high school career training in lieu of either required or elective high school credits. Students who are enrolled in such a national guard program with the approval of the school district of last attendance shall be considered enrolled in such school district for state equalization apportionment and other appropriate purposes.

Approval of the school district shall be obtained prior to a student's participation in a national guard career training program as follows:

(1) MIL Form 115 or an equivalent form now or hereafter provided by the national guard shall be completed and filed with the school district.

(2) The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the school district upon certification by a national guard training unit commander on the completion component of MIL Form 115 or such equivalent form that the student has met all program requirements. [Order 6-76, § 180-56-056, filed 6/1/76.]

WAC 180-56-061 High school graduation requirements--Minimum. Minimum requirements for high school graduation for all students who commence ninth grade prior to July 1, 1977 shall be as follows:

- (1) **Sixteen unit requirement.** The table below indicates the subject requirements that students shall fulfill for graduation. Alternative learning experiences should be provided for each student within each subject area. When the local school district deems it to be in the best interest of the individual, specific requirements may be waived provided they are not required by state statutes.

<u>SUBJECT</u>	<u>UNIT</u>
English	3
Mathematics	1
Social studies:	
*United States history and government	1
*Washington state history and government	1/2
Contemporary world history, geography and problems (separate course or integrated)	1

SUBJECTUNIT

Laboratory science	1
*Occupational education	1
Unspecified (district requirement and electives)	7 1/2 16 units

* Required by statute.

** Occupational education--includes, but is not limited to, homemaking, industrial arts, business and office education, distributive education, agriculture education, and trade and industrial education.

- (2) **Physical education requirement** 2 years
May be included in elective requirements.
- (3) **Music and art requirement** Unspecified
School must provide opportunity to develop appreciation and skills in music and art; may be included in elective requirements.
- (4) **Health education requirement** Unspecified
May be included in elective requirements.

[Order 6-76, § 180-56-061, filed 6/1/76.]

WAC 180-56-066 High school graduation requirements--Recommendation for additional requirements--For all students who commence the ninth grade prior to July 1, 1977. (1) **English.** It is recommended that four years (four units) of English be taught and available to all students and that the program be sufficiently flexible to meet the needs of all students whether they plan to enter college or plan to enter other fields. "English" should be interpreted as including, but not limited to, such areas as reading, composition, creative writing, literature, speech and drama.

(2) **Occupational education.** Opportunity must be provided for each student to explore occupational choices of industry through industrial arts or some other such offering and/or to pursue the development of a salable skill through a vocational program. Every student also must have the opportunity of preparing for his/her dual role of homemaker-wage earner. Such study needs to include development of competencies in child rearing, purchasing goods and services, managing personal and family resources and family relationships.

(3) **Physical education.** It is recommended that every boy and girl be provided the opportunity for a daily program of physical education throughout the four years of high school.

(4) **Health education.** May be included as an elective requirement. Every boy and girl should be provided the opportunity to enroll for at least one semester in a regularly scheduled health education course at the high school level (grades 9-12). [Order 6-76, § 180-56-066, filed 6/1/76.]

NEW SECONDARY PROGRAM OR NEW GRADES NINE THROUGH TWELVE

WAC 180-56-205 New secondary program or new grades nine through twelve—Regulatory provisions pursuant to RCW 28A.04.120(5). Pursuant to provisions of RCW 28A.04.120(5), the state board of education hereby establishes rules and regulations as hereinafter set forth in WAC 180-56-210 through 180-56-270 to govern the establishment in any existing nonhigh school district of any secondary program or any new grades in grades nine through twelve. [Order 6-76, § 180-56-205, filed 6/1/76; SBE 56-8-50, filed 3/29/65, effective 4/29/65.]

WAC 180-56-210 Basic policy. Believing that the welfare of the state and its children require secondary schools which (1) can provide a comprehensive program broad enough to meet the varied needs, abilities and interests of students, (2) are adequately staffed with certified teachers assigned to teach in their fields of competency, (3) are administered by properly certified personnel, (4) can provide adequate pupil-personnel service, (5) can provide school plant facilities suitable to the type of organization and program offered, (6) can give assurance of financial ability and willingness to construct, maintain and operate the facility, and (7) do not duplicate existent educational facilities and/or programs, it shall be the policy of the state board of education to approve applications for the establishment in any high school district of any secondary program or any new grades in grades nine through twelve only when there is evidence that the foregoing conditions can be fulfilled. [SBE 56-8-51, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-215 Procedure. A secondary program or any new grades nine through twelve may not be established in any existing nonhigh school district except upon prior approval by the state board of education. Application for approval to establish any such program or any new grades shall be made to the state superintendent of public instruction by the school authorities of the applicant district. The state superintendent shall review the application in light of state board of education rules and regulations relating thereto and shall submit his findings and recommendation to the state board. [SBE 56-8-52, filed 3/29/65, effective 4/29/65.]

WAC 180-56-220 Regulations—Purpose. In order to assure an educational program and school facilities which will meet the requirements of the basic policy stated in WAC 180-56-210 above, the specific regulations hereinafter in WAC 180-56-230 through WAC 180-56-270 set forth shall be applied in considering applications from nonhigh school districts. [SBE 56-8-53, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-230 Program. It is presumed by the state board of education that provision of a comprehensive program broad enough to meet the varied needs, abilities and interests of students requires the following minimum offerings (grades nine through twelve):

Language arts	6 units*
Social studies	5 units
Mathematics (including algebra and geometry)	4 units
Laboratory science (including biology, chemistry and physics)	4 units
Home economics	3 units
Health and physical education (3 units for boys and 3 units for girls)	6 units
Industrial arts	3 units
Fine arts (music and art)	4 units
Foreign language (3 units of one or 2 units of two languages)	3 units
Business education	3 units

* One unit is the equivalent of one year's work.

[SBE 56-8-530, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-235 Enrollment. The initial enrollment for a four-year secondary school, grades nine through twelve, shall be at least four hundred; or if less than four hundred initially, substantial evidence shall be submitted that this enrollment will be reached within three years and that there is assurance of a relatively stable population.

The initial enrollment for a six-year secondary school, grades seven through twelve, shall be at least five hundred; or if less than five hundred initially, substantial evidence shall be submitted that this enrollment will be reached within three years and that there is assurance of a relatively stable population. [Statutory Authority: RCW 28A.04.120. 79-06-048 (Order 4-79), § 180-56-235, filed 5/22/79; SBE 56-8-531, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-240 Staff and corps. There shall be not fewer than sixteen qualified teachers, or equivalent, not including principal, vice-principal, counselor and librarian, in a four-year high school, nor fewer than twenty qualified teachers, or equivalent, in a six-year secondary school, not including principal, vice-principal, counselor and librarian.

Teachers shall be assigned to grade levels or teaching areas in accordance with the regulations of the state board of education.

All administrative personnel, superintendent of the district and principal of the proposed school, shall be qualified in accordance with the regulations of the state board of education.

A full-time high school principal shall be employed to serve the functions of administration and instructional supervision. [§ 180-56-240, filed 10/16/67, effective 7/1/68; SBE 56-8-532, filed 3/29/65, effective

4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-245 Specialized services. Full-time library and instructional materials services shall be provided by a librarian qualified in accordance with standards adopted by the state board of education.

A minimum of one full-time person, or equivalent, shall be provided for counseling and guidance services. Personnel assigned to part-time or full-time counseling and guidance responsibilities shall have a minimum of one year of training beyond the bachelor's degree including course work in each of the following areas: Principles and practices of guidance; techniques of counseling; occupational and educational information; testing, measurement and evaluation; and foundations of psychology, preferably including developmental psychology and learning theory.

Provision shall be made for exceptional children including those with high ability or special talent, those who are slow learners and those who are physically handicapped.

Adequate health services shall be provided by the district or by the district in cooperation with other districts and/or agencies. [SBE 56-8-533, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-250 Fiscal responsibility. The board of directors of the nonhigh school district shall submit evidence of the district's financial willingness and ability, within the existing patterns of school support, to make its proportionate contribution to the establishment and maintenance of a broad, comprehensive educational program.

The building to be used or to be built for use as a secondary school shall be approved by the office of the superintendent of public instruction as suitable for the type of organization and instructional program proposed.

The board of directors of the nonhigh school district shall submit evidence of the district's financial willingness and ability within existing patterns of school support to construct, maintain and operate the required building facilities. [SBE 56-8-534, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-255 Interdistrict relationships. Prior to application to the state board for the establishment of a new secondary school, the district or districts presently serving students living in the nonhigh school district shall have been given adequate notice of the intent of the nonhigh school district subsequently to withdraw students.

The board of directors of the nonhigh school district seeking approval of the establishment of a new secondary school shall submit evidence that students living in the nonhigh school district cannot be economically and reasonably served in an existing high school or high schools.

There must be adequate proof that the proposed secondary facilities will not duplicate facilities already constructed with state and/or recommended federal assistance when such assistance was predicated on educational service to the nonhigh school district or districts: *Provided*, That the nonhigh school district may petition the state board of education for a feasibility study of the establishment of a high school when the existing high school district facilities reach designated maximum utilization and new construction is needed.

Evidence shall be submitted that unreasonable duplication of transportation routes and/or facilities will not result from the establishment of the new secondary school. [SBE 56-8-535, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-260 New secondary program or new grades nine through twelve--School district organization. The proposal for establishment of a new secondary school must be consistent with sound, comprehensive planning for secondary school facilities and services and shall be in agreement with provisions of chapter 28A.57 RCW and any subsequent statutory provisions or policies established by the state board of education pertaining thereto. [Order 6-76, § 180-56-260, filed 6/1/76; SBE 56-8-536, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-265 Establishment of new grade or grades. In the establishment of one or more new grades in grades nine through twelve, the principle set forth in WAC 180-56-205 through 180-56-260 above concerning program, specialized services, staff and corps and size of respective grade or grades as related to potential total enrollment of the proposed secondary school shall apply: *Provided*, That the school district shall have satisfied all other requirements as herein prescribed. The establishment of each such grade shall be subject to prior approval by the state board of education. [SBE 56-8-537, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-270 Exceptional cases. In exceptional cases, the state board of education will consider for special approval applications from schools with an initial enrollment of less than four hundred students and fewer than sixteen teachers and related personnel if in its judgment the establishment of a new high school may be desirable because of the remoteness of the area and the necessity for a program of secondary education. [§ 180-56-270, filed 10/16/67, effective 7/1/68; SBE 56-8-538, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

ACCREDITATION OF COMPREHENSIVE SECONDARY SCHOOLS

WAC 180-56-305 Statutory authority. Pursuant to provisions of RCW 28A.04.120(4), (8), the state board

of education hereby establishes standards for accreditation of comprehensive secondary schools as hereinafter set forth. [Order 6-76, § 180-56-305, filed 6/1/76; SBE 56-2-2, 56-2-20, filed 10/16/67, effective 7/1/68.]

WAC 180-56-306 Intent. It is the intent of the state board of education in establishing accreditation standards to make provision for a situation in which a school district can carry out a quality program of education and to assure that graduates of an accredited secondary school are adequately prepared for the increasing requirements of higher education and/or occupational opportunities. [SBE 56-2-21, filed 10/16/67, effective 7/1/68.]

WAC 180-56-307 Definitions. (1) An accredited secondary school is one which meets all statutory provisions for secondary schools in the state of Washington and all requirements established by the state board of education as to curriculum, personnel, building, equipment, instructional materials and other facilities.

(2) Accreditation of secondary schools:

(a) Is a basis for determining in general the standard of education offered by the secondary schools of the state;

(b) Is a basis for evaluation of credits earned by undergraduates in one secondary school and presented for entrance to another; and

(c) Enables graduates of an accredited secondary school to enter without examination any public institution of higher learning in the state, subject to approval by the institution of courses and preparation required for admission.

(3) Accreditation standards for the purpose of chapter 180-56 WAC shall mean standards for accreditation of comprehensive secondary schools as in WAC 180-56-305 through 180-56-375 set forth. [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.]

WAC 180-56-310 Types of accreditation--Conditions--Effective period. (1) **Standard accreditation.** Standard accreditation shall be granted to a secondary school which meets accreditation standards hereinafter in WAC 180-56-315 through 180-56-375 set forth and applicable statutory provisions. Standard accreditation shall continue and remain in effect conditioned upon evidence satisfactory to the superintendent of public instruction that the secondary school continues to meet said accreditation standards and statutory provisions: *Provided*, That the state board of education may at any time re-evaluate accreditation standards and require the secondary school to meet any subsequent revisions thereof and/or be in compliance with any subsequent statutory changes as a condition for continued standard accreditation.

(2) **Temporary accreditation.** Temporary accreditation may be granted to a secondary school which has minor deviations from accreditation standards. The granting of

temporary accreditation shall be for a one-year period. Any renewal consideration thereof shall be subject to discretionary action of the state board of education upon state board determination that emergency or extenuating circumstances beyond school district control prevent remedial correction within the one-year period.

(3) **Probationary accreditation.** Probationary accreditation may be granted to a secondary school which has major deviations from accreditation standards. The granting of probationary accreditation shall be on an annual basis and any renewal thereof shall be subject to evidence of progress toward meeting accreditation standards within a reasonable period of time as shall be determined by the state board of education. [Order 6-69, § 180-56-310, filed 9/9/69.]

WAC 180-56-315 Approval of school district program. Approval of the school district's program pursuant to provisions of RCW 28A.41.130 and state board of education regulations, "Basic education allocation entitlement requirements" (WAC 180-16-191 et seq.), and compliance with "supplemental program standards" (WAC 180-16-240) shall be prerequisites for secondary school accreditation. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-065 (Order 4-78), § 180-56-315, filed 5/25/78; Order 6-76, § 180-56-315, filed 6/1/76; SBE 56-2-4, 56-2-40, filed 10/16/67, effective 7/1/68.]

WAC 180-56-320 Annual report. An accredited secondary school shall submit annually to the state superintendent of public instruction a report of such facts and arranged in such form as he may prescribe. In addition, the state superintendent may require a descriptive appraisal and/or other data as he may determine to be necessary. [SBE 56-2-41, filed 10/16/67, effective 7/1/68.]

WAC 180-56-325 Unit of credit. (1) For the purpose of assessing minimum offerings (WAC 180-56-330) and minimum requirements for students (WAC 180-56-335), one unit of credit shall represent a minimum of approximately one hundred twenty clock hours. Fractional units may be given for fewer than one hundred twenty clock hours. (The scheduling of clock hours is a local responsibility.)

(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 one hundred twenty clock hour unit shall be subject to approval by the state superintendent of public instruction. [Order 6-76, § 180-56-325, filed 6/1/76; SBE 56-2-42, 56-2-420, filed 10/16/67, effective 7/1/68.]

WAC 180-56-330 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. (See Secondary Subject Code List included in Instructions for Completing Certificated Personnel Report Form F-75 for suggested course offerings for various subject fields.)

MINIMUM OFFERINGS

SUBJECT	GRADES 7-8	GRADES 9-12	GRADES 7-12	GRADES 7-9	GRADES 10-12
Language Arts	2	7	9 (See note a)	4	5
(May include reading, drama, speech, journalism, college prep English, etc.)					
Social Studies	2	5	7	2 1/2	4 1/2
Mathematics	2	5	7	4	3
Science	1	5	6 (See note b)	2	4
Foreign Language		3	3 (See note c)	1	3
Business Education		5	5		5
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			1 (See note d)		
Practical Arts	1/2	5 1/2	6	2	4
(May include industrial arts, agriculture, trade and industry classes, etc.)					
Homemaking	1/2	3 1/2	4	1 1/2	2 1/2
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 1/2 unit 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 1/2 unit 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.

[SBE 56-2-421, filed 10/16/67, effective 7/1/68.]

WAC 180-56-335 Standards for accreditation of comprehensive secondary schools—Minimum requirements for students—Grades 9-12. Minimum requirements for students in grades 9-12 shall be as set forth in WAC 180-56-021 and WAC 180-56-061, High school graduation requirements—Minimum. [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.]

PROFESSIONAL PREPARATION OF STAFF

WAC 180-56-340 Professional preparation of staff.

(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.

(3) **Learning resources specialist (Library-Audio-Visual).**

(a) School programs of instruction and supporting professional services should be staffed by professional personnel recommended by teacher education institutions. School districts shall provide evidence which 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 institutional preparation, the school district shall provide information which in its judgment will justify the assignments.

(b) From the foregoing 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.

(4) Counselor.

(a) School programs of instruction and supporting professional services should be staffed by professional personnel recommended by teacher education institutions. School districts shall provide evidence which 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 institutional preparation, the school district shall provide information which in its judgment will justify the assignments.

(b) From the foregoing 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. [SBE 56-2-43, 56-2-430, filed 10/16/67, effective 7/1/68.]

WAC 180-56-345 Number and time assignment of personnel.

(NOTE: The provisions below are for the purpose of determining minimum number and time assignments of personnel.)

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

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

For schools with fewer than 300 students:

$$\begin{array}{rcl} \text{Minimum} & & E \\ \text{administrative} & = & \frac{\quad}{\quad} \\ \text{assignment} & & 300 \end{array}$$

For schools with 300 or more students:

$$\begin{array}{rcl} \text{Minimum} & & E & & 1 \\ \text{administrative} & = & \frac{\quad}{600} & + & \frac{\quad}{2} \\ \text{assignment} & & & & \end{array}$$

Administrative staff requirements in addition to two (2) full-time credentialed administrators may be met by assignment of certificated personnel at the same staff-enrollment ratio.

(2) **Teaching Staff.** Assigned teaching staff shall be at the rate of one (1) for each 25 students.

$$\begin{array}{rcl} \text{Minimum} & & E \\ \text{teaching} & = & \frac{\quad}{\quad} \\ \text{staff} & & 25 \end{array}$$

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

For schools with fewer than 400 students:

$$\begin{array}{rcl} \text{Minimum} & & E \\ \text{library} & = & \frac{\quad}{\quad} \\ \text{staff} & & 400 \end{array}$$

For schools with 400 or more students:

$$\begin{array}{rcl} \text{Minimum} & & E & & 2 \\ \text{library} & = & \frac{\quad}{1200} & + & \frac{\quad}{3} \\ \text{staff} & & & & \end{array}$$

Library staff requirements in addition to one (1) 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 (1) for each 400 students.

$$\begin{array}{rcl} \text{Minimum} & & E \\ \text{counseling} & = & \frac{\quad}{\quad} \\ \text{staff} & & 400 \end{array}$$

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 for aid to school administrators, teachers, guidance personnel and learning resources specialists at the rate of one (1) for each 350 students.

$$\begin{array}{rcl} \text{Minimum} & & E \\ \text{clerical} & = & \frac{\quad}{\quad} \\ \text{staff} & & 350 \end{array}$$

(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

[Order 6-76, § 180-56-345, filed 6/1/76; SBE 56-2-431, filed 10/16/67, effective 7/1/68.]

WAC 180-56-350 Instructional and learning resources. (1) Resources.

(a) Teaching materials.

(i) Books: 2,000 minimum or 7 books per student (whichever is larger).

(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; diaramas; 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 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 (whichever 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, 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. [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.]

WAC 180-56-355 Guidance services. (1) **Physical facilities.** Physical facilities which provide suitable 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.

(c) A testing program which includes achievement and aptitude testing.

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

(e) Systematic, continuous identification of student developmental needs.

(f) Complete and permanent student records with adequate adult clerical help to maintain. [SBE 56-2-441, filed 10/16/67, effective 7/1/68.]

WAC 180-56-360 School health services. (1) **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 potential of students.

(d) Develop procedures to help prevent and control disease; 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.

(f) Provide a health service area with adequate space for the following health appraisal and counseling activities:

(i) Isolating students who are ill

(ii) Administering vision screening tests

(iii) Administering hearing tests

(iv) Providing privacy for conferences with students, parents, teachers and other school personnel. [SBE 56-2-442, filed 10/16/67, effective 7/1/68.]

WAC 180-56-365 Textbook and supplementary reference materials. Each secondary school must have textbooks and supplementary reference materials which allow for an adequate comprehensive secondary school program consistent with criteria established by the state superintendent of public instruction. [SBE 56-2-45, filed 10/16/67, effective 7/1/68.]

WAC 180-56-370 Equipment and materials. Each secondary school must have equipment and materials which allow for an adequate comprehensive secondary school program consistent with criteria established by

the state superintendent of public instruction. [SBE 56-2-46, filed 10/16/67, effective 7/1/68.]

WAC 180-56-375 Facilities. Each secondary school must have facilities which allow for an adequate comprehensive secondary school program consistent with criteria established by the state superintendent of public instruction. [SBE 56-2-47, filed 10/16/67, effective 7/1/68.]

WAC 180-56-380 Administration of accreditation procedures. (1) **Application.** Pursuant to provisions of RCW 28A.04.090, applications for secondary school accreditation shall be made to the state superintendent of public instruction by the appropriate officials of the school districts concerned in accordance with procedures established by the state superintendent.

(2) **State superintendent to direct examination.** The state superintendent shall direct such reviews and examinations as he deems practicable and necessary.

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

CERTIFICATE OF EDUCATIONAL COMPETENCE

WAC 180-56-400 Basic policy. The certificate of educational competence is intended to verify that a student possess an acceptable mastery of the minimum basic academic skills which form the foundation for further learning. The certificate of educational competence is frequently accepted as an indication of a readiness for continued formal studies. The certificate does not replace a high school diploma in that it does not reflect the completion of the usual course of sequential studies.

Local boards of directors shall establish school district policies and programs that will ensure the student is encouraged to remain in a high school program which leads to a regular diploma. [Order 1-74, § 180-56-400, filed 3/19/74.]

WAC 180-56-405 Purposes. The purposes of WAC 180-56-400 through 180-56-435 are to implement RCW 28A.04.135, and establish the procedures and conditions governing the issuance of a certificate of educational competence to persons fifteen years of age and under nineteen years of age who possessed a substantial and warranted reason for leaving the regular high school education program and to persons nineteen years of age or older. It is the purpose of WAC 180-56-400 through WAC 180-56-435 to encourage students to remain in the regular high school program, and these rules shall be implemented in a manner which so encourages any student. The issuance of a certificate of educational competence does not preclude the possibility of returning to

the high school to obtain a regular diploma, and it should be considered a valid instrument for re-entry to any high school. [Order 6-76, § 180-56-405, filed 6/1/76; Order 1-74, § 180-56-405, filed 3/19/74.]

WAC 180-56-410 Definitions. As used in WAC 180-56-400 through WAC 180-56-435, the term:

(1) "Certificate of educational competence" shall mean a certificate issued by the state superintendent as evidence of the measure of a person's level of achievement in specified areas of the high school curriculum as determined by the person's general educational development test scores;

(2) "Regular high school education program" shall mean a program which leads to the issuance of a high school diploma for an individual student and normally is offered in grades nine (9) through twelve (12);

(3) "State superintendent" shall mean the office of the state superintendent of public instruction; and

(4) "Substantial and warranted reason for leaving the regular high school education program" shall mean causes which compel the student's withdrawal from the program in the student's best interest. Such causes shall include any one of the following: (a) personal problems which seriously impair the student's ability to make reasonable progress toward high school graduation, (b) a financial crisis which directly affects the student and necessitates the student's employment during school hours, (c) the lack of curriculum and instruction which constitute appropriate learning experiences for the student, and (d) the inability or failure of the school of attendance to adjust its program for the individual, or otherwise make arrangements for enrollment in a program, in a manner which enables the student to advance toward graduation with reasonable progress and success. [Order 1-74, § 180-56-410, filed 3/19/74.]

WAC 180-56-415 Applications--Establishment of substantial and warranted reason--Administration by school districts. Applicants for a certificate of educational competence who are fifteen years of age and under nineteen years of age shall make application, at the option of the applicant, to either the school district within which the applicant physically resides or the applicant's last school district of attendance within the state of Washington. The district superintendent or his designee shall assign the application to an appropriate principal or his designee who shall then convene a committee of no less than three (3), composed of the principal, parent(s) or guardian(s), if available, and other persons, including at least one counselor or teacher and one adult of the applicant's choosing, who are in a position to evaluate most accurately the applicant's case.

After considering all relevant evidence, the committee shall make a written recommendation, together with the reasons and evidence in support thereof, to the superintendent or the superintendent's designee as to whether or not the applicant possessed a substantial and warranted reason for leaving the regular high school program. The designee of the superintendent shall be an employee

other than the principal or other persons participating in the development of the committee's recommendation.

The superintendent or superintendent's designee shall consider the recommendation, rationale and evidence presented by the committee and shall provide the applicant with written notification of the district's proposed decision, including a statement of the reasons for such proposed decision, within thirty (30) calendar days of application. [Order 1-74, § 180-56-415, filed 3/19/74.]

WAC 180-56-420 Appeals. Any applicant aggrieved by a proposed decision that the applicant did not possess substantial and warranted reason for leaving the regular high school education program may, within fifteen (15) days of the date of notification, either: (1) request that a final decision be deferred and the applicant's file be placed on an inactive status pending further evidence, or (2) appeal the proposed decision to the district board of directors. Request for deferral shall be honored and reopened at the option of the applicant. The decision of the board of directors on appeal shall be final except as it may be appealed pursuant to RCW 28A.88.010 as now or hereafter amended. The proposed decision of the superintendent or the superintendent's designee shall become the final decision of the district upon an applicant's failure to elect either (1) or (2), above. [Order 1-74, § 180-56-420, filed 3/19/74.]

WAC 180-56-425 Applications--Testing--Award of certificates of educational competence. Applicants for a certificate of educational competence who are nineteen years of age or older, who have not been issued either a high school diploma or certificate, who are physically residing or have a permanent home within the state of Washington, and who have taken the general educational development test of the American Council on Education at an official GED testing center shall make application for a certificate of educational competence directly to the state superintendent on forms prescribed by the state superintendent which shall include but not be limited to the following information: name, address, birthdate, social security and/or military service number, occupation, testing center and form, date and results of tests certified to by signature of a responsible educational official.

Applicants for a certificate of educational competence who are fifteen years of age and under nineteen years of age, have been determined to have had a substantial and warranted reason for leaving the regular high school education program, have presented evidence of such decision to the GED testing center, are physically residing or have a permanent home within the state of Washington, and have taken the general educational development test of the American Council on Education at an official GED testing center shall make application for a certificate of educational competence directly to the state superintendent on forms prescribed by the state superintendent. Such forms shall include but not be limited to the following information: name, address, birthdate, social security and/or military service number, occupation, testing center and form, date and results of

tests certified to by signature of a responsible educational official. [Order 1-74, § 180-56-425, filed 3/19/74.]

WAC 180-56-430 Issuance of certificates—Minimum test scores. All applicants for a certificate of educational competence who have complied with the provisions of WAC 180-56-415 through WAC 180-56-425 and who have attained a standard score of at least thirty-five (35) on each of the five (5) portions of the general educational development test and an average standard score of at least forty-five (45) on all five portions shall be issued a certificate of educational competence by the state superintendent. [Order 1-74, § 180-56-430, filed 3/19/74.]

WAC 180-56-435 State committee. It is the desire of the state board of education that the state superintendent appoint a committee composed primarily of members knowledgeable with respect to high school graduation requirements. The purposes of the committee shall be: (1) to develop and periodically review the guidelines for implementation of these rules; (2) to observe and analyze the effects of these rules (WAC 180-56-400 through WAC 180-56-430) upon education generally and upon high school age youth specifically; (3) to develop and complete the long-range goals of these rules, including the development and/or modification of the most appropriate educational competence tests; and (4) to report the committee's recommendation for action at least annually to the state superintendent and the state board of education. [Order 1-74, § 180-56-435, filed 3/19/74.]

Chapter 180-58 WAC VOCATIONAL EDUCATION

WAC	
180-58-010	Vocational education programs—Regulatory provisions pursuant to chapter 285, Laws of 1971 ex. sess.
180-58-015	General statement of purpose.
180-58-020	Definitions.
180-58-030	Appropriate advisory committee—Definition of.
180-58-040	Elementary and middle school vocational education.
180-58-045	Elementary and middle school vocational education—Occupational exploration programs—Operational requisites.
180-58-055	Vocational education programs, secondary schools (grades 9 through 12)—Operational requisites.
180-58-065	Vocational-technical institute programs—Operational requisites.
180-58-075	Interdistrict cooperation vocational education programs—Operational requisites.
180-58-085	Establishment of program, application for processing.
180-58-090	Establishment of program, application for processing—Approval of programs—Conditions.

WAC 180-58-010 Vocational education programs—Regulatory provisions pursuant to chapter 285, Laws of 1971 ex. sess. Pursuant to the provisions of chapter 285, Laws of 1971 ex. sess., the state board of education hereby establishes rules and regulations as hereinafter set forth in WAC 180-58-015 through 180-

58-090 to govern the implementation and approval of vocational education programs in grades one through twelve, as well as nongraded vocational-technical institutes. [Order 10-71, § 180-58-010, filed 12/13/71.]

WAC 180-58-015 General statement of purpose. The basic purpose of section 1, chapter 285, Laws of 1971 ex. sess., authorizing the state board of education to offer vocational education programs in the elementary and secondary schools and to adopt rules and regulations for programs authorized by RCW 28A.58.245 and 28B.50.770 is to unify the vocational education delivery system in this state in order to provide the optimum educational opportunities to children and adults, to eliminate duplication of effort and expenditures, and to serve the population and the economy of the state most effectively. [Order 10-71, § 180-58-015, filed 12/13/71.]

Reviser's note: RCW 28B.50.770 was repealed by section 18, chapter 174, Laws of 1975 1st ex. sess.

WAC 180-58-020 Definitions. For purposes of this chapter the following terms are defined in accordance with section 4, chapter 285, Laws of 1971 ex. sess.

(1) The term "vocational education" shall mean a planned series of learning experiences, the specific objective of which is to prepare persons to enter, continue in or upgrade themselves in gainful employment in recognized occupations and homemaking, which are not designated as professional or requiring a baccalaureate or higher degree.

(2) The term "occupational exploration" shall include prevocational education. The term "occupational exploration" shall mean a series of educational experiences designed to (a) assist individuals in developing their understanding of, appreciation for, aptitudes for and abilities in recognized occupations; (b) develop an attitude of respect toward work and pride in workmanship; and (c) provide knowledge and experience to assist in the choice of an occupational program.

(3) The term "job market area" shall mean the geographic area for recruitment and placement of job entrants, usually determined by each industry or by a collective bargaining agreement. [Order 10-71, § 180-58-020, filed 12/13/71.]

WAC 180-58-030 Appropriate advisory committee—Definition of. For purposes of this chapter "appropriate advisory committee" shall mean a local committee made up equally of employers and representatives of employees engaged in the trades, crafts or vocations involved in that program for which a school district is seeking authorization: *Provided*, That where such a committee is not appropriate to a specific program a citizens' advisory committee, made up of other representatives of the community to be served, may be deemed sufficient. [Order 10-71, § 180-58-030, filed 12/13/71.]

WAC 180-58-040 Elementary and middle school vocational education. Vocational education in grades one

through eight shall function under the definition and operational requisites for occupational exploration programs. [Order 10-71, § 180-58-040, filed 12/13/71.]

WAC 180-58-045 Elementary and middle school vocational education—Occupational exploration programs—Operational requisites. (1) **Facilities and equipment.** The operating school district shall provide such facilities and equipment adequate for the satisfactory maintenance of acceptable educational standards. Furthermore, such facilities and equipment shall meet the necessary safety codes as established by the state department of labor and industries.

(2) **Programs.** Occupational exploration programs shall:

(a) Assist individuals to achieve self-fulfillment and self-support, with self-respect.

(b) Assist individuals in developing their understanding of and appreciation for the production and distribution of goods and services and for the role of the family in our society.

(c) Develop an attitude of respect toward work, pride in workmanship and respect for the inherent dignity of the worker.

(d) Emphasize the importance of striving for excellence in all of life's work.

(e) Provide knowledge and practical experience through active student participation to assist in the choice of an occupation.

(3) **Guidance and counseling.** Provision shall be made for effective vocational guidance which shall include but not be limited to occupational information and counseling.

(4) **Administration and instruction.** There shall be satisfactory evidence that the school district will provide adequate administration and supervision as well as competent instructional and counseling personnel to insure maintenance of acceptable educational standards.

(5) **Conformity with state plan for vocational education.** Vocational education and occupational exploration programs shall, as a minimum, be consistent with the Washington state plan for vocational education as adopted by the coordinating council for occupational education pursuant to pertinent provisions of chapter 28B.50 RCW. [Order 10-71, § 180-58-045, filed 12/13/71.]

WAC 180-58-055 Vocational education programs, secondary schools (grades 9 through 12)—Operational requisites. Programs will operate in compliance with the criteria for vocational education as established by the superintendent of public instruction subject to the approval of the state board of education, such criteria being established in accordance with the definition for vocational education and with the state plan for vocational education. The criteria will include, but not be limited to, the following: (1) **Establishment of need.** Each school district making application for authorization of a program pursuant to this chapter shall submit an endorsement from the appropriate advisory committee evidencing the fact that the program to be offered in

the particular job market area is or will be needed by the industry located therein or that there is evidence of available employment elsewhere in the industry for those with requisite vocational skills.

(2) **Facilities and equipment.** The operating school district shall provide such facilities and equipment adequate for the satisfactory maintenance of acceptable educational standards. Furthermore, such facilities and equipment shall meet the necessary safety codes as established by the state department of labor and industries.

(3) **Programs.** Vocational education programs shall: (a) Provide for the vocational interest of students and the need of industry for a skilled work force by seeking out a balance of realistic student interest (through guidance and counseling) with identified industry need as attested to by the best available forecast of short- and long-range manpower requirements.

(b) Be determined by needs, aptitudes, interests and abilities of individual students.

(c) Be designed to develop skills, understanding and attitudes needed by a worker in his occupation.

(4) **Administration and instruction.** (a) There shall be satisfactory evidence that the school district will provide adequate administration and supervision as well as competent instructional and counseling personnel to insure maintenance of acceptable educational standards.

(b) Instructors shall be occupationally competent and vocationally certified in the area in which they are to teach. Furthermore, all instructors shall be required to demonstrate proficiency in instruction of safety and hygiene pertinent to their respective courses pursuant to those standards established by the state department of labor and industries.

(5) **Guidance and counseling.** Provision shall be made for effective vocational guidance which shall include but not be limited to occupational information and counseling.

(6) **Class size.**—The maximum number of students per class shall be determined by the number of training stations, safety factors and individual instructional requirements of the specific occupation or trade being taught.

(7) **Conformity with state plan for vocational education.** Vocational education and occupational exploration programs shall, as a minimum, be consistent with the Washington state plan for vocational education as adopted by the coordinating council for occupational education, pursuant to pertinent provisions of chapter 28B.50 RCW. [Order 10-71, § 180-58-055, filed 12/13/71.]

WAC 180-58-065 Vocational-technical institute programs—Operational requisites. (1) **Establishment of need.** Each school district making application for authorization of a program pursuant to this chapter shall submit an endorsement from the appropriate advisory committee evidencing the fact that the program to be offered in the particular job market area is or will be needed by the industry located therein, or that there is evidence of available employment elsewhere in the industry for those with requisite vocational skills.

(2) **Facilities and equipment.** The vocational-technical institute shall be housed in a separate building and the operating school district shall provide such a facility and equipment comparable to those used in the occupation and that are adequate for the satisfactory maintenance of acceptable educational standards. Furthermore, such facilities and equipment shall meet the necessary safety codes as established by the state department of labor and industries.

(3) **Programs.** Vocational-technical school programs shall:

(a) Provide for the vocational interest of the students and the need of industry for a skilled work force.

(b) Be directly related to employment opportunities to provide flexibility that will adapt to time, location, demand and condition.

(c) Be determined by needs, aptitudes, interests and abilities of individual students.

(d) Be designed to develop skills, understanding and attitudes needed by a worker in his occupation.

(e) Provide opportunities for persons desiring to prepare for employment and for the upgrading and updating of skills and knowledge of employed workers.

(f) Shall be designed for continuous enrollment where applicable.

(4) **Guidance and counseling.** Provisions shall be made for effective vocational guidance for youth and adults which shall include but not be limited to occupational information, counseling, placement and follow-up.

(5) **Administration and instruction.** (a) Satisfactory evidence shall be submitted that the vocational-technical school will provide adequate administration and supervision to insure the maintenance of acceptable educational standards.

(b) Instructors shall be occupationally competent and vocationally certified in the area in which they are to teach. Furthermore, all instructors shall be required to demonstrate proficiency in instruction of safety and hygiene pertinent to their respective courses pursuant to those standards established by the state department of labor and industries.

(6) **Class size.** The maximum number of students per class shall be determined by the number of training stations, safety factors and individual instructional requirements of the specific occupation or trade being taught.

(7) **Conformity with state plan for vocational education.** Vocational education programs shall be, as a minimum, consistent with the Washington state plan for vocational education as adopted by the coordinating council for occupational education pursuant to pertinent provisions of chapter 28B.50 RCW. [Order 10-71, § 180-58-065, filed 12/13/71.]

WAC 180-58-075 Interdistrict cooperation vocational education programs—Operational requisites. Those rules and regulations as promulgated and set forth by the superintendent of public instruction in chapter 192-15 WAC pursuant to authority under RCW 28A-.58.245 shall control for purposes of this chapter. [Order 10-71, § 180-58-075, filed 12/13/71.]

WAC 180-58-085 Establishment of program, application for processing. (1) The board of directors of a school district desiring to establish and operate a vocational education program under the provisions of section 1, chapter 285, Laws of 1971 ex. sess., and acts amendatory thereto, shall submit an application therefor to the superintendent of public instruction. The application shall state such information as may be necessary to a determination of eligibility for approval in accordance with pertinent rules and regulations hereinbefore in this chapter set forth and the Washington state plan for vocational education.

(2) All applications for approval to establish and operate vocational education programs shall be evaluated by the appropriate staff as designated by the executive officer of the state board of education for compliance with the pertinent policies, rules and regulations as herein set forth in this chapter, as well as the provisions of the Washington state plan for vocational education. Reports of the findings of such evaluations shall be submitted to the superintendent of public instruction for consideration and recommendation to the state board of education. [Order 10-71, § 180-58-085, filed 12/13/71.]

WAC 180-58-090 Establishment of program, application for processing—Approval of programs—Conditions. (1) **Initial and continued approval.** The initial approval of an application and authorization to a school district to establish and operate a vocational education program shall be effective for a stated period of time with the proviso that approval thereafter shall be continuous upon evidence of compliance with requirements hereinbefore in this chapter set forth.

(2) **Approval of additional courses.** The superintendent of public instruction hereby is authorized to establish the necessary procedures for the approval of applications for additional courses. [Order 10-71, § 180-58-090, filed 12/13/71.]

Chapter 180-63 WAC**STATE PLANS ADOPTED PURSUANT TO
FEDERAL LAW**

The following state plan thereto filed in the reviser's office pursuant to chapter 34.04 RCW has been omitted from the Washington Administrative Code pursuant to the authority of RCW 34.04.050(3). Copies of this plan may be obtained from the Board of Education, P.O. Box 527, Olympia, Washington 98501 (Attention: Borghild Helgesen).

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.

**Chapter 180-68 WAC
SPECIAL EDUCATION****WAC**

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| 180-68-010 | Criteria of educability of pupils in state institutions. |
| 180-68-045 | Educational program for Maple Lane School. |
| 180-68-050 | Graduation diplomas for inmates of penal institutions. |
| 180-68-100 | Superior student program—Authority—Program approval—Excess costs defined. |

WAC 180-68-010 Criteria of educability of pupils in state institutions. Pursuant to provisions of chapter 26, Laws of 1961 ex. sess., which provides that expenditures for pupils in schools in state institutions shall be limited to the education of children who meet criteria of educability to be established by the state board of education, the criteria hereinafter set forth is hereby adopted.

Criteria of Educability

A child shall be deemed educable if he possesses the potential to respond to and benefit from educational experiences in terms of such factors as social competence, emotional stability, self-care, a degree of vocational competency or intellectual growth. [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.]

WAC 180-68-045 Educational program for Maple Lane School. Pursuant to provisions of RCW 72.20.080 that the work of the Maple Lane School shall be a part of the educational system of the state and as such shall be under the supervision of the state board of education, the state superintendent of public instruction is hereby authorized to act for the state board of education and empowered to prescribe necessary standards and requirements for the educational program of the school consistent with the intent of the said act. [SBE 100-4-1, filed 3/29/65, effective 4/29/65.]

WAC 180-68-050 Graduation diplomas for inmates of penal institutions. Pursuant to authority vested in the state board of education under provisions of RCW 28-.02.020 [RCW 28A.02.020], the state superintendent of public instruction is hereby authorized to develop a plan

for awarding diplomas to the inmates of the penal institutions of the state who have completed elementary and/or secondary courses. [SBE 100-4-2, filed 3/29/65, effective 4/29/65; Rules (part), filed 3/24/60, adopted 10/9/42.]

WAC 180-68-100 Superior student program—Authority—Program approval—Excess costs defined. (1) Pursuant to provisions of RCW 28.16.020 [RCW 28A.02.020], the state board of education hereby adopts the hereinafter-described policies and regulations relating to administration of the program for students of superior capacity authorized by the said act.

(2) The state superintendent of public instruction shall establish regulations and procedures for the administration of the superior student program, said regulations and procedures to include the requirement of prior approval by the state superintendent of any program offered by a school district or institution of higher learning for which state funds may be requested.

(3) Excess costs, as provided in RCW 28.16.020[28A.16.020], shall be defined as any costs in excess of the costs incurred by regular promotion or advancement of a student. [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.]

**Chapter 180-72 WAC
ADULT EDUCATION****WAC**

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| 180-72-040 | Purpose—Cooperation policy. |
| 180-72-045 | Regulatory provisions recognize intent of specific acts. |
| 180-72-050 | Adult education defined. |
| 180-72-055 | Adult high school completion education—Policy. |
| 180-72-060 | Adult high school completion education—Community college and common school district participation. |
| 180-72-065 | Community college high school diploma programs. |
| 180-72-070 | Federal programs for adult education. |

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS
CHAPTER**

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| 180-72-010 | Policy statement. [Filed 5/3/66, effective 6/3/66; Filed 3/25/64, effective 4/25/64; Rules (part), filed 3/24/60, adopted 9/25/59.] Repealed by Order 5-70, filed 4/28/70. |
| 180-72-011 | Adult education defined. [SBE 72-2-1, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70. |
| 180-72-012 | Purpose. [SBE 72-2-2, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70. |
| 180-72-015 | Regulations governing adult evening school classes. [Rules (part), filed 12/21/60; Rules (part), filed 3/24/60.] Repealed by Order, filed 3/25/64, effective 4/25/64. |
| 180-72-020 | Categories of objectives to govern approval of adult education courses for apportionment purposes. [Rules (part), filed 3/24/60.] Repealed by Order, filed 3/25/64, effective 4/25/64. |
| 180-72-021 | General adult education—Basic policy relating to post-high school programs. [SBE 72-4-10, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70. |

- 180-72-022 General adult education—State support—Generally. [SBE 72-4-11, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70.
- 180-72-023 General adult education—State support—Eligible and ineligible courses—Goals—Class requirements—Staff. [SBE 72-4-2, 72-4-200, 72-4-201, 72-4-21, 72-4-22, 72-4-260 and 72-4-261, filed 3/25/64, effective 4/25/64; Rules (part), filed 3/24/60.] Repealed by Order 5-70, filed 4/28/70.
- 180-72-024 General adult education—State support—Application to conduct program. [SBE 72-4-3, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70.
- 180-72-025 Adult education courses disapproved for apportionment credit. [Rules (part), filed 3/24/60.] Repealed by Order, filed 3/25/64, effective 4/25/64.
- 180-72-026 General adult education—State support—Approval of program—Excepted classes. [SBE 72-4-4, 72-4-50, 72-4-51 and 72-4-52, filed 3/25/64, effective 4/25/64.] Repealed by Order 5-70, filed 4/28/70.
- 180-72-030 Adult elementary and high school education. [SBE section 72-6, filed 10/29/64, adopted 10/23/64.] Repealed by Order 5-70, filed 4/28/70.
- 180-72-075 Certificate of educational competence program. [Order 5-70, § 180-72-075, filed 4/28/70.] Repealed by Order 1-74, filed 3/19/74.

WAC 180-72-040 Purpose—Cooperation policy.

The major purpose of adult education in the state of Washington is to raise the educational level of adults in the state who have not obtained an education consistent with their ability to learn and to provide adults disadvantaged through lack of a high school diploma with the opportunity to complete their high school education and to obtain proper recognition for it.

The several statutes relating to adult education have vested authority and responsibility for conduct of adult education programs in the community colleges and the common schools and for administration and promulgation of rules and regulations in the superintendent of public instruction, the state board of education and the state board for community college education. In view of the interrelated responsibilities, cooperation in the development and conduct of adult education programs by the educational agencies concerned is essential to achievement of the major purpose herein stated. The provisions of this chapter therefore are designed to reflect and facilitate such cooperation. [Order 5-70, § 180-72-040, filed 4/28/70.]

WAC 180-72-045 Regulatory provisions recognize intent of specific acts. The policies, rules and regulations hereinafter in WAC 180-72-050 through 180-72-075 set forth recognize the intent of (1) chapter 261, Laws of 1969 1st ex. sess., to (a) place major responsibility for adult education in the community colleges, (b) provide for the conduct of adult education programs by the common schools under arrangements between the appropriate community college and common school district, (c) permit the issuance of high school diplomas by the community colleges under rules and regulations promulgated by the superintendent of public instruction and the state board of education, and (d) provide for the administration of certain federally supported adult education programs by the superintendent of public instruction in cooperation with the state director of

community colleges; (2) RCW 28A.58.240 to permit boards of directors of common school districts to make arrangements with adults wishing to attend school; and (3) chapter 28A.06 RCW that the state board of education shall prescribe course requirements for high school completion and issue state high school certificates to those completing the said course. [Order 5-70, § 180-72-045, filed 4/28/70.]

Reviser's note: Chapter 28.06 RCW was repealed by section 4, chapter 51, Laws of 1973.

WAC 180-72-050 Adult education defined. For the purpose of this chapter "adult education" shall be defined as set forth in RCW 28B.50.030(11) which provides as follows: "Adult education" shall mean all education or instruction, including academic, vocational education or training, and "occupational education" provided by public educational institutions, including common school districts for persons who are eighteen years of age and over or who hold a high school diploma or certificate: *Provided*, That "adult education" shall not include academic education or instruction for persons under twenty-one years of age who do not hold a high school degree or diploma and who are attending a public high school for the sole purpose of obtaining a high school diploma or certificate: *Provided further*, That "adult education" shall not include education or instruction provided by any four year public institution of higher education: *And provided further*, That "adult education" shall not include education or instruction provided by a vocational-technical institute. [Order 5-70, § 180-72-050, filed 4/28/70.]

WAC 180-72-055 Adult high school completion education—Policy. Every effort should be made to provide adequate opportunities for adults to pursue a course of study leading to the completion of a high school program: *Provided*, That discretion be exercised so that no inducement exists by means of which youth drop out of regularly established school programs. [Order 5-70, § 180-72-055, filed 4/28/70.]

WAC 180-72-060 Adult high school completion education—Community college and common school district participation. (1) **Program authorization.** A community college district and a common school district under provisions of RCW 28B.50.530 may enter into agreement for the conduct of an adult education program by the common school district in behalf of the community college district when such program will not conflict with an existing program of the same nature and in the same geographical area conducted by the community college district: *Provided*, That such program shall be established, administered and operated in accordance with procedures and guidelines prescribed by the superintendent of public instruction in cooperation with the state director of community colleges.

(2) **Cooperative study of needs.** Community colleges and common school districts are encouraged to study cooperatively the needs in their own communities for educational services designed for adults to complete their

high school training and, consistent with statutory provisions and requirements prescribed in this chapter, to provide appropriate programs to meet such needs. [Order 5-70, § 180-72-060, filed 4/28/70.]

WAC 180-72-065 Community college high school diploma programs. (1) **Minimum requirements for high school diploma.** The minimum requirements and procedures for the issuance of a high school diploma by or through a community college district shall be as prescribed by the state board of education in this section and WAC 180-56-006 through WAC 180-56-066.

(2) **Provisions governing program for persons eighteen years of age and over.** (a) The appropriate school district or community college education official shall evaluate the previous educational records of the student and may provide evaluative testing to determine the student's educational level and shall recommend an appropriate course or courses of study upon the successful completion of which the student will be eligible for the high school diploma.

(b) Satisfaction of minimum course requirements may be met by one or more of the following methods—actual completion of courses regularly conducted in high school, vocational-technical institute and/or community college; approved correspondence or extension courses; supervised independent study; or testing in specific subject areas.

(c) The appropriate education official shall exercise reasonable judgment in appraising the educational experience of the student either in or out of a formal school program to determine the degree to which the student has satisfied the minimum credit requirements for completion of the high school program. Consideration may be given work experience, vocational training, civic responsibilities discharged by the adult and other evidences of educational attainment.

(d) A high school diploma shall be granted to each individual who satisfactorily meets the requirements for high school completion herein and hereinbefore in subsection (1) set forth, the said diploma to be issued by the appropriate school district or community college: *Provided*, That in the event the school district and the community college are unable to agree as to which educational agency shall issue the said diploma, the superintendent of public instruction shall make the decision and designate the issuing agency. Records of diplomas issued under the provisions of this subsection shall be maintained by the issuing agency.

(3) **Provisions governing program for persons under eighteen years of age.** (a) The high school principal shall evaluate the previous educational record of the individual and prior to his enrollment in courses and in cooperation with the appropriate education official of a community college or vocational-technical institute shall approve the program of studies leading to the high school diploma.

(b) The student must be assigned a program supervisor.

(c) Satisfaction of the minimum credit requirements may be met by one or more of the following methods—actual completion of courses regularly conducted in high school, vocational-technical institute and/or community college; approved correspondence or extension courses; or approved supervised independent study.

(d) The school district shall grant the regular high school diploma or certificate of graduation to each individual who satisfactorily meets the requirements for high school completion herein and hereinbefore in subsection (1) set forth: *Provided*, That the school district may delegate the responsibility for granting such a diploma or certificate to the appropriate community college or vocational-technical institute. Records of diplomas issued under provisions of this subsection shall be maintained by the issuing agency.

(4) Each fiscal year each community college district shall file a statistical report with the state board of education and with the review committee established by the sub-section. The statistical report shall consist of, but not be restricted to, the number of high school diplomas issued for that fiscal year with sub-divisions indicating students under eighteen years of age, over eighteen years of age, and those diplomas issued through special authorities such as PREP. Additional reports may be filed by the committee established herein with the state board of education and with the local board of trustees of the community college district. The form and content of these additional reports shall be determined by the state superintendent of public instruction after consultation with the director of the office of the state board for community college education.

A review committee shall be established in each community college district composed of professional educators working within that district. The superintendent of public instruction shall appoint one superintendent, one high school principal, one high school counselor, and one high school teacher to serve on such committee. The president of the community college district may appoint one adult educator to serve on the committee.

This committee shall meet at the direction of the superintendent of public instruction for the purpose of reviewing not more than once each year the high school diploma program at the community college in relationship to its compliance with high school diploma requirements established in chapters 180-56 and 180-72 WAC. After each review, the committee shall prepare and submit a written report to the board of trustees of the college district and the state board of education which sets forth the committee's findings and suggestions for any improvements in the program deemed necessary or advisable.

The individual members of the review committee, who are employees of a school district may request from the community college district reimbursement for travel and expenses at such rates and for such purposes as are allowed state employees by law and rules of the office of program planning and fiscal management. The superintendent of public instruction may reimburse for substitutes required in connection with teacher members of the committee as provided by law.

(5) Any high school graduation diploma issued by or through a community college district shall certify on its face that the diploma is issued in compliance with high school graduation requirements established by the state board of education and procedures established by the superintendent of public instruction. [Order 9-76, § 180-72-065, filed 7/19/76; Order 5-70, § 180-72-065, filed 4/28/70.]

WAC 180-72-070 Federal programs for adult education. It is the responsibility of the superintendent of public instruction in cooperation with the state director of community colleges to administer the programs of adult education supported in whole or in part by federal monies made available for such purpose to the state board of education and/or the superintendent of public instruction; and to authorize the operation of such programs by the common school districts of the state in accordance with procedures established by the superintendent of public instruction: *Provided*, That the administration and operation of such adult education programs shall be consistent with the policy hereinbefore in WAC 180-72-040 set forth. [Order 5-70, § 180-72-070, filed 4/28/70.]

Chapter 180-75 WAC GENERAL CERTIFICATION PROVISIONS

WAC

180-75-005	Purpose.
180-75-015	Equivalency of standards.
180-75-020	Appeal—General.
180-75-025	Appeal procedure—Informal.
180-75-030	Appeal procedure—Formal process.
180-75-035	Certificate revocation.
180-75-040	Notification of revocation of certificates.
180-75-045	Certificate validity.
180-75-050	Certificate required.
180-75-055	Types of certificates.
180-75-060	Certificate replacement.
180-75-061	Application for certification.
180-75-065	Fee for certification.
180-75-070	Use of fee for certification.
180-75-075	Educational experience acceptable for certification.
180-75-080	Citizenship requirements—Alien permits—Teachers only.
180-75-085	General requirements—Teachers, administrators, educational staff associates.
180-75-090	Permits.
180-75-100	Certification of out-of-state trained educational personnel—Interstate educational personnel contracts.

WAC 180-75-005 Purpose. The purpose of this chapter is to incorporate into one chapter the general certification provisions to ensure uniform application and interpretation of the various certification rules. [Statutory Authority: RCW 28A.04.120, chapters 28A-.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-005, filed 9/1/78.]

WAC 180-75-015 Equivalency of standards. Reasonable flexibility in interpretation of the requirements contained in this chapter and in chapters 180-77, 180-

78, and 180-79 WAC may be applied consistent with the intent and spirit of the requirements of the appropriate chapter. Exceptions to specific requirements will be considered. It shall be the responsibility of the superintendent of public instruction or his or her designee to make the final decision concerning approval of any exception. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-015, filed 9/1/78.]

WAC 180-75-020 Appeal—General. Any person who applies for a certificate, particular certificate level or endorsement, certificate renewal, or certificate reinstatement whose application is denied may appeal that decision if he or she follows the procedures established in WAC 180-75-025 through 180-75-030: *Provided*, That the appeal procedure may not be used to seek reinstatement of a certificate if that certificate has been revoked by the superintendent of public instruction.

The appeal procedure consists of two levels, one informal and one formal. The use of the informal level is a condition precedent to use of the formal level. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-020, filed 9/1/78.]

WAC 180-75-025 Appeal procedure—Informal. Any person who desires to appeal the decision to deny his or her application must file a written notice with the superintendent of public instruction within twenty calendar days following the date of mailing from the section of the superintendent of public instruction's office responsible for certification of the decision to deny the application.

The written notice must set forth the reasons why the appellant believes his or her application should have been granted.

Following timely notice of appeal, the superintendent of public instruction or his or her designee shall appoint a review officer who will be someone other than the person or persons who reviewed the application initially.

The review officer shall then:

(1) Review the application and appeal notice and may request further written information including but not limited to an explanation from the person or persons who initially reviewed the application of the reason(s) why the application was denied.

(2) If he or she deems it advisable, schedule an informal meeting of the appellant, the person or persons who denied the application initially, and any other interested parties designated by the reviewing officer, to receive oral information concerning the application. Any such meeting must be held within thirty days of the date of receipt by the superintendent of public instruction of the timely-filed appeal notice.

(3) Place in the mail a written decision on the appeal within forty-five days from the date of receipt of the timely-filed appeal notice by the superintendent of public instruction. The reviewing officer may uphold, reverse, or modify the decision to deny the application.

[Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-025, filed 9/1/78.]

WAC 180-75-030 Appeal procedure—Formal process. (1) Any person who has filed an appeal in accordance with WAC 180-75-020 and desires to have the denial of his or her application reviewed further may do so if the reviewing officer has not reversed the decision to deny the application. To instigate review under this section, a person must file a written notice with the state board of education within twenty calendar days following the date of mailing of the review officer's decision.

(2) For purposes of hearing an appeal under this section, the state board of education shall designate hearing examiners, the superintendent of public instruction, acting on behalf of the state board of education, shall select a hearing examiner to hear a particular appeal. 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(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-030, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-030, filed 9/1/78.]

WAC 180-75-035 Certificate revocation. The state board of education considers it to be the professional obligation of each school district superintendent or nonpublic school administrator and each educational service district superintendent to file a written complaint with the superintendent of public instruction pursuant to RCW 28A.70.160 against any certificated employee who:

(1) Has committed or is guilty of (a) immorality, (b) a violation of written contract, (c) intemperance, (d) a crime against the law of the state, or (e) an act of unprofessional conduct that is of a nature which may justify the revocation of the individual's certificate to be employed in the schools; or

(2) Has been convicted of any crime involving the physical neglect of children, injury of children (excepting possible motor vehicle violations) or the sexual abuse of children.

Upon receipt of any such written complaint, that section within the office of the superintendent of public instruction having responsibility for certification shall investigate the complaint. If sufficient cause for revocation of the individual's certificate(s) is believed to exist, the section shall present the case before the superintendent of public instruction. The superintendent of public instruction may appoint a hearing examiner and/or legal counsel to assist the superintendent in hearing the case. The hearing shall be conducted pursuant to chapter 180-08 WAC and chapter 34.04 RCW.

The superintendent of public instruction or his or her designee shall withhold or withdraw certification of an individual from another state whose certificate has been revoked in such state.

In accordance with RCW 28A.70.180 an individual may become eligible to receive a certificate after a period of one calendar year from the date of revocation. The superintendent of public instruction or his or her designee shall consider the application of an individual whose certificate has been revoked and, based upon application and such other information as deemed appropriate, determine whether a certificate shall be issued. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-035, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-035, filed 9/1/78.]

WAC 180-75-040 Notification of revocation of certificates. The office of the superintendent of public instruction shall notify all other states that a certificate has been revoked and shall provide the full name and certificate number to the agency responsible for certification in each state. A notice of revocation of a certificate may be made to educational agencies within the state of Washington. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-040, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-040, filed 9/1/78.]

WAC 180-75-045 Certificate validity. Any certificate issued pursuant to chapters 180-77 or 180-79 WAC shall entitle the holder thereof to be employed by a public or nonpublic school for the performance of duties encompassed by the certificate until such certificate expires or is revoked. A certificate which is issued to an individual who does not meet all requirements set forth in this chapter and chapters 180-79 or 180-80 WAC is null and void. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-045, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-045, filed 9/1/78.]

WAC 180-75-050 Certificate required. Persons serving as teachers in public or private schools or as principals or educational staff associates in public schools and in vocational positions as established by chapter 180-77 WAC shall hold certificates authorized by the state board of education for service in the respective roles. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-050, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-050, filed 9/1/78.]

WAC 180-75-055 Types of certificates. Four types of certificates shall be issued:

(1) Teacher. The teacher certificate authorizes service in the primary role of classroom teaching.

(2) Administrator.

(a) The administrator certificate endorsed "principal" authorizes services as a building administrator or vice principal.

(b) The administrator certificates endorsed "superintendent" or "program administrator" will be issued to persons who have completed state board of education approved preparation programs for service in the roles of district administrator, administrative staff, and program administrator.

(c) The superintendent and program administrator certificates are not required.

(3) Educational staff associate. The educational staff associate certificate authorizes service in roles of specialized assistance to the learner, the teacher, the administrator and the educational program. Included as educational staff associates shall be communication disorders specialists, counselors, school nurses, occupational therapists, physical therapists, psychologists, social workers, and reading resource specialists.

(4) Vocational. The vocational certificate authorizes service in vocational instruction in accordance with the provisions of chapter 180-77 WAC. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-055, filed 9/1/78.]

WAC 180-75-060 Certificate replacement. The superintendent of public instruction shall issue a replacement certificate to any person who files an application, pays the appropriate certification fee, and verifies by signature that the original certificate has been lost or destroyed or that a legal name change has occurred. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-060, filed 9/1/78.]

WAC 180-75-061 Application for certification. An individual who completes a state board of education approved preparation program in Washington state and is, thereby, eligible to apply for a Washington state certificate must apply for such certificate within twelve calendar months after completion of the approved program. Provisions of WAC 180-79-060(2) and 180-79-065(1) relative to length of validity, lapse, renewal and reinstatement of the initial certificate shall apply twelve calendar months after completion of the approved program whether or not the individual has made application for an initial certificate. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-061, filed 6/2/80.]

WAC 180-75-065 Fee for certification. (1) In accordance with provisions of RCW 28A.70.110 and 28A.71.100, the fee for any certificate which is valid for more than one year, or for renewal or reinstatement of such certificate, or for an additional endorsement to such certificate, issued by authority of the state of Washington and authorizing the holder to serve in the common schools of the state, shall be fifteen dollars:

Provided, That the fee for all vocational certificates shall be one dollar.

(2) The fee for any other certificate/credential, or for any renewal thereof, issued by the authority of the state of Washington and authorizing the holder to serve in the common schools of the state, shall be one dollar.

(3) Officials authorized to collect certification fees are educational service district superintendents, local school district superintendents, deans and directors of education at colleges and universities, and designees of program units. The fee must accompany the application for a certificate and shall be transmitted by the receiving district, college or university, or program unit designee at least quarterly to the educational service district within which the application is filed for disposition in accordance with provisions of RCW 28A.70.110. The fee shall not be refunded unless the application is withdrawn before it is finally considered by the superintendent of public instruction or his or her designee. Moneys accrued from certification fees within the boundaries of an educational service district shall be divided in the following manner:

(a) Local school districts employing more than one hundred teachers and other professional staff and collecting certification fees may retain one dollar of each fee in order to hold a professional training institute. If such district does not hold an institute all such moneys shall be placed to the credit of the educational service district.

(b) No less than fifty percent of the funds accruing within the boundaries of an educational service district shall be used to support program activities related to state-wide precertification professional preparation and evaluation.

(c) The remaining funds shall be used to support professional inservice training programs and evaluations thereof. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-065, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-065, filed 9/1/78.]

WAC 180-75-070 Use of fee for certification. (1) Certification fees will be used solely for precertification professional preparation, professional inservice training programs, teachers' institutes and/or workshops, and evaluations thereof in accordance with this chapter.

(2) Precertification professional preparation:

(a) A subcommittee of the state professional education advisory committee as established in WAC 180-78-015 shall assist the superintendent of public instruction in administration of precertification program funds by annually establishing priorities and procedures for distribution of funds available for precertification activities. The primary utilization shall be to support collaborative efforts essential to program development, program evaluation and assessment of candidates' entry and exit competency.

(b) Funds set aside for precertification shall not supplant funds already available to any participating agency.

(c) A single educational service district shall be designated to administer the funds allocated for precertification programs. The designated educational service district shall be permitted to retain up to five percent of the precertification fees for costs related to administering these funds.

(d) Each quarter every educational service district shall forward the moneys designated for precertification programs to the educational service district designated to administer such programs.

(3) Professional inservice training programs and teachers' institutes and/or workshops:

(a) Each educational service district, or cooperative thereof as specified in subparagraph (d) of this subsection, shall establish an inservice committee composed of an educational service district representative; at least one district superintendent; one principal; one educational staff associate; one elementary, one junior high and one senior high teacher; one representative from the elementary or secondary level of private schools within the educational service district; and one representative selected by the chief administrative officer responsible for professional education from a college/university having a state board of education approved teacher education program. Teacher representatives shall be selected by agreement among the presidents of the local education associations within the respective educational service district or cooperative thereof.

(b) The educational service district representative shall serve as chairperson of the inservice committee and provide liaison with the superintendent of public instruction and the state board of education.

(c) The inservice committee will be responsible for coordinating inservice/staff development model programs within the educational service district and shall submit to the superintendent of public instruction and the state board of education a plan for soliciting and selecting model programs which shall include procedures for conducting needs assessments, determining priorities and carrying out program evaluation.

(d) Cooperative agreements may be made among educational service districts to provide quality inservice education programs.

(e) Funds designated for inservice programs shall not supplant funds already available for such programs.

(4) Allowable expenditures. Funds may be used to support costs related to training, such as the payment of professional contractual services, per diem, travel costs, materials, printing, or released time. Nonallowable costs, except when approved in advance by the superintendent of public instruction or his or her designee, are college/university tuition and fees and the rental or purchase of facilities or equipment.

(5) Annual reporting. The superintendent of public instruction shall prepare and present to the state board of education an annual report concerning the use of certification fees for precertification and inservice activities. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-070, filed 6/2/80; 79-06-049 (Order 5-79), § 180-75-070, filed

5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-070, filed 9/1/78.]

WAC 180-75-075 Educational experience acceptable for certification. (1) Experience for obtaining, maintaining and renewing certification. To satisfy experience requirements for obtaining, maintaining and renewing a certificate, an individual must complete experience in an educational setting as defined in WAC 180-79-010 or as authorized for a vocational certificate in chapter 180-77 WAC.

(2) Any year during which an individual unsuccessfully completes a probationary period and has been discharged or nonrenewed in accordance with RCW 28A.67.065 and 28A.67.070 shall not be considered a year of experience for purposes of obtaining, maintaining or renewing a certificate. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-075, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-075, filed 9/1/78.]

WAC 180-75-080 Citizenship requirements--Alien permits--Teachers only. No person who is not a citizen of the United States of America shall be permitted to teach in the common schools of this state: *Provided*, That the superintendent of public instruction may grant an alien a permit pursuant to WAC 180-75-090: *Provided further*, That after a one-year probationary period the superintendent of public instruction, at the written request of the superintendent or his or her designee, or the school organization which employed such person on a permit, may grant to an alien who is otherwise qualified as determined by the superintendent of public instruction or his or her designee a certificate for which the applicant is otherwise qualified under this chapter. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-080, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-080, filed 9/1/78.]

WAC 180-75-085 General requirements--Teachers, administrators, educational staff associates. The following requirements are to be met by candidates for certification as teachers, administrators, or educational staff associates:

(1) Age. No person who is less than eighteen years of age shall receive a certificate to serve in the public or nonpublic schools of Washington state.

(2) Character. Applicants for certificates in Washington state must give evidence of good moral character, personal fitness, and no convictions for crimes involving the physical neglect of children, physical injury of children (excepting possible motor vehicle violations), or sexual abuse of children as verified by a signed affidavit: *Provided*, That the superintendent of public instruction may issue an emergency certificate pursuant to WAC 180-79-230 to an applicant who is on parole or probation.

(3) Competency. A candidate for certification shall demonstrate knowledge and skill in the areas specified by the state board of education as minimum generic standards for the respective certificate type and level set forth in WAC 180-79-130 through 180-79-210.

(4) Academic. A candidate for certification shall have successfully completed an approved program or have qualified under WAC 180-75-100 and/or 180-79-245 through 180-79-250: *Provided*, That no more than five quarter hours of correspondence credit shall be acceptable toward continuing level certification.

(5) Experience. All candidates for continuing level certification shall have completed three years of certificated service in the respective role in an educational setting.

(6) Probationary status. A certificate shall not be issued to any candidate who is in a probationary status as defined in RCW 28A.67.065 as teacher, educational staff associate, or administrator at the time of application for a certificate.

(7) Program completion. A candidate for an initial or continuing certificate shall provide verification that he/she has completed an approved preparation program.

Subsections (3), (4) and (5) of this section shall not apply to vocational certificates. Vocational certificates are issued under academic and experience requirements set forth in chapter 180-77 WAC. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-085, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-085, filed 9/1/78.]

WAC 180-75-090 Permits. (1) Alien permits.

(a) Alien permits may be issued under this section to aliens who have declared their intent to become citizens of the United States of America, have filed an application for a permit, and who have completed all requirements for a certificate: *Provided*, That the issuance of a permit does not in and of itself entitle the individual to be otherwise certificated.

(b) An alien permit is valid for a term equivalent to the period of validity of the certificate for which it is issued. Aliens seeking renewal or reinstatement of alien permits must comply with requirements specified in WAC 180-79-065: *Provided*, That for vocational permits, aliens seeking renewal or reinstatement must comply with the requirements of chapter 180-77 WAC.

(2) Temporary alien permits. A temporary alien permit to serve as an exchange teacher and valid for one academic year may be issued to nonimmigrant aliens who have filed an application for a permit, have complied with conditions prescribed in RCW 28A.67.020, and have training and experience which at a minimum are equivalent to standards for the initial teaching certificate as set forth in this chapter.

(3) General permits.

(a) Permits may be issued under this section to those persons who have filed an application for a certificate; who have completed all requirements for provisional, initial, standard, or continuing certification; and who

have accepted or are being considered for employment requiring a permit or certificate pursuant to RCW 28A.67.010.

(b) The issuance of a permit does not in and of itself entitle the individual to be otherwise certificated.

(c) An individual may apply for a permit directly to the superintendent of public instruction: *Provided*, That in the case of an individual completing requirements for certification in a Washington state institution of higher education the request may also be made to that institution.

(d) A permit entitles the holder to serve as a teacher, educational staff associate or administrator consistent with the qualifications on his/her permit.

(e) A permit is valid for ninety consecutive calendar days commencing with the date following the date of issuance and is not renewable.

(4) Issuing authority. The superintendent of public instruction shall issue all permits and provide institutions of higher education with forms and instructions relevant to application for a permit. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-090, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-090, filed 9/1/78.]

WAC 180-75-100 Certification of out-of-state trained educational personnel--Interstate educational personnel contracts. The superintendent of public instruction is authorized to enter into interstate educational personnel contracts with states party to the interstate agreement on qualifications of educational personnel in accordance with provisions of RCW 28A.93.010 and 28A.93.020 which authorize on an interstate basis Washington state certification of persons of other states having preparation and qualifications comparable even though not identical to Washington state board of education standards. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-129 (Order 8-80), § 180-75-100, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-100, filed 9/1/78.]

Chapter 180-77 WAC

STANDARDS FOR VOCATIONAL CERTIFICATION

WAC

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180-77-095	General requirements for certification of vocational instructors of supplementary classes.

WAC 180-77-003 Definitions. The following definitions shall apply to terms used in this chapter:

(1) "Approved program for training vocational teachers and vocational counselors" shall be defined as any program approved by the state board of education which complies with chapter 180-78 WAC.

(2) "Approved vocational teacher training" shall mean those vocational programs, courses, seminars and workshops approved by the state board of education for the purpose of vocational certification of persons entering vocational education from business and industry, or for renewal of vocational certificates.

(3) "First aid requirements" shall include a valid first aid certificate issued by the Washington state department of labor and industries, United States bureau of mines or the American Red Cross in accordance with their rules and regulations. In addition, training in cardiopulmonary resuscitation is required.

(4) "Gainful employment" shall mean being paid in accordance with the laws of the state of Washington for work in a particular occupation.

(5) "General safety and industrial hygiene requirements" shall mean course work approved by the state board of education that is designed to provide skill and knowledge common to all vocational instructors in safety and industrial hygiene. This course work shall include, but not be limited to, the following:

- (a) Growth of the safety movement;
- (b) Cost of accidents;
- (c) Seeing and recognizing job hazards;
- (d) Elements of an accident;
- (e) Measuring safety performance;
- (f) Promoting safe workmanship;
- (g) Employee health and industrial hygiene;
- (h) Protective equipment and safe dress;
- (i) Housekeeping;
- (j) Materials, handling and storage;
- (k) Guarding machines and mechanisms;
- (l) Hand and portable tools and appliances;
- (m) Fire prevention and control.

(6) "Home economics related occupations (gainful)" is a vocational education program which prepares persons for being paid in accordance with the laws of the state of Washington to work in an occupation.

(7) "Home and family life education (useful)" is a vocational education program which prepares persons for the occupation of homemaking.

(8) "Learning period" shall mean the amount of time required prior to becoming gainfully employed at the journeyman or equivalent level in the occupation being taught. In any case, this shall be no less than one year.

(9) "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

(10) "Specially supported programs" shall mean home and family life education programs conducted in vocational-technical institutes to include, but not limited to, the following: Family relationships, child development and parent education.

(11) "Occupational experience" shall mean work experience in the job to be taught.

(12) "One year of work experience" shall equal two thousand hours of employment.

(13) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(14) "Professional experience" shall mean employment in vocational education in the discipline and/or specialty for which the application has been submitted.

(15) "Quarter hours or the equivalent" shall mean one quarter credit, two-thirds semester credit, ten clock hours or one hundred hours of work experience.

(16) "Specific safety and industrial hygiene requirements" shall mean completion of course work approved by the state board of education which is designed to provide the vocational instructor with the specific skill and knowledge of safety and industrial hygiene for the occupation he or she is to teach.

(17) "Supervised work experience" shall mean employment which is supervised by a vocational teacher educator and the employer.

(18) "Supplementary class" shall mean those classes designed to upgrade and advance the knowledge and skills for persons who are or have been employed in a given occupation.

(19) "Teaching/coordination" shall mean professional experience in the discipline and/or specialty for which the applicant has been vocationally certificated.

(20) "Technical education/upgrading" shall mean those vocational programs, courses, seminars and workshops which are designed to improve the skills and/or knowledges in the discipline in which the application is being made.

(21) "Useful employment" applies solely to the occupation of homemaking and means unpaid work in the home. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-003, filed 9/7/78.]

WAC 180-77-005 Types of vocational certificates. Seven types of certificates shall be issued:

(1) Teacher. The teacher certificate authorizes teaching in the classroom and laboratory (shop);

(2) Director. The director certificate authorizes service as a vocational director in the school district;

(3) Assistant director. The assistant director certificate authorizes service as an assistant vocational director in the school district;

(4) Supervisor. The supervisor certificate authorizes service as a program supervisor in a local school district;

(5) Counselor. The vocational counselor authorizes service in the role of vocational guidance and counseling;

(6) Occupational information specialist. The occupational information specialist authorizes service in the role as an information specialist;

(7) Teacher trainer. The teacher trainer authorizes service as an instructor teaching course work that is used for vocational teacher training. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-005, filed 9/7/78.]

WAC 180-77-010 Levels of vocational certificates. Four levels of certificates may be issued:

(1) One-year probationary. The one-year probationary certificate is authorized for those who do not meet education or occupational requirements, but have submitted a training plan that is approved by the state board of education;

(2) One-year. The one-year certificate allows the holder to assume independent responsibility for working with students in vocational programs;

(3) Three-year. The three-year certificate allows the holder to assume independent responsibility for working with students in vocational programs;

(4) Five-year. The five-year certificate allows the holder to assume independent responsibility for working with students in vocational programs. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-010, filed 9/7/78.]

WAC 180-77-015 Certificate validity and renewal. (1) The probationary certificate is valid for one year and is renewable one time.

(2) The one-year certificate is valid for one year and may be renewed two times in accordance with WAC 180-77-050.

(3) The three-year certificate is valid for three years and may be renewed one time in accordance with WAC 180-77-050.

(4) The five-year certificate is valid for five years and may be renewed every five years in accordance with WAC 180-77-050. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-015, filed 9/7/78.]

WAC 180-77-020 Certificate required. Persons serving as vocational instructors, vocational directors and assistant directors, vocational supervisors, vocational counselors, occupational information specialists and vocational teacher trainers shall hold certificates authorized by the state board of education for service in the respective roles and be recommended by the local school

district vocational education administrator for original certificates and renewal. Instructors must be endorsed by a local vocational advisory committee related to the subject matter to be taught for renewal and preceding certificates. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-020, filed 9/7/78.]

WAC 180-77-025 Personnel assignment. Vocational teachers teaching other secondary school subjects and vocational counselors serving in addition as general counselors need to hold a valid certificate as provided for in chapter 180-79 WAC, professional preparation certification requirements. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-025, filed 9/7/78.]

WAC 180-77-030 General requirements for vocational certification of instructors with bachelor's degrees. Instructors in agriculture, business and office, community resource training program coordinators (CRT), distributive education, diversified occupations, home and family life (useful), home economics related occupations (gainful), home economics subject matter specialist (useful), home economics subject matter specialist (gainful), and industrial co-op education (ICE) must meet the following requirements:

(1) The requirements for a one-year certificate, except home economics subject matter specialist (useful and gainful) are as follows:

(a) Bachelor's degree related to the field to be taught as determined by the state program director of the state board of education from an approved program for training vocational education teachers; except instructors of diversified occupations, CRT and ICE need only a bachelor's degree from an institution of higher education;

(b) The following course requirements must be completed:

(i) Methods of teaching in the subject matter to be taught except CRT;

(ii) Student teaching in the subject matter to be taught; except CRT and ICE which do not require student teaching and diversified occupations which only requires student teaching in any subject matter;

(iii) Course study in the objectives, principles and philosophies of vocational education; except business and office; and

(iv) Instructors assigned to vocational programs that involve cooperative education methods must complete three quarter credits or the equivalent in instructor-coordinator techniques for cooperative education or have equivalent experience as evaluated by the state program director of the appropriate field before employment.

(c) Meet the general and specific safety and industrial hygiene and first aid requirements;

(d) Instructors must meet the following work experience requirements:

Two years of occupational experience in the field to be taught, one of which must have been in gainful employment within the last six years; except:

(i) Instructors in business and office must possess one year of gainful employment within the last six years in occupations included in the business and office subject matter;

(ii) Instructors in home and family life (useful) require no work experience; and

(iii) Instructors of home economics related occupations (gainful) require a minimum of one year of occupational experience in a home economics related occupation in the last five years as a paid worker or as a volunteer worker in a supervised work project.

(e) Instructors of home economics subject matter specialist (useful) for nongraded or alternative or specially supported programs require the following:

(i) A bachelor's degree in the area or related area for which training is to be given;

(ii) Training in the specialty area to be taught and have knowledge and methods of communication to students or clients within the discipline; and

(iii) Meet the general and specific safety and industrial hygiene and first aid requirements.

(f) Instructors of home economics subject matter specialist (gainful) must possess the following:

(i) Bachelor's degree in the area for which the training is to be given which will include the following:

(A) One year of occupational experience in this area in the last five years as a paid worker or as a volunteer worker or in a supervised work project;

(B) Completed course work in methods of teaching and curriculum building which are for training for employment either before initial employment or prior to application for first renewal.

(ii) Instructors assigned to vocational programs which involve cooperative education methods must complete three quarter credits or the equivalent of instructor-coordinator techniques for cooperative education or have equivalent experience as evaluated by the state program director of the appropriate field before employment; and

(iii) Home economics subject matter specialist (gainful) instructors must meet the general and specific safety and industrial hygiene and first aid requirements.

(2) The requirements for a three-year certificate are as follows:

(a) All instructors must have possessed a one-year vocational certificate within the past two years;

(b) Instructors are required to have one year of teaching/coordination in the subject matter certified to teach; except home and family life (useful), home economics related occupations (gainful), and home economics subject matter specialist (useful and gainful) which require only teaching experience during the life of the certificate;

(c) Three quarter credits or the equivalent of prior approved vocational teacher training in the subject matter certified to teach/coordinate since the previous certificate is required of all instructors; except instructors of home and family life (useful) and home economics related occupations (gainful) do not require additional course work prior to the three-year certificate;

(d) Instructors must possess a valid first aid certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Instructors must possess two years of teaching/coordination in the subject matter certified to teach during the previous three-year vocational certificate; except:

(i) Home and family life (useful) and home economics related occupations (gainful) which require:

(A) Possession of a one-year or a three-year vocational certificate within the preceding two years; and

(B) One year of teaching home and family life education during the life of the previous vocational certificate.

(ii) Home economics subject matter specialist (useful and gainful) require:

(A) Possession of a three-year vocational certificate within the preceding two years; and

(B) Teaching experience in the home economics specialty area or in a home economics related occupation.

(b) Instructors must possess six quarter credits or the equivalent of approved vocational teacher training in the subject matter certified to teach/coordinate since the previous certificate;

(c) Instructors must possess a valid first aid certificate. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-030, filed 9/7/78.]

WAC 180-77-035 Specific requirements for vocational certification of instructors with bachelor's degrees. Specific requirements are as follows:

(1) Those areas having specific requirements in addition to the general certification requirements for the one-year certificate are as follows:

(a) CRT teachers must attend a state board of education approved CRT management and supervision workshop;

(b) Diversified occupations and ICE teacher/coordinators are required to have a course in occupational analysis;

(c) Home and family life (useful) and home economics related occupations (gainful) instructors are required to have:

(i) Course work in program planning and evaluation;

(ii) Meet certification requirements in the state of Washington for general and professional education in the occupation of homemaking;

(iii) Completed directed student teaching in an approved program for training vocational teachers of home economics education supervised by a vocationally qualified home economics teacher educator;

(iv) Sixty quarter credits or the equivalent of home economics courses, including laboratory experiences and the principles of safety in all areas of the home economics curriculum with credit hours divided as follows:

(A) Family economics, including consumer education, home management with practical experience with differing socio-economics groups – eight quarter credits;

(B) Housing, home furnishing and equipment – eight quarter credits;

(C) Foods and nutrition – eight quarter credits;

(D) Clothing and textiles – eight quarter credits;

(E) Family relationships, parent education and child development, including experiences with young children – twelve quarter credits;

(F) Home economics electives – sixteen quarter credits to allow for concentration as needed by the individual teacher candidate.

(v) The candidate from a nonapproved, four-year home economics program must have an evaluation made by an institution which has an approved program in accordance with chapter 180-78 WAC which includes evaluation of the candidate's teaching performance. Course work in home economics methods, including the vocational aspects of a home and family life program from an approved program for training vocational teachers needs to be completed; and the candidate must have a plan for completion of requirements and be recommended by an institution approved in accordance with chapter 180-78 WAC.

(d) Agriculture education instructors are required to have forty-five semester hours of credit in agriculture including, but not limited to university requirements in agriculture economics, agriculture mechanics, animal science, agronomy, soils, entomology, horticulture, plant pathology and forestry;

(e) Business and office instructors are required to have thirty-five quarter credits of courses which have content included in the program sequences of clerical, secretarial and/or accounting;

(f) Distributive education instructors are required to have thirty-five quarter credits or the equivalent of distributive education subjects to include salesmanship, retailing, sales promotion and marketing.

(2) The specific requirement for the three-year certificate for business and office is course study in the objectives, principles and philosophy of vocational education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-035, filed 9/7/78.]

WAC 180-77-040 General requirements for vocational certification of instructors from business and industry. Instructors in agriculture, business and office, community resource training program coordinator (CRT), distributive education—cooperative preparatory and preparatory specialist, diversified occupations, home economics related occupations (gainful), industrial co-op education (ICE) and trade and industrial, technical and health occupations must meet the following requirements:

(1) The requirements for the one-year certificate are as follows:

(a) Instructors must complete three years of gainful employment in the occupation beyond the learning period, two of which must have been within the past six years or for apprenticeable occupations, the minimum work experience will be equal to the learning period then currently registered with the state department of labor and industries, two years of which must have occurred during the last six years; except distributive education—cooperative preparatory and ICE which require one year in a supervisory or management position in a private

business or industry within the six years prior to certification;

(b) Three quarter credits or the equivalent in the methods/elements of teaching the subject area to be taught prior to teaching;

(c) Instructors assigned to vocational programs which involve cooperative education methods must complete three quarter credits or the equivalent in instructor-coordinator techniques for cooperative on-the-job instruction, or have equivalent experience as evaluated by the state program director of the program area before employment;

(d) Instructors are required to meet the general and specific safety and industrial hygiene and first aid requirements.

(2) The requirements for the three-year certificate are as follows:

(a) Instructors must have possessed a valid one-year vocational education certificate within the preceding two years;

(b) Vocational teaching experience of one hundred twenty hours under the previous one-year certificate is required;

(c) Instructors are required to have a total of nine quarter credits or the equivalent of approved vocational teacher training which must include elements/methods of teaching, occupational analysis and course organization/curriculum development for the program area; except distributive education—preparatory specialist which requires methods of teaching and principles and objectives of vocational education, and ICE which does not require teacher training;

(d) Instructors must complete three quarter credits or the equivalent of approved vocational teacher training since the last certificate; except distributive education—cooperative preparatory which requires three quarter credits or the equivalent of approved vocational teacher training, which must include a course in methods of teaching or an equivalent course in teaching techniques since the initial one-year certificate;

(e) Instructors must possess a valid first aid certificate.

(3) The requirements for the five-year certificate are as follows:

(a) Instructors must possess a valid three-year vocational certificate within the preceding two years;

(b) Vocational teaching experience of not less than two years is required during the life of the previous certificate;

(c) Instructors must complete a total of eighteen quarter credits or the equivalent of approved vocational teacher training which must include courses in:

(i) Methods/elements of teaching in the program area to be taught;

(ii) Occupational analysis in the program area;

(iii) Course organization/curriculum development in the program area;

(iv) Student leadership development techniques in the program area to be taught;

(v) Philosophy of vocational education;

(vi) State board of education prior approved three hundred clock hours of work experience or thirty clock hours of special technical upgrading workshops; except distributive education—cooperative preparatory and ICE which require ninety clock hours of state board of education approved in-service teacher preparation since the three-year certificate;

(d) Instructors must complete three quarter credits or the equivalent of approved vocational teacher training since the previous certificate; except distributive education—cooperative preparatory which requires six quarter credits or the equivalent of state board of education approved distributive education subjects beyond the three-year certificate requirements;

(e) Instructors must possess a valid first aid certificate. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-040, filed 9/7/78.]

WAC 180-77-045 Specific requirements for vocational certification of instructors from business and industry. Those areas having specific requirements in addition to the general vocational requirements for a one-year certificate are as follows:

(1) Instructors of distributive education—cooperative and preparatory are required to have a course in the objectives, principles and/or philosophy of vocational education and twelve quarter credits or the equivalent of distributive education subjects or equivalent experience as evaluated by the state program director of distributive education;

(2) ICE instructors are required to have a course in the objectives, principles and/or philosophy of vocational education, a course in occupational analysis and a course in leadership development. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-045, filed 9/7/78.]

WAC 180-77-050 Renewal of vocational certification for instructors. Instructors in agriculture, business and office, community resource training program coordinators (CRT), distributive education, distributive education—cooperative preparatory and preparatory specialist, diversified occupations, home and family life (useful), home economics related occupations (gainful), home economics subject matter specialist (useful), home economics subject matter specialist (gainful), home economics related occupations, industrial co-op education (ICE), and trade and industrial, technical and health occupations must meet the following requirements for certification renewal:

(1) Instructors with a bachelor's degree must meet the following general requirements for certification renewal:

(a) The one-year certificate may be renewed two times;

(b) The three-year certificate may be renewed one time provided the instructor has:

(i) One year of teaching experience in the field certified to teach during the life of the previous certificate; except:

(A) Home and family life (useful), and home economics related occupations (gainful) which do not require teaching experience;

(B) Home economics subject matter specialist (useful and gainful) require vocational teaching experience during the life of the previous certificate in the home economics specialty area or the home economics related occupation.

(ii) Three quarter credits or the equivalent of approved vocational teacher training in the field certified to teach since the initial three-year certificate; except:

Home and family life (useful) and home economics related occupations (gainful) which do not require additional teacher training.

(iii) Instructors must possess a valid first aid certificate.

(c) The five-year certificate may be renewed every five years provided the following conditions are met; except home and family life (useful) and home economics related occupation (gainful):

(i) Two years of professional experience in the field certified to teach during the life of the five-year vocational certificate; except home economics subject matter specialist (useful and gainful) require teaching experience in the home and family life specialty or in the home economics related occupation during the life of the previous certificate;

(ii) Six quarter credits or the equivalent of approved vocational teacher training which may include three quarter credits or the equivalent of technical upgrading or equivalent work experience prior approved by the state board of education since the previous certificate;

(iii) Instructors must possess a valid first aid certificate.

(d) Home and family life (useful) and home economics related occupations (gainful) require the following of the instructors for first renewal of the five-year vocational certificate:

(i) Forty-five quarter credits of state board of education approved professional and technical studies which include at least six quarter credits in home economics subject matter and/or home economics education beyond the requirements for the first five-year certificate; and

(ii) Vocational home and family life education teaching experience during the life of the preceding certificate.

(e) Home and family life (useful) and home economics related occupations (gainful) require the following of the instructors for second and subsequent renewals of the five-year vocational certificate:

(i) Within the five-year period immediately preceding the request for renewal, the instructor must have had teaching experience in home and family life education subjects or in the home economics related occupation (gainful);

(ii) Six quarter credits or the equivalent of professional education, including home economics and/or home economics education; and

(iii) Instructors must possess a valid first aid certificate.

(2) Instructors with a bachelor's degree must meet the following specific requirements in addition to the general requirements for certification renewal:

Those areas having specific requirements for renewal of the one-year certificate are as follows:

(a) Home economics subject matter specialist (useful and gainful) require that the one-year certificate may be renewed two times in the following manner:

(i) Instructors must have a course in principles and objectives of vocational education for the first renewal; and

(ii) Instructors are required to have three quarter credits or the equivalent of professional education in the discipline to be taught.

(b) Business and office instructors are required to have a course in objectives, principles and philosophies of vocational education in order that the one-year certificate be renewed.

(3) Instructors from business and industry must meet the following general requirements for certification renewal:

(a) The one-year certificate may be renewed two times in the following manner:

(i) The first renewal shall consist of:

(A) Three quarter credits or the equivalent of approved vocational teacher training since the initial certification which must include methods of teaching if not taken prior to initial certification; except CRT, distributive education—cooperative preparatory, diversified occupations, and ICE do not require the above; and

(B) Possession of a valid first aid certificate.

(ii) The second renewal shall consist of:

(A) Three quarter credits or the equivalent of vocational teacher training since the previous certificate, which must include curriculum development/course organization if not taken previously; except CRT, distributive education—cooperative preparatory, diversified occupations and ICE which do not require the above. Home economics related occupations (gainful) require three quarter credits or thirty additional clock hours of approved teacher training from courses listed under the five-year certificate; and

(B) Possession of a valid first aid certificate.

(b) The three-year certificate may be renewed one time in the following manner:

(i) Instructors must possess vocational-teaching experience of one hundred twenty hours in the occupation certified to teach during the life of the previous certificate; except home economics related occupations (gainful);

(ii) Three quarter credits or the equivalent of approved vocational teacher training is required since the three-year certificate; and

(iii) Instructors are required to possess a valid first aid certificate.

(c) The five-year certificate may be renewed every five years if the following criteria are met:

(i) Instructors must have vocational teaching or supervisory experience of two years in the occupation certified to teach during the life of the previous certificate;

except home economics related occupations (gainful) which requires vocational teaching experience in the home economics related occupation during the life of the previous certificate;

(ii) Instructors are required to have six quarter credits or the equivalent of approved vocational teacher training which may include three quarter credits or the equivalent of technical upgrading or three hundred hours of work experience, prior approved by the state board of education since the previous certificate; and

(iii) Instructors are required to possess a valid first aid certificate.

(4) Instructors from business and industry must meet the following specific requirements in addition to the general requirements for certification renewal:

Those areas having specific requirements for the first renewal of the one-year certificate are as follows:

(a) Home economics related occupations (gainful) require a course in curriculum development;

(b) Trade and industry, technical and health occupations require a course in Unit II, occupational analysis. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-050, filed 9/7/78.]

WAC 180-77-055 Specific requirements for certification of instructors teaching programs designed to prepare students to enter advanced training. Instructors of vocational industrial arts must meet the following requirements:

(1) The requirements for a one-year certificate are as follows:

(a) Bachelor's degree with a major in industrial arts/industrial education;

(b) The following professional education course requirements must be completed:

(i) Methods of teaching industrial arts/industrial education;

(ii) Course in objectives, principles and philosophy of vocational education;

(iii) Introduction to community and industrial resources (one quarter credit or equivalent); and

(iv) Meet the general and specific safety and industrial hygiene and first aid requirements.

(c) Two years of gainful employment, which shall not include classroom teaching or educational administration. This shall include a minimum of eight hundred hours of industrial employment within the past six years.

(2) The requirements for a three-year certificate are as follows:

(a) All instructors must possess a one-year certificate within the past two years;

(b) Instructors are required to have one year of teaching experience under the previous one-year certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs; and

(ii) A detailed record of activities and hours kept by the instructor.

(d) Possession of a valid first aid certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Possession of a three-year certificate within the preceding two years;

(b) Instructors are required to have two years of teaching experience under the previous three-year certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs; and

(ii) A detailed record of activities and hours kept by the instructor.

(d) Instructors must possess a valid first aid certificate;

(e) Completion of four hundred hours of gainful industrial employment since the one-year certificate in the field to be taught. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-055, filed 9/7/78.]

WAC 180-77-060 Renewal of certificates of instructors teaching programs designed to prepare students to enter advanced training. Instructors of vocational industrial arts must meet the following requirements for certification renewal:

(1) The three-year certificate may be renewed one time upon:

(a) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) A detailed record of activities and hours kept by the instructor; and

(ii) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs.

(b) Possession of a valid first aid certificate;

(c) Completion of two hundred hours of gainful industrial employment.

(2) The five-year certificate may be renewed every five years provided the following conditions are met:

(a) Two years of teaching experience under the previous five-year certificate;

(b) Possession of a valid first aid certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competencies. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) A detailed record of activities and hours kept by the instructor; and

(ii) Identified professional and occupational needs of the teacher and a description of the program to meet these needs.

(d) Completion of four hundred hours of additional gainful industrial employment. This gainful employment shall be obtained within the preceding five years. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-060, filed 9/7/78.]

WAC 180-77-065 Vocational certification reinstatement requirements for extended absence from subject area of vocational education for six years or more. Instructors in agriculture, business and office, CRT, distributive education, diversified occupations, home economics related occupations (gainful), ICE and trade and industrial, technical and health occupations are required to meet the following:

Teachers returning to the profession need a minimum of three quarter credits or the equivalent of approved teacher training in the program area to reinstate the vocational certificate last held, except home and family life (useful) which requires candidates who have completed an approved program for training vocational teachers and have not taught for ten years or more must complete a total of twelve quarter credits or the equivalent including home economics education and subject matter courses to qualify for the five-year vocational certificate. A one-year certificate can be issued upon completion of three quarter credits of the above requirements. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-065, filed 9/7/78.]

WAC 180-77-070 Specific standards for certification of local vocational administrative and supervisory personnel. (1) The local director and local assistant director of vocational-technical education must be eligible for a five-year vocational certificate in one of the vocational program areas for vocational education for initial certification as a director and must meet the following:

(a) The director must have educational requirements which are satisfactory to the local board of education;

(b) The director must have thirty quarter credits or the equivalent of state board of education approved vocational-technical education training including a course in supervision and administration of vocational education, or equivalent experience as evaluated by the state board of education;

(c) The director must have had three years of experience as a certificated vocational supervisor, vocational instructor, vocational counselor or occupational information specialist.

(2) In order to renew the local director and local assistant director of vocational-technical education certificates, six quarter credits or the equivalent of state board of education approved professional education or course work in vocational supervisory or managerial subjects, or equivalent professional experience as evaluated by the state board of education, is required.

(3) The local supervisor of vocational-technical education must be eligible for a five-year vocational certificate in one of the vocational program areas of vocational education for initial certification as a supervisor and must meet the following requirements; except home and family life (useful) and home economics related occupations (gainful):

(a) Supervisor must have a professional training course in vocational supervision; except distributive education and trade and industrial, technical and health occupations which require a course in vocational supervision or three years of additional management experience in the occupation certified to teach and in addition, supervisors of trade and industrial, technical and health occupations must possess professional in-service education of thirty quarter credits or the equivalent of state board of education approved vocational education courses;

(b) Supervisors of home and family life (useful) are required to have the following:

(i) A bachelor's degree from an institution with an approved program to prepare vocational home and family life teachers or have met the requirements and been recommended by an institution with an approved program approved in accordance with chapter 180-78 WAC; and

(ii) Professional training to acquaint the candidate with current developments in home economics and home economics education with some course work in supervision and curriculum.

(c) Supervisors of home economics related occupations (gainful) require the following:

(i) A bachelor's degree in home economics or home economics education and one year of occupational experience or three years of gainful employment in a profession requiring expertise in a home economics related occupation; and

(ii) One year of experience in organizing preparatory or supplemental classes for home economics related occupations.

(4) For a renewal certificate, supervisors are required to have six quarter credits or the equivalent of professional education since the last certificate as approved by the local certificated vocational director or the state program director from the occupation certified to teach. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-070, filed 9/7/78.]

WAC 180-77-075 Specific standards for certification of local vocational counselors. Vocational counselors are required to meet the following:

(1) Counselors are required to possess a valid educational staff associate-counselor certificate as provided in WAC 180-79-180, at the initial level in counseling

and/or graduated from an institution of higher education in a counselor education program which includes study in such subjects as economics, sociology, psychology, political science and sources of occupational information in order to obtain a one-year certificate. All vocational counselors must have completed courses in the following or equivalent experiences as evaluated by the state board of education:

(a) Techniques of counseling or counseling theory to include individual and/or group;

(b) Tests and measurements and/or individual mental measurement and/or psychological evaluation;

(c) Counseling practice;

(d) Principles, objectives and/or philosophy of vocational education;

(e) Counselors must have had two years of varied work experience in the last ten years other than teaching or counseling experience;

(f) Experience is suggested in dealing with employment and personnel problems and with placement and evaluation of workers in business, industry, agriculture, education and/or government service.

(2) The requirements for a three-year certificate are as follows:

(a) The counselor must have possessed a one-year certificate in the past two years;

(b) Counselors must have had one year of vocational counseling;

(c) Counselors must have three quarter credits or the equivalent of state board of education approved professional education since the previous certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Counselors must have had two years of vocational counseling during the previous three-year certificate;

(b) Counselors are required to have had six quarter credits or the equivalent of state board of education approved training in vocational counseling and/or vocational education since the previous certificate.

(4) To renew a counselor certificate the following is required:

(a) The one-year certificate may be renewed two times on the recommendation of the state board of education;

(b) The three-year certificate may be renewed one time provided:

(i) The counselor has had one year of vocational counseling during the life of the previous certificate; and

(ii) The counselor has had three quarter credits or the equivalent of state board of education approved training in vocational counseling and/or vocational education since the previous certificate.

(c) The five-year certificate may be renewed every five years provided:

(i) The counselor has had two years of vocational counseling during the previous five-year vocational certificate; and

(ii) The counselor has had six quarter credits or the equivalent of vocational training and/or equivalent experience prior approved by the state board of education.

[Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-075, filed 9/7/78.]

WAC 180-77-080 Specific standards for certification of occupational information specialist. Occupational information specialists must meet the following requirements:

(1) Requirements for a one-year certificate for occupational information specialist are three years of full-time gainful employment of which two years shall have been in the last six years, dealing with employment or personnel problems and with placement and evaluation of workers; or two years of vocational teaching experience in an approved vocational program under the state plan for vocational education;

(2) Requirements for a three-year certificate are as follows:

(a) The occupational information specialist must possess a one-year certificate within the preceding two years and must have one hundred twenty hours of professional experience during the life of the previous certificate;

(b) The occupational information specialist must have a total of nine quarter credits or the equivalent of state board of education approved professional education;

(c) The occupational information specialist is required to have three quarter credits or the equivalent of state board of education approved professional education since the last certificate.

(3) Requirements for a five-year certificate are as follows:

(a) Possession of a three-year vocational certificate within the preceding two years;

(b) Vocational occupational information specialist experience of two years during the life of the previous certificate;

(c) A total of eighteen quarter credits or the equivalent of professional education as approved by the state board of education.

(4) To renew an occupational information specialist certificate the following are required:

(a) The one-year certificate may be renewed two times;

(b) The three-year certificate may be renewed one time when the following are met:

(i) Professional experience of one hundred twenty hours as an occupational information specialist during the life of the previous certificate; and

(ii) Three quarter credits or the equivalent of professional education and/or equivalent experience since the previous certificate as approved by the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-080, filed 9/7/78.]

WAC 180-77-085 Specific standards for certification of local vocational teacher trainers. All local vocational teacher trainers must meet the following three-year certificate requirements:

(1) The teacher trainer must have had three years of experience as a certificated vocational instructor in one of the program areas;

(2) The teacher trainer must have had thirty quarter credits or the equivalent of state board of education approved vocational training in subjects related to instruction and supervision of vocational education;

(3) The teacher trainer must be recommended by the local certificated vocational director;

(4) The certificated local vocational directors and supervisors shall qualify as local vocational teacher trainers;

(5) The teacher trainer certificate may be renewed upon recommendation of the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-085, filed 9/7/78.]

WAC 180-77-090 General standards for certification of vocational instructors, counselors, occupational information specialists, teacher trainers and administrative and supervisory personnel with a probationary certificate. In extraordinary instances, when a local vocational administrator feels a potential full-time person has the necessary competency, but does not meet the educational or occupational requirements for a vocational certificate, a one-year probationary certificate may be authorized provided a written training plan with documentation which states the work experiences, educational and other pertinent experiences and accomplishments of the applicant is provided and a plan is submitted telling how the deficiencies will be overcome. The training plan must be approved by the state board of education. This one-year probationary certificate is renewable one time. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-090, filed 9/7/78.]

WAC 180-77-095 General requirements for certification of vocational instructors of supplementary classes. Instructors must be eligible for a one-year vocational certificate in one of the vocational program areas or specialized instructors for supplementary classes will be issued one-year renewable vocational certificates to teach in their specialty field upon documentation that they possess the skills and knowledge related to the subject matter taught.

When a local vocational administrator cannot employ a part-time vocational instructor for a supplementary class who meets the educational and occupational requirements, a one-year probationary certificate which is renewable is authorized for the part-time instructor, provided the person is endorsed by the local advisory committee and the work experience and professional education are documented and have been approved by the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-095, filed 9/7/78.]

Chapter 180-78 WAC PROFESSIONAL PREPARATION PROGRAM DEVELOPMENT AND APPROVAL

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-78-020	Equivalency of standards. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-020, filed 5/26/78.] Repealed by 78-09-096 (Order 12-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
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WAC 180-78-005 Purpose. The purposes of this chapter are to implement RCW 28A.04.120(1) and (2) and to establish the procedures, standards, and criteria to be used in the development and approval of preparation programs offered by institutions of higher education in Washington state leading to teacher, school administrator and school specialized personnel (educational staff associates) certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-005, filed 5/26/78.]

WAC 180-78-010 Definition of terms. The following definitions shall be used in this chapter:

(1) "Accreditation" shall mean a process whereby a preparation program is reviewed and determined by an accrediting agency to meet prespecified standards. Programs may be accredited by states, regional accrediting associations, or national professional organizations such as the national council for accreditation of teacher education (NCATE) or the national association of state directors of teacher education and certification (NASDTEC). Such accreditation shall not replace state board of education program approval in Washington state.

(2) "Agency" shall mean those groups, entities, associations, and the like recognized in WAC 180-78-030 as having a legitimate interest in the development of preparation programs.

(3) "College or university" shall mean any baccalaureate degree granting Washington institution of higher learning or cooperative group of such institutions which has or develops professional programs of preparation in education which are submitted to the state board of education for approval.

(4) "Cooperation" shall mean the act of working together in a participatory mode.

(5) "Endorsement" shall mean a specification placed on a certificate to indicate the subject matter field, grade level and/or specialization for which the individual is prepared to teach or serve as an administrator or educational staff associate.

(6) "General professional organization" shall mean the professional organization determined in accordance with election procedures defined in RCW 41.59.070 or a

cooperative group of such employee representative organizations.

(7) "Interstate compact" shall mean the contractual agreement among several states authorized by RCW 28A.93.010 and 28A.93.020 which facilitates interstate reciprocity and guarantees graduates of institutions having approved programs in such states regular beginning certification in any state party to the compact.

(8) "Minimum generic standards" shall mean those basic areas of knowledge and skill adopted by the state board of education as essential to a given professional role.

(9) "Program approval" shall mean the approval by the state board of education of a preparation program within Washington state.

(10) "Program development" shall mean the cooperative process employed to identify program outcomes and experiences essential to program approval.

(11) "Program outcomes" shall mean the explicit objectives of preparation programs stated in terms of knowledge, skill, and performance.

(12) "Program unit" shall mean a group of cooperating agencies in Washington state, the specific membership and form of which shall be established by the participating members. Any such unit must include at least one college/university, one school organization, and one general or specialized professional organization.

(13) "School organization" shall mean any public or nonpublic school system or district or cooperative group of such organizations.

(14) "Site visit" shall mean the process of an on-site review of preparation programs conducted pursuant to WAC 180-78-035 and 180-78-040.

(15) "Specialized associations" shall mean the state-wide professional organization(s) recognized by the state board of education as having legitimate interest in the preparation of a respective professional role. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-096 (Order 12-78), § 180-78-010, filed 9/1/78; 78-06-069 (Order 5-78), § 180-78-010, filed 5/26/78.]

WAC 180-78-015 Professional education advisory committee. The superintendent of public instruction shall establish a professional education advisory committee to advise the superintendent and the state board of education relative to preparation and certification matters and to participate in the review of preparation programs. The committee shall be comprised of no less than twenty-six regular members representing colleges and universities, specialized and general professional associations, school district administrators, boards of directors, nonpublic schools, and other business and lay organizations having interest in the preparation and certification of school personnel. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-015, filed 5/26/78.]

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 June 1, 1983. [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 180-78-030 Agencies to be involved in program development. Agencies recognized as having a legitimate interest in the development of preparation programs shall be involved in a program unit and are set forth below. The chief administrative officer or designee of such agencies shall be asked to identify representatives to participate in the program unit and to clarify the representative's authority in acting on behalf of the agency.

(1) Agencies which shall be involved in any program unit are:

(a) School organization. The school organization representative shall represent the interests of the board of directors and school administration and shall have the responsibility for seeking input for program development from students, parents, and interested citizens.

(b) College or university. The chief administrator for professional preparation in education as designated by the college or university president shall represent the college or university interests and shall be responsible for seeking input for program development from faculty in education and other departments, students, and interest groups of the college or university.

(2) Any program unit involved with teacher education programs shall include the general professional organization whose representative shall represent the interests of teachers and who shall have the responsibility for seeking input for program development from those specialized and subject matter associations not represented in the program unit.

(3) Any program unit involved with administrator preparation programs shall include representation from the respective specialized association as noted:

(a) Superintendent—Washington association of school administrators (WASA);

(b) Principals—Association of Washington school principals (AWSP);

(c) Program administrators—Washington association of school administrators (WASA); the representative shall be serving in a program administrator's role and shall hold membership in one of the specialized associations that represent curriculum and/or supervisory personnel.

(d) The Washington council for private education (WCPE) shall provide input from the nonpublic school sector in matters relative to preparation of principals, program administrators, and superintendents.

The specialized association representative shall have the responsibility for seeking input from the general professional organization and other specialized and subject matter associations.

(4) Any program unit involved with educational staff associate preparation programs shall include representatives from the respective specialized association as noted:

(a) Communication disorders specialist—Washington speech and hearing association (WSHA);

(b) Counselor—Washington school counselor association (WSCA);

(c) Occupational therapist—Washington occupational therapy association (WOTA);

(d) Physical therapist—Pediatric special interest group of the Washington state physical therapy association (WSPTA);

(e) Psychologist—Washington association of school psychologists (WASP);

(f) Reading resource specialist—International reading association (IRA);

(g) School nurse—School nurse organization of Washington (SNOW);

(h) Social worker—Washington association of school social workers (WASSW).

The specialized association representative shall have the responsibility for seeking input from the general professional organization and other specialized and subject matter associations.

(5) A program unit may elect to include both the general professional association and the specialized association.

(6) Community colleges shall participate in a program unit only in cooperation with a four-year institution which has a state board of education approved preparation program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-030, filed 5/26/78.]

WAC 180-78-035 Program approval process. The program approval process shall include the following:

(1) Each college or university shall file with the state board of education for review a written description of its program unit(s) and its program(s), including course titles, outcomes required of candidates, and the means for achieving those outcomes.

(2) A site visit shall be conducted.

(a) Established programs. Each five years or more often if deemed necessary by the state board of education, a select team of persons representing school administrators, college faculty, general and specialized professional organizations, and the professional education advisory committee as established in WAC 180-78-015 shall conduct on-site visits to review programs, offer constructive assistance, and make recommendations concerning continued program approval to the state board of education: *Provided*, That an on-site review by the superintendent of public instruction or his or her designee shall not be required when the program change is limited to the subject matter major or specialization to be endorsed on a teaching certificate.

(b) New programs. All new professional preparation programs shall be reviewed on site.

(3) The program of study required in selected subject matter fields for which teaching certificates are endorsed will be reviewed in depth during each evaluation.

(4) Following the site visit, the team shall prepare a preliminary report to be submitted to the state board of

education; the report shall include specific findings and recommendations relative to approval.

(5) Following state board of education action, a written report, including the approval status and the length of program approval, if so approved, shall be sent to the college or university responsible.

The report shall reflect the combined assessment of the visiting team to the extent the report is adopted by the state board of education. It shall include specific recommendations for program development together with data and evidence on which such recommendations are based and specific conditions or contingencies which are to be addressed during the interim prior to the next program review, as well as any independent recommendations of the state board of education.

(6) Subsequent to the site visit, the program unit will report in the time and manner specified in the site visit report on the progress underway to respond to recommendations offered in the site visit report.

(7) Between site visits any change in preparation programs relevant to the standards for program approval set forth in WAC 180-78-050 or planned changes affecting certificate endorsement shall be reported to the state board of education and the superintendent of public instruction. Any planned program changes shall be consistent with provisions of this chapter.

(8) Each year a list of programs to be reviewed will be published and distributed by the superintendent of public instruction. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-035, filed 5/26/78.]

WAC 180-78-040 Program approval—Procedures for site visits. The following procedures will be followed in arranging for and conducting site visits:

(1) The superintendent of public instruction or his or her designee will contact the college or university responsible for the program(s) one year prior to the year in which a visit is required. Program approval standards and guidelines will be presented and dates established.

(2) The following documentation shall be prepared by the college or university with assistance of the program unit:

(a) A statement which reflects current philosophy and objectives as they pertain to professional preparation.

(b) A list of all professional education programs offered indicating areas of concentration (grade levels and subject-matter fields) in which endorsements are made.

(c) A general description of the programs in teacher education, administrator preparation, educational staff associate preparation and any teaching major program which is to be reviewed in depth. The general description shall include the historical development of programs, the kinds of field experiences available and any new program elements or directions.

(d) A statement identifying future goals and directions of the professional preparation program(s).

(e) A listing of faculty which includes information about the education, experience, and current assignment of all full and part time faculty and field personnel who participate in the program.

(f) A description of the procedure and basis for program decisions and how recommendations are gained from academic departments, students, and the field.

(g) Statistics related to program enrollments, certification, and placement.

(h) A statement summarizing action taken to respond to recommendations made following the previous program review and site visit.

(i) A copy of the bylaws or operating procedures of each program unit.

(3) A staff member of the superintendent of public instruction shall visit the program unit at least eight weeks prior to the site visit to review documentation, identify areas for focus of the site visit, and develop a tentative agenda.

(4) Sufficient copies of documentation required in WAC 180-78-040(2) shall be submitted to the superintendent of public instruction at least six weeks prior to the visit.

(5) A site visit team which shall act on behalf of the state board of education will be identified by the superintendent of public instruction or his or her designee with membership selected on the basis of expertise needed for a particular visit. At least one representative from the following groups shall be included on all teams: Colleges or universities, school organizations, general and specialized professional organizations. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-040, filed 5/26/78.]

WAC 180-78-045 Annual reports. (1) An annual report shall be filed with the state board of education by each college or university having an approved preparation program.

(2) The report shall summarize activities of the program, provide statistical information relative to enrollments, and any other data or information about the professional preparation programs requested by the superintendent of public instruction or state board of education.

(3) The superintendent of public instruction or his or her designee shall summarize information and data collected and prepare a comprehensive annual report for the state board of education. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-045, filed 5/26/78.]

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.

(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.

(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(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 180-78-055 Program approval—Length of approval. Program approval shall be granted for from one to five years depending on the state board of education's assessment of the extent to which the program complies with approval standards set forth in WAC 180-78-050. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-055, filed 5/26/78.]

WAC 180-78-060 Preparation of superintendents. In accordance with RCW 28B.10.140, the only public

institutions authorized to provide training for superintendents over and above that required for teachers' or principals' certificates shall be the University of Washington and Washington State University. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-096 (Order 12-78), § 180-78-060, filed 9/1/78.]

Chapter 180-79 WAC

PROFESSIONAL PREPARATION CERTIFICATION REQUIREMENTS

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-79-015	Appeal—General. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-015, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
180-79-020	Appeal procedure—Informal. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-020, filed

- 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-025 Appeal procedures—Formal process. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-025, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-030 Certificate validity. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-030, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-040 Equivalency of standards. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-040, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-050 Certificate required. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-050, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-055 Types of certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-055, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-070 Educational experience acceptable for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-070, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-085 Replacement of certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-085, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-090 Fee for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-090, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-095 Use of fee for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-095, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-105 Citizenship requirements—Alien permits—Teachers only. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-105, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-110 General requirements—Teachers, administrators, educational staff associates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-110, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-235 Permits. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-235, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-240 Certification of out-of-state trained teachers—Interstate educational personnel contracts. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-240, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.

WAC 180-79-005 Purpose. The purposes of this chapter are to implement RCW 28A.04.120(3) and chapter 28A.70 RCW and establish the various certificates which must be held as a condition to employment in the Washington school system and establish the conditions and procedures governing issuance and retention of those certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-005, filed 5/26/78.]

WAC 180-79-010 Definitions. The following definitions shall apply to terms used in this chapter:

(1) The terms, "agency," "program approval," "accreditation," "cooperation," "program unit," "endorsement," "interstate compact," "minimum generic standards," "program outcomes," "site visit," "general professional organization," "school organization," "college or university," and "specialized associations," as defined in WAC 180-78-010 as adopted or hereafter amended shall apply to the provisions of this chapter.

(2) "Certificate" shall mean the license issued by the superintendent of public instruction to teachers, administrators, and school specialized personnel (educational staff associates) verifying that the individual has met the requirements set forth in this chapter and authorizing the individual to serve in the schools of this state pursuant to RCW 28A.67.010.

(3) "Certificate reinstatement" shall mean the process whereby the validity of any certificate not subject to renewal may be reestablished.

(4) "Certificate renewal" shall mean the process whereby the validity of an initial certificate may be reestablished.

(5) "Certificate revocation" shall mean the process whereby an individual's certificate is rescinded pursuant to RCW 28A.70.160 and 28A.70.170.

(6) "Classroom teaching" shall mean instructing pupils in a classroom setting.

(7) "Elementary level" shall mean grades K through 8.

(8) "Educational setting" shall mean any setting, the primary purpose for which is to instruct/teach children, youth, or adults or to administer such instruction/teaching. This shall include but not be limited to state board of education approved instate public and nonpublic schools; out-of-state K-12 schools; pre-schools; educational service districts; the office of the superintendent of public instruction; and institutions of higher education: *Provided*, The office of the superintendent of public instruction shall have final authority to determine whether a specific setting qualifies as an educational setting for purposes of this chapter.

(9) "Out-of-state applicant" shall mean an applicant for a Washington state certificate who completed preparation for such certificate in a state other than Washington and who has not previously held a Washington state certificate covering the professional role for which he or she is seeking Washington state certification.

(10) "Field experience" shall mean a sequence of learning experiences which occur in actual K-12 school settings or clinical and laboratory settings. Such learning experiences are related to specified program outcomes and are designed to integrate educational theory, knowledge, and skills in actual practice under the direction of a qualified supervisor.

(11) "Secondary level" shall mean grades 7 through 12. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-010, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-010, filed 5/26/78.]

WAC 180-79-045 Certificates--Previous standards.

(1) Certificates issued under previous standards which were issued for a specific term shall continue to be effective for that term. All persons who hold any standard teacher, administrator, or specialized personnel certificate issued under previous standards of the state board of education shall be issued a continuing certificate at such time as it is necessary for them to reinstate a standard certificate or on application and payment of the fee as specified in WAC 180-75-065(1): *Provided*, That all persons who hold any provisional or initial certificate granted under previous standards of the state board of education shall be authorized to meet requirements for standard or continuing certification as set forth in the relevant previous standards so long as the standard or continuing certificate is obtained within six calendar years of the date on which the first provisional or initial certificate was issued: *Provided further*, That all persons who hold other than provisional or standard teaching certificates issued under standards of the state board of education adopted prior to 1971 shall be issued continuing certificates if they have completed forty-five quarter hours (thirty semester hours) of preparation past the baccalaureate degree and three years of experience: *Provided further*, That persons holding provisional credentials as administrators under standards adopted by the state board of education in 1956 who have completed all requirements for the standard credential except the three years of experience as a principal or superintendent shall be issued continuing administrator certificates under these standards if they have completed at least five years of experience in an educational setting as defined herein and three years of experience in the role of superintendent, principal, vice principal, or deputy or assistant to a principal or superintendent: *Provided further*, That any person holding a provisional certificate as a school nurse under provisions of chapter 180-84 WAC shall be granted a continuing certificate.

(2) Except as noted in subsection (1) above, certificates issued under previous standards which were issued for an indefinite period shall continue to be in effect.

(3) Until such time as programs are approved under standards set forth in chapter 180-78 WAC, but not later than June 1, 1983, as specified in WAC 180-78-025, program standards and certificate requirements set forth in chapters 180-80 and 180-84 WAC shall continue in effect. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-045, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-045, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-045, filed 5/26/78.]

WAC 180-79-060 Levels of certificates. Three levels of certification may be issued:

(1) Preparatory certificate.

(a) The preparatory certificate is optional and authorizes training experiences under supervision in school or school related settings while the individual is participating in an approved program.

(b) The preparatory certificate is valid for one year and may be reissued on recommendation from a state board of education approved preparation program.

(c) The preparatory certificate will be issued to those teacher, administrator and educational staff associate candidates who:

(i) Meet the relevant statutory and general requirements as set forth in WAC 180-75-080 and/or 180-75-085.

(ii) Have the preparatory level knowledge and skill specified in a state board of education approved program; and

(iii) Are recommended for preparatory certification by the administrator of such program.

(d) This certificate does not authorize employment in the professional role and shall not be a certificate within the meaning of RCW 28A.67.010.

(2) Initial certificate. The initial certificate is valid for four years and authorizes school service in a particular role and allows the holder to assume independent responsibility for working with children, youth, and adults. An initial certificate shall be issued only to those persons who meet the requirements of this chapter.

(3) Continuing certificate. The continuing certificate is valid on a continuing basis and authorizes school service in a particular role and will be issued only to persons who meet the requirements of this chapter. The certificate indicates that the holder has completed additional academic, experience, and competency requirements beyond the initial certificate level. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-060, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-060, filed 5/26/78.]

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 a three-year period if the individual completes at least fifteen quarter hours (ten semester hours) of course work in an approved preparation program. Such preparation should be applicable to the continuing certificate.

(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 in an accredited four-year college or university within the three 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 or specialization in order to be eligible for certification. [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 180-79-075 Certificate endorsement. (1) Teacher certificates.

(a) Initial certificates shall specify the recommended assignment area(s) in a subject matter field(s) and grade level(s).

(b) Continuing certificates shall authorize service in grades K-12 and may be endorsed for recommended subject matter and teaching specializations if the candidate requests such endorsement and files an application in accordance with this section.

(2) Educational staff associate certificates.

(a) Initial and continuing certificates shall identify the field of specialization by endorsement.

(3) Administrator certificates.

(a) Initial and continuing administrator certificates shall identify the field of specialization (principal, program administrator, superintendent).

(b) Superintendents' and program administrators' initial and continuing certificates shall be endorsed for grades K-12.

(c) Principals' initial certificates shall be endorsed for grades K-8, 7-12, or K-12; continuing certificates shall be endorsed K-12.

(4) In order to change or add an endorsement to an initial and continuing certificate, the candidate must complete an application, pay the certification fee, and submit verification from an approved program of completion of the professional preparation program for which endorsement is sought. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-075, filed 5/26/78.]

WAC 180-79-100 Personnel assignment. (1)

Teachers. Local districts shall assign secondary teachers holding initial level certificates to endorsed areas and levels only. Teachers holding initial level elementary endorsement shall be assigned to elementary grades only. Teachers holding continuing level certificates should be assigned to recommended areas and levels or to areas and levels in which they have demonstrated competency during professional service: *Provided*, That teachers holding certificates endorsed for grades K-8 or 7-12 may be assigned to junior high schools and middle schools: *Provided further*, That when it is considered justifiable the superintendent of public instruction may, if requested by the school district superintendent who will provide evidence of the need for such assignment, authorize initially certificated teachers to serve at different grade levels or in different subject matter fields from those recommended.

(2) Educational staff associates. Assignments to serve in educational staff associate roles shall be limited to persons holding valid educational staff associate certificates with appropriate endorsements.

(3) Administrators. Assignment of persons to serve as principals or vice principals shall be limited to persons holding valid administrator certificates with the appropriate endorsement(s): *Provided*, That principals holding certificates endorsed for grades K-8 or 7-12 may be assigned to junior high schools and middle schools.

(4) School districts shall assign beginning teachers who hold provisional certificates issued under rules set forth in chapter 180-80 WAC to the elementary, junior high or senior high school levels and to subject fields in accordance with the beginning teacher's preparation as recommended by the college or university where the individual completed preparation for certification. Such assignment shall obtain during the beginning teacher's first year of teaching: *Provided*, That when it is considered justifiable the superintendent of public instruction may, if requested by the school district superintendent

who will provide evidence of the need for such assignment, authorize beginning teachers to teach at different grade levels or in different subject matter fields from those recommended. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-100, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-100, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-100, filed 5/26/78.]

WAC 180-79-115 Academic and experience requirements for certification--Teachers. Candidates for teachers' certificates shall complete the following requirements in addition to those set forth in WAC 180-75-080 and 180-75-085.

(1) Initial.

(a) Candidates for the initial certificate shall hold a baccalaureate degree from a regionally accredited college or university. Candidates for secondary certificates shall have completed the degree major in an academic field; candidates for elementary certificates shall have completed the degree major in an academic field or teaching specialization. If the degree major is elementary education, the candidate must have at least one area of emphasis in an academic field.

(b) Candidates shall give evidence that they have completed in-school, clinical, and laboratory experiences which include observations and at least eight weeks of practice teaching under supervision in a state board of education approved or accredited public or nonpublic K-12 classroom(s).

(2) Continuing.

(a) Candidates shall have completed at least forty-five quarter hours (thirty semester hours) of upper division and/or graduate work subsequent to the baccalaureate degree of which thirty quarter hours (twenty semester hours) must be taken after the first year of teaching: *Provided*, That if the individual is pursuing study in a new subject matter field or specialization, the preparing college or university may accept study in lower division courses toward continuing certification if the superintendent of public instruction or his or her designee so authorizes.

(b) Candidates shall have completed at least three years of service in an educational setting, at least two years of which shall be as a classroom teacher in grades K-12. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-115, filed 6/2/80; 79-06-051 (Order 7-79), § 180-79-115, filed 5/22/79. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-115, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-115, 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 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.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 field experience in an educational setting which includes observation as well as practice under supervision.

(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 field experiences in an educational setting which includes observation as well as practice under supervision.

(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 hold a master's degree in social work or shall demonstrate knowledge and skill equivalent to that required for the master's degree.

(ii) The candidate shall have completed at least one thousand two hundred hours of field experience in an educational setting, K-12, under the supervision of a certificated master of social work.

(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.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 180-79-130 Minimum generic standards--General. (1) Initial level certification. A candidate for an initial certificate as a teacher, administrator, or educational staff associate must demonstrate, while completing an approved preparation program, knowledge and skill in the following areas:

(a) Socio-cultural-economic differences and human relations. The candidate has knowledge of and appreciation for the history, contributions, and traditions of various ethnic, sex, age, socio-economic, cultural, and minority groups; recognizes dehumanizing biases; creates educational environments which contribute to the self-esteem of all persons and to positive human relationships; and facilitates understanding the beliefs, values and life styles of individuals from diverse groups and cultures.

(b) Communication and consultation. The candidate has the knowledge and skill necessary to develop and present organized oral, written, and visual materials which convey ideas and feelings to pupils, parents, colleagues, school directors and others as appropriate.

(c) Exceptionality. The candidate has knowledge about the needs and characteristics of exceptional students, including handicapped and gifted.

(d) School law. The candidate has knowledge about those federal, state, and local laws, regulations, and policies which directly affect his or her role(s) and rights and responsibilities in the K-12 educational setting.

(e) Professionalism. The candidate has knowledge about relevant professional organizations and practices in a manner consistent with the profession's code of ethics.

(f) Knowledge of K-12 educational setting. The candidate has general knowledge about the nature and foundation of the educational program and system, grades K-12.

(2) Continuing level certification. In addition to demonstrating in their professional roles those minimum generic standards required for initial certification, the candidate for continuing level certificate must demonstrate knowledge and skill in the following areas:

(a) Staff development and supervision. The candidate has the knowledge and skill to initiate, develop, and present instructional and informational programs for staff, board members, and parents and to supervise and evaluate personnel who report directly to him or her.

(b) Professional development and scholarship. The candidate has depth of knowledge and demonstrates a wider range of skills which enable him or her to be increasingly more effective in his or her subject matter field or specialization; participates in continuing education and professional development activities; contributes to the preparation of others who are entering the field; and recognizes his/her own limitations and strengths

(c) Research and evaluation. The candidate has the knowledge of research/evaluation techniques and skill to read and interpret research related to his or her field; to design and implement evaluation strategies; to use results of research and/or evaluation to improve programs.

(d) Referral agencies and resource personnel. The candidate has knowledge of personnel and agencies inside and outside the educational setting which may assist the teacher, pupils, and/or parents.

(e) Knowledge of alternate grade level. The candidate has knowledge about organizational patterns, special strategies, curriculum, materials, growth and development, and staff and student personnel management essential to a school building/unit at the alternate grade level from that for which his/her initial certificate may have been endorsed. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-130, filed 5/26/78.]

WAC 180-79-135 Minimum generic standards--Teachers. Initial level certification. 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).

(1) Instructional skill. The candidate has knowledge and skill to design and conduct instructional experiences.

(2) Classroom management. The candidate has knowledge and skill necessary to organize the physical and human elements in the educational setting to foster maximum student learning.

(3) Subject matter. The candidate has breadth of knowledge of theory and content in general education and pedagogy and depth of knowledge in one or more subject matters or teaching specializations appropriate to the elementary and/or secondary levels.

(4) Pupil/student personnel. The candidate has knowledge of normal and exceptional growth and development; the unique needs, characteristics, and developmental tasks of pupils of differing ages; and normative characteristics of age groups and has the skill to use this knowledge in working with pupils individually and in groups and in designing learning experiences.

(5) Pupil discipline. The candidate has knowledge and skill necessary to manage the human dynamics of the classroom. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-135, 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 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.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-150, filed 5/26/78.]

WAC 180-79-155 Role and minimum generic standards--Administrators--Initial certification--Principals. (1) The principal is responsible for administration of a school building.

(2) The candidate for initial certification as the principal shall demonstrate knowledge and skill in the following areas in addition to those set forth in WAC 180-79-130(1):

(a) Knowledge of the field. The candidate has knowledge and skill in areas of educational administration relevant to building management, supervision, curriculum, and instruction.

(b) Building administration and management. The candidate has knowledge and skill necessary to serve accountably in administering the unit/area of assigned responsibility. The candidate has the knowledge and skill to initiate alternate patterns of space, time, and student-staff groupings; oversee plans for the care, maintenance, and beautification of the physical environment; establish policies and procedures that govern changes in the school; and develop master and class schedules.

(c) Community relations. The candidate has knowledge and skill to use community resources in assessing and developing school programs, solving school community problems, and implementing a public information program which promotes positive interactions between the school and community.

(d) Program development and leadership. The candidate has the knowledge and skill to assist staff in developing and implementing instructional, curricular, and assessment programs.

(e) Fiscal management. The candidate has the knowledge and skill to implement principles of fiscal management and record keeping and to identify fiscal needs emanating from the program, facility, and resources.

(f) Activity coordination. The candidate has knowledge and skill to plan and develop governance policies and supervise and evaluate student activities.

(g) Auxiliary services. The candidate has knowledge and skill to coordinate auxiliary services such as health services, transportation, food services, pupil personnel services, maintenance, and learning resource programs.

(h) Staff personnel management. The candidate has knowledge and skill necessary to select, assign and evaluate staff personnel; to interpret district collective bargaining agreements relative to staff personnel; to implement district personnel policies and procedures; and to understand the dynamics of staff relationships and decision-making processes within the building or unit.

(i) Student personnel. The candidate has knowledge and skill necessary to maintain attendance and student personnel records and implement effective principles of discipline, student control, and student management. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-155, filed 5/26/78.]

WAC 180-79-160 Role and minimum generic standards--Administrators--Initial certification--Program administrators. (1) The program administrator is responsible for management of a district-wide activity or service involving the instructional program or specialized services which directly support the instructional program.

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

(a) Knowledge of field or specialization. The candidate shall have depth of knowledge and skill in the subject matter field, instructional area, or specialization for which the program administrator certificate is to be endorsed. The candidate knows curriculum and specialized materials, equipment and facilities; theory and techniques; and principles and methods relevant to the specialization.

(b) Personnel management. The candidate has the knowledge and skill necessary to select, assign, supervise, train, and evaluate personnel within the program.

(c) Financial management. The candidate has knowledge and skill to maintain required records accurately, prepare budget requests, and manage a budget.

(d) Community relations. The candidate has the knowledge and skill to conduct or participate in citizen meetings, to assess community needs relative to the specific program, to develop programs for the community, and to promote positive school-community relationships.

(e) Program development and management. The candidate has the knowledge and skill to set goals and objectives relative to the specific program, to delegate responsibility, to stimulate subordinates to perform, to involve those with expertise and interest in development of goals, objectives, and programs.

(f) Staff development. The candidate can design and conduct inservice and continuing education experiences for personnel in the specific field or specialization. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-160, filed 5/26/78.]

WAC 180-79-170 Minimum generic standards--Educational staff associates--General. (1) Initial level certification. In addition to the minimum generic standards set forth in WAC 180-79-130(1), candidates for initial certification as educational staff associates shall demonstrate knowledge and skill in the following areas:

(a) Management of special and technical environments. The candidate manages and organizes the materials, equipment and environment essential to implement the respective specialized program.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to develop, select, administer, and interpret assessment procedures and instruments as appropriate to his/her professional role, specialization, and responsibilities.

(2) Continuing level certification. In addition to those minimum generic standards set forth in WAC 180-79-130(2) the candidate for continuing level certification

shall demonstrate knowledge and skill in the following areas:

(a) Consultation. The candidate has the knowledge and skill to provide consultive services to parents, school personnel, and others; to make referral to nonschool agencies; and to participate in case conferences with other specialists and school personnel.

(b) Program development and management. The candidate has the knowledge and skill to plan, develop, and implement a program of instruction, remediation, prevention, and/or evaluation as appropriate to his/her professional specialization; to provide information to instructional staff and curriculum decision makers regarding pupil needs, community needs and resources; and works consistently to incorporate current ethical, legal, and professional developments into school policy and practice. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-170, filed 5/26/78.]

WAC 180-79-175 Role and minimum generic standards--Educational staff associate--Initial certification--Communication disorders specialists (CDS). (1) The communication disorders specialist provides diagnostic, therapeutic, and consultive services for individuals handicapped by disorders of language, speech and/or hearing.

(2) Initial level certification.

In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification shall demonstrate knowledge and skills in the following areas for initial level certification:

(a) Knowledge of field. The candidate has knowledge about normal and atypical speech development; causes and treatment of disorders of speech, language and hearing.

(b) Assessment and diagnosis. The candidate has the knowledge and skill necessary to select, administer, and interpret assessment instruments relevant to the communication disorders specialist field; identify students who exhibit disorders of speech, language and/or hearing; and determine through diagnostic procedures or referral the nature, etiology, and severity of the specific disorders.

(c) Program development. The candidate has knowledge and skill to develop a treatment program appropriate to the specific disorder(s); to implement the program within the educational setting, including the classroom; and/or to conduct a clinical program to modify the behavior that characterizes the disorder.

(d) Program evaluation. The candidate has the knowledge and skill to conduct systematic, evaluative procedures focusing on the improvement of the speech and language program in the school setting.

(e) Consultation. The candidate has the knowledge and skill to provide consultive services to parents, school personnel, and others concerned about speech, language and/or hearing disorders and programs; to make referral

to nonschool agencies; and to participate in case conferences with other specialists and school personnel. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-175, filed 5/26/78.]

WAC 180-79-180 Role and minimum generic standards—Educational staff associates—Counselor. (1) The counselor facilitates individual development.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1) the candidate for initial level counselor certification shall demonstrate knowledge and skill in the following areas for initial level certification:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including guidance services, career development and information, individual and group counseling theory and techniques, assessment and testing, vocational information, and placement.

(b) Individual and group counseling. The candidate has the knowledge and skill necessary to provide individual and/or group counseling for students requesting assistance with personal, social, vocational, or educational concerns, as well as with career and life planning.

(c) Informational services. The candidate has the knowledge and skill to provide information regarding vocations, education and training, community resources, other relevant aspects of the individual's environment and the ability to implement the referral process.

(d) Confidentiality. The candidate has knowledge of and provides services in adherence to the American personnel and guidance association code of ethics, particularly as it relates to the individual's rights to privacy and confidentiality. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-180, filed 5/26/78.]

WAC 180-79-185 Role and minimum generic standards—Educational staff associate—Occupational therapist (OT). (1) The school occupational therapist provides service to those students whose abilities to cope with tasks of living are threatened or impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1) the candidate for initial level certification as an occupational therapist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill about normal and atypical growth, development and performance; causes of dysfunction; and treatment thereof and foundations of occupational therapy.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to select, administer, and interpret those assessment instruments and procedures which will assist in determining the student's rate and quality of growth and development and effects on the educational process and life adjustment.

(c) Program development. The candidate has the knowledge and skill to plan and implement an occupational therapy treatment program to achieve explicit goals for the student.

(d) Program records and evaluation. The candidate has the knowledge and skill to maintain required written records and to evaluate the effectiveness of the program in terms of student outcomes and program objectives. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-185, filed 5/26/78.]

WAC 180-79-190 Role and minimum generic standards—Educational staff associate—Physical therapist (PT). (1) The physical therapist seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a physical therapist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including anatomy and physiologic processes, normal and atypical growth and development, medical procedures and treatment, and history and foundations of physical therapy.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to select, administer, and interpret physical therapy procedures, instruments, and techniques essential to assessment of the student's disability. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-190, filed 5/26/78.]

WAC 180-79-195 Role and minimum generic standards—Educational staff associate—School psychologist. (1) The school psychologist is a specialist in individual differences and learning processes who applies psychological knowledge to enhance the educational progress of all children.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a school psychologist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill in relevant fields of study including learning theory, personality theory and development, individual and group testing and assessment, individual counseling and interviewing theory and techniques, basic statistics, child development, research design, exceptional children, deviant personality, curriculum, and learning theory.

(b) Academic and intellectual assessment and diagnosis. The candidate has knowledge and skill necessary to select, administer, and interpret individual intelligence tests including but not limited to the Wechsler and Stanford-Binet; individual academic tests including diagnostic and placement tests such as the Durrell, Gates—

McKillop, Spache, and Wide Range Achievement Test; and group tests such as the Lorge-Thorndike, Metropolitan, and Otis.

(c) Behavioral observation and analysis. The candidate has knowledge and skill in behavioral observation including data taking, frequency measures, and qualitative and quantitative analysis of classroom behavior, and developmental and personality analysis, including perceptual, cognitive, social, affective, and language development in children and the use of such scales as the Vineland Social Maturity Scale, and Gesell Schedules.

(d) Counseling and interviewing. The candidate has the knowledge and skill necessary to provide individual counseling to students and to conduct interviews essential to information collecting from parents, teachers, and other specialists.

(e) Program development. The candidate has the knowledge and skill to make educational prescriptions, including specification of the remedial environmental changes, both curricular and behavioral, for a particular student.

(f) Consultation. The candidate has the knowledge and skill to function in multidisciplinary teams in evaluating and placing students and to confer with parents, specialists, teachers, referral personnel, and others relative to the student's characteristics and needs in the educational setting.

(g) Program evaluation and record keeping. The candidate has the knowledge and skill necessary to develop and implement program evaluation and maintain required program and personnel records.

(h) Professionalism. The candidate has knowledge of professional standards regarding ethical and legal practices relevant to the practice of school psychology and demonstrates knowledge and skill in written and oral reporting of assessments and remedial recommendations which will meet ethical and legal standards.

(i) Research. The candidate has knowledge and skill to evaluate research, to apply school-oriented research, and to construct criterion-referenced instruments with reference to such educational decisions as retention in grade, acceleration, and early entrance. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-195, filed 5/26/78.]

WAC 180-79-200 Role and minimum generic standards--Educational staff associate--Reading resource specialist. (1) The reading resource specialist serves as a diagnostician, advisor, special instructor, and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in the reading program.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a reading resource specialist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill to describe and/or demonstrate the sequence of instruction required in decoding, vocabulary

development, reading comprehension, and reading study; compare approaches to reading; interpret research results; state and apply a set of psychological principles of cognitive and affective learning; describe a model of the reading process; use a model or theory as a referent for choices and practices related to reading instruction; and to select trade, text, and resource materials.

(b) Instructional skill. The candidate has the knowledge and skill to describe and/or demonstrate several ways to individualize reading instruction in the classroom and to organize the classroom for optimal learning.

(c) Program evaluation. The candidate has the knowledge and skill to evaluate developmental corrective and remedial reading programs.

(d) Assessment and diagnosis. The candidate has the knowledge and skill to assess strengths and limitations of standardized reading tests, and informal reading inventories; to diagnose reading problems; to use informal assessment techniques and procedures; to interpret pertinent data; and to identify and recommend techniques, materials or remediation to teachers, parents and others involved in the reading program.

(e) Program development. The candidate has the knowledge and skill to plan and implement a developmental reading program which will include corrective and remedial reading programs.

(f) Staff development and consultation. The candidate has the knowledge and skill to help classroom teachers improve their skills in teaching reading and to analyze and evaluate current practices, materials and programs, and interpret them to teachers. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-200, filed 5/26/78.]

WAC 180-79-205 Role and minimum generic standards--Educational staff associate--School nurse.

(1) The school nurse, in collaboration with others, utilizes the school health program to contribute significantly to the attainment of the full health and educational potential of each student.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a school nurse shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including human growth and development; physical, mental and behavioral deviations; prevention; therapeutic treatment and community health; and school health programs.

(b) Program development and implementation. The candidate has the knowledge and skill to develop a school health program which assists students, families, and school staff to deal with health problems; responds to each student's unique developmental health needs; minimizes the effect of sudden illness or injury in the school setting; provides students, families and faculty with a basis for decision making regarding health which promotes prevention and wellness; contributes to a safe and healthy school environment; and ensures that health needs are recognized and planned for in the total school

program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-205, filed 5/26/78.]

WAC 180-79-210 Role and minimum generic standards--Educational staff associate--School social worker. (1) The school social worker contributes to the study and adjustment of pupils' problems through understanding of human growth and development, skill in developing human relationships and use of school, community resources, and professional resources within the educational setting.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill in relevant fields of study including social science theory and research; individual and group counseling and interviewing; the components of human functioning (e.g., physical, social, cultural, psychological) and dysfunctioning, personality development theories, and their various inter-relationships; principles of human learning (e.g., limitation, re-enforcement, cognitive, psycho-motor, and social learning theories); and personality development.

(b) Community relations. The candidate has knowledge and skill in policy analysis so as to:

(i) anticipate social needs in a community;
(ii) assist decision makers in making informed choices; and

(iii) identify the relationship and impact of social forces in motivating people in communities to organize to express their needs and preferences and to engage in social problem solving; in influencing service delivery systems; and in using leadership abilities in community, professional organizations and agency settings to change social policy.

(c) Research and evaluation. The candidate has knowledge and skill necessary to conduct research and evaluation in social work including methods and techniques for measuring organizational performance, evaluating program effectiveness, determining the community need for various types of community action, implementing systematic data collection, and deriving and evaluating treatment interventions for client systems.

(d) Counseling and interviewing. The candidate has the knowledge and skill to consult, counsel, and interview the student individually or in a family setting; to provide assistance to the family, teachers and administrators, and other professional personnel; to cooperate with professional specialists to select and refer the student and/or his or her family to appropriate agencies and personnel within or outside the schools and to inform others about the social work program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-210, filed 5/26/78.]

WAC 180-79-215 Minimum generic standards--Educational staff associate--Continuing certification. In addition to those minimum generic standards required for initial certification, the candidate for continuing level certification as an educational staff associate shall demonstrate those minimum generic standards set forth in WAC 180-79-130(2) and 180-79-170(2). [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-215, 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 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.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: *Provided*, That any out-of-state candidate who through no fault of his or her own is unable to gain admission to a state board of education approved program relevant to his or her certification during the four year period for which the initial certificate is valid, may request that the superintendent of public instruction or his or her designee issue a continuing certificate. The superintendent or his or her designee shall secure verification from an out-of-state college or university having a state approved or accredited preparation program and from supervisors that relevant academic and experience requirements and continuing level minimum generic standards set forth in this chapter have been demonstrated within the seven-year period immediately prior to application for the certificate or the applicant shall complete recency requirements set forth in WAC 180-79-065(3).

(3) Until such time as the state board of education approves programs of preparation consistent with chapter 180-78 WAC, out-of-state candidates may:

(a) Seek certification under provisions of chapter 180-79 WAC; or

(b) Request that the superintendent of public instruction or his or her designee secure verification of academic and experience requirements and minimum generic standards for certification in accordance with provisions of this chapter. [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.]

WAC 180-79-250 Degree and preparation required for out-of-state candidates for initial certification. The superintendent of public instruction will issue an initial certificate on verification that the candidate meets relevant general and experience requirements for initial certification set forth in WAC 180-75-080, 180-75-085, and 180-79-115 through 180-79-125 and evidence of the following:

(1) Teacher. Completion of a state approved teacher education program and a baccalaureate degree from a regionally accredited college or university.

(2) Administrator.

(a) Completion of a state approved administrator preparation program in the appropriate endorsement area (superintendent, principal, or program administrator) from a regionally accredited college or university.

(b) Applicants for endorsement as a superintendent must hold a master's degree in a field related to educational administration and must have completed an internship or one year of experience as a superintendent as verified by the local district board of directors.

(c) Applicants for the principal's endorsement must hold a baccalaureate degree and must have completed thirty quarter hours (twenty semester hours) of graduate work applicable to a master's degree in educational administration and an internship under supervision or one year of experience as a school principal as verified by the district superintendent or his/her designee.

(d) Applicants for the program administrator's endorsement must hold a master's degree in a subject matter field or educational staff associate specialization and shall have served at least one year in a district-wide administrative role responsible for management of a program or special area of curriculum and instruction.

(3) Educational staff associate. Completion of a state approved preparation program in the respective educational staff associate field from a regionally accredited college or university and the following degree and licensing requirements:

(a) Psychologist. Provide evidence of completion of an approved/accredited master's degree in school psychology.

(b) Counselor. Provide evidence of completion of an approved/accredited master's degree in school counseling and guidance.

(c) Nurse. Provide evidence of completion of an approved/accredited baccalaureate degree in nursing with an emphasis in school and/or community health and licensure in Washington state as an RN.

(d) Communication disorders specialist. Provide evidence of completion of an approved/accredited master's degree program with a major in speech pathology and/or audiology.

(e) School social worker. Provide evidence of completion of an approved/accredited master's degree in social work (MSW).

(f) Occupational therapist. Provide evidence of completion of an approved/accredited baccalaureate program in occupational therapy and status as an occupational therapist registered with the American occupational therapy association.

(g) Reading resource specialist. Provide evidence of completion of an approved/accredited master's degree in the reading resource specialization.

(h) Physical therapist. Provide evidence of the following:

- (i) A baccalaureate degree;
- (ii) A certificate of completion; or
- (iii) A master's degree.

The applicant must hold a current Washington state license as a physical therapist or a valid probational certificate. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 80-06-130 (Order 9-80), § 180-79-250, filed 6/2/80. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-250, filed 5/26/78.]

(1980 Ed.)

Chapter 180-80 WAC

TEACHER EDUCATION AND CERTIFICATION

WAC

- 180-80-205 Washington program of teacher education—Provisional and standard certificates.
- 180-80-210 Washington program of teacher education—Provisional certificate.
- 180-80-215 Washington program of teacher education—Standard certificate.
- 180-80-280 Administrators' credentials—Requirements—Types—Effective date—Interpretation of standards.
- 180-80-285 Administrators' credentials—Credit hour and degree requirements.
- 180-80-290 Administrators' credentials—Study program—Principals' credentials.
- 180-80-295 Administrators' credentials—Study program—Superintendent's credentials.
- 180-80-300 Administrators' credentials—Experience requirements.
- 180-80-301 Administrators' credentials—Teacher's certificate a prerequisite.
- 180-80-302 Administrators' credentials—General requirements for determination of applicant eligibility.
- 180-80-303 Administrators' credentials—Administrative positions authorized.
- 180-80-312 Administrators' credentials—Period of validity and reinstatement of credentials.
- 180-80-530 Guidelines and standards for programs of preparation leading to teacher certification—Pre-service program.
- 180-80-705 Guidelines and standards for development and approval of programs of preparation—Certification.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 180-80-195 Purpose. [Order 11-77, § 180-80-195, filed 9/13/77; Order 5-77, § 180-80-195, filed 6/1/77.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-200 Teachers—General provisions. [Statutory Authority: RCW 28A.04.120. 78-03-013 (Order 1-78), § 180-80-200, filed 2/8/78; Order 11-77, § 180-80-200, filed 9/13/77; Order 4-76, § 180-80-200, filed 3/23/76; Order 1-76, § 180-80-200, filed 2/3/76; Order 2-75, § 180-80-200, filed 2/4/75, effective 7/1/75; Order 11-70, § 180-80-200, filed 10/30/70, effective 11/30/70; § 1, filed 10/4/62; certification rules (C.R.), § I, filed 3/24/60. Former subsection (5), State history and government, filed 6/20/67, recodified as WAC 180-80-202.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-201 Evaluation of preparation and experience to determine equivalency of qualifications for teacher certification. [Order 9-71, § 180-80-201, filed 10/13/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-202 State history and government. [Order 6-76, § 180-80-202, filed 5/27/75; Order 11-70, § 180-80-202, filed 10/30/70, effective 11/30/70; § 180-80-200(5) and § 180-80-255, filed 6/20/67, effective 7/21/67; § I, filed 10/4/62; certification rules (C.R.), § I, filed 3/24/60; § III (part), filed 10/4/62; § IIIA (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-217 Extension of common school certification to experienced college teachers. [Order 1-76, § 180-80-217, filed 2/3/76; Order 11-70, § 180-80-217, filed 10/30/70, effective 11/30/70; Order, filed 6/21/63, effective 7/22/63.] Repealed by 78-06-063 (Order

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- 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-220 Vocational education certification—Qualifications for—General provisions. [Order 5-77, § 180-80-220, filed 6/1/77; Order 11-70, § 180-80-220, filed 10/30/70, effective 11/30/70; § IIB (part), filed 10/4/62; § IID (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-225 Vocational certificates—Agriculture. [§ IIB (part), filed 10/4/62; § IID (part), filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-220.
- 180-80-230 Vocational certificates—Distributive education. [§ IIB (part), filed 10/4/62; § IID (part), filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-220.
- 180-80-235 Vocational certificates—Trade and industry. [§ IIB (part), filed 10/4/62; § IID (part), filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-220.
- 180-80-240 Junior college certificate. [§ IIC, filed 10/4/62; Rule 2b, filed 6/27/61; § IIE, filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-245 Adult education certification. [Order 1-76, § 180-80-245, filed 2/3/76; Order 11-70, § 180-80-245, filed 10/30/70, effective 11/30/70; § IIID, filed 10/4/62; Rule 2b, filed 6/27/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-247 High school librarian certification. [Order 11-70, § 180-80-247, filed 10/30/70, effective 11/30/70; § IIE, filed 10/4/62; rule IIF, filed 3/24/60; formerly codified in WAC 180-80-250.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-250 Special and substitute certificates. [Order 11-77, § 180-80-250, filed 9/13/77; Order 5-77, § 180-80-250, filed 6/1/77; Order 1-76, § 180-80-250, filed 2/3/76; Order 7-75, § 180-80-250, filed 7/22/75; Order 4-75, § 180-80-250, filed 3/31/75; Order 11-70, § 180-80-250, filed 10/30/70, effective 11/30/70; § IIE, filed 10/4/62; Rule IIF, filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-251 Permits. [Permanent and Emergency Order 15-77, § 180-80-251, filed 12/7/77, effective 12/7/77; Order 11-77, § 180-80-251, filed 9/13/77.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-255 Certification of teachers from out-of-state—Requirement as to Washington or Pacific Northwest history and government. [§ 180-80-255, filed 6/20/67, effective 7/21/67; § III (part), filed 10/4/62; § IIIA (part), filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-202.
- 180-80-256 Certification of out-of-state trained teachers—Interstate educational personnel contracts. [Order 11-70, § 180-80-256, filed 10/30/70, effective 11/30/70.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-258 Certification of out-of-state trained teachers—General provisions. [Order 11-70, § 180-80-258, filed 10/30/70, effective 11/30/70; § III (part), filed 10/4/62; § IIIA (part), filed 3/24/60; formerly codified as WAC 180-80-255.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-260 Certification of out-of-state trained teachers—Elementary certificates. [Order 5-77, § 180-80-260, filed 6/1/77; Order 11-70, § 180-80-260, filed 10/30/70, effective 11/30/70; § IIIA, filed 10/4/62; § 3B, filed 3/24/60; provision relating to fifth year in out-of-state institution formerly codified in WAC 180-80-215(2b)(ii).] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-265 Certification of out-of-state trained teachers—Secondary certificates. [Order 5-77, § 180-80-265, filed 6/1/77; Order 11-70, § 180-80-265, filed 10/30/70, effective 11/30/70; § IIIB, filed 10/4/62; § IIIC, filed 3/24/60; provision relating to fifth year in out-of-state institution formerly codified in WAC 180-80-215(2b)(ii).] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-270 Certification of teachers from out-of-state—Elementary and secondary schools. [§ IIIC, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-260 and 180-80-265.
- 180-80-275 Accreditation of private teachers of music. [Order 9-71, § 180-80-275, filed 10/13/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW; and
- Certification of teachers from out-of-state—Order of issuance of certificates. [§ IIID, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-210 and 180-80-215.
- 180-80-304 Administrators' credentials—Assistant principals—Assistant superintendents. [Order 11-70, § 180-80-304, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-305 Administrators' credentials—Procedures—For guidance of applicants. [Order 1-76, § 180-80-305, filed 2/3/76; Order 11-70, § 180-80-305, filed 10/30/70, effective 11/30/70; § IVC (part), filed 10/4/62; § VB (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-310 Administrators' credentials—Out-of-state applicants—Out-of-state study. [Order 11-70, § 180-80-310, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-315 Appendix I—How to obtain a certificate—Original or initial certificate. [Appendix I, § A, filed 10/4/62; Appendix I, § A, filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-320 Appendix I—Renewals, reinstatements, conversions and duplicate certificates. [Appendix I, § B, filed 10/4/62; Appendix I, § A, filed 3/24/60.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-325 Appendix II—Alien teacher permits and certification—Aliens who do not qualify as exchange teachers from foreign countries. [Appendix II, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-200(2).
- 180-80-330 Appendix III—Exchange teachers from foreign countries. [Appendix III, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-200(2).
- 180-80-335 Appendix IV—Revocation of certificates. [Appendix IV, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.

- 180-80-340 Appendix V—Offices of county superintendents of schools. [Appendix V, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-345 Appendix VI—Teacher education institutions in Washington. [Appendix VI, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-350 Appendix VII—Junior colleges in the state of Washington. [Appendix VII, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-202 relating to courses in Washington state history and government and WAC 180-80-522 relating to acceptance of community college work on transfer basis.
- 180-80-355 Appendix VIII—Teacher placement. [Appendix VIII, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-360 Appendix IX—Teachers' retirement and social security. [Appendix IX, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-510 Guidelines and standards for programs of preparation leading to teacher certification—Basic principles and major features. [Order 11-70, § 180-80-510, filed 10/30/70, effective 11/30/70; Foreword, filed 10/4/62; Introduction (part), filed 10/4/62, formerly codified in WAC 180-80-515.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-515 Teacher education—Introduction. [Introduction, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-510 for pertinent statements of principle formerly codified in WAC 180-80-515.
- 180-80-520 Guidelines and standards for programs of preparation leading to teacher certification—Institution to plan program—Definition of teaching role. [Order 11-70, § 180-80-520, filed 10/30/70, effective 11/30/70; § A, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-522 Guidelines and standards for programs of preparation leading to teacher certification—Community college participation in teacher preparation. [Order 11-70, § 180-80-522, filed 10/30/70, effective 11/30/70; filed 6/21/63, effective 7/22/63; formerly codified as WAC 180-80-532.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-525 Guidelines and standards for programs of preparation leading to teacher certification—Selection, retention and recommendation of teacher candidates. [Order 11-70, § 180-80-525, filed 10/30/70, effective 11/30/70; § B, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-532 Policy relating to community college participation in teacher preparation. [Filed 6/21/63, effective 7/22/63.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-522 for provisions formerly codified in WAC 180-80-532.
- 180-80-533 Guidelines and standards for programs of preparation leading to teacher certification—Assignment of beginning teachers. [Order 1-76, § 180-80-533, filed 2/3/76; Order 11-70, § 180-80-533, filed 10/30/70, effective 11/30/70; § H (part), filed 10/4/62; formerly codified in WAC 180-80-555.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-535 Guidelines and standards for programs of preparation leading to teacher certification—Follow-up of beginning teacher graduates. [Order 11-70, § 180-80-535, filed 10/30/70, effective 11/30/70; § D, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-540 Guidelines and standards for programs of preparation leading to teacher certification—Fifth-year program. [Order 11-70, § 180-80-540, filed 10/30/70, effective 11/30/70; § E, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-545 Guidelines and standards for programs of preparation leading to teacher certification—Program planning. [Order 1-76, § 180-80-545, filed 2/3/76; Order 11-70, § 180-80-545, filed 10/30/70, effective 11/30/70; § F, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-550 Guidelines and standards for programs of preparation leading to teacher certification—Program approval and review. [Order 11-70, § 180-80-550, filed 10/30/70, effective 11/30/70; § G, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-555 Certification and assignment. [§ H, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See the following sections for provisions formerly codified in WAC 180-80-555: WAC 180-80-533 relating to assignment of beginning teachers; WAC 180-80-210 relating to provisional certification; WAC 180-80-215 relating to standard certification; and WAC 180-80-256, 180-80-258, 180-80-260 and 180-80-265 relating to out-of-state teacher candidates.
- 180-80-575 Appendix: Operational definitions of teacher competence and teacher roles. [Appendix, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70. See WAC 180-80-520 for definition of teaching role.
- 180-80-580 Form—Fifth college year. [Form, filed 10/4/62.] Repealed by Order 11-70, filed 10/30/70, effective 11/30/70.
- 180-80-600 Substandard certification of teachers. [Order 1-76, § 180-80-600, filed 2/3/76; Order 11-70, § 180-80-600, filed 10/30/70, effective 11/30/70; SBE Bulletin No. 48-62, filed 4/2/62; Regulations for Substandard Teacher Certification, 1961-62, filed 5/25/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-610 Educational experience acceptable for teacher certification. [Statutory Authority: RCW 28A.04.120, 78-03-013 (Order 1-78), § 180-80-610, filed 2/8/78; Order 1-76, § 180-80-610, filed 2/3/76; Order 7-75, § 180-80-610, filed 7/22/75; Order 11-70, § 180-80-610, filed 10/30/70, effective 11/30/70; Rules (part), filed 6/27/61, effective 7/28/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-700 Guidelines and standards for development and approval of programs of preparation—Certification of school professional personnel. [Order 3-71, § 180-80-700, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-710 Guidelines and standards for development and approval of programs of preparation—Consortium of agencies defined. [Order 3-71, § 180-80-710, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.

- 180-80-720 Guidelines and standards for development and approval of programs of preparation—Consortium programs. [Order 3-71, § 180-80-720, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-730 Guidelines and standards for development and approval of programs of preparation—State board of education and superintendent of public instruction. [Order 3-71, § 180-80-730, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-740 Guidelines and standards for development and approval of programs of preparation—Effective date of issuance of certificates. [Order 3-71, § 180-80-740, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.

WAC 180-80-205 Washington program of teacher education—Provisional and standard certificates. (1) The three phases of the Washington program of teacher education are:

First. Four years of college education leading to the provisional certificate.

Second. Three years of teaching experience under the cooperative guidance of the colleges, local school districts and educational service district superintendents.

Third. A fifth year of college study leading to the standard certificate. This study may be taken during a regular college year or during summer sessions.

(2) Beginning teachers receive preparation and supervised experience with students in the various school grades to give them an understanding of both elementary and secondary school programs. Major emphasis may be placed on one level or both levels or in a specific subject field, grades K through 12. (See WAC 180-80-530 relating to guidelines and standards for teacher education leading to teacher certification.) [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-063 (Order 7-78), § 180-80-205, filed 5/25/78; Order 5-77, § 180-80-205, filed 6/1/77; Order 1-76, § 180-80-205, filed 2/3/76; Order 11-70, § 180-80-205, filed 10/30/70, effective 11/30/70; § IIA (part), filed 10/4/62; § IIA (part), filed 3/24/60.]

WAC 180-80-210 Washington program of teacher education—Provisional certificate. (1) Eligibility. Graduates of programs of teacher education approved by the state board of education are eligible for the provisional certificate.

(2) Recommended program pattern. The recommended program pattern includes:

Broad liberal education	35 per cent
Subject matter specialization	35 per cent
Professional study	20 per cent
Electives	10 per cent

(3) Teaching authorization. Grades kindergarten through twelve.

(4) Validity. Provisional certificates are valid for three years and renewable for a second three-year period as in subsection (5) below set forth.

(5) Initial issuance—Renewal. Provisional certificates based on satisfactory completion of a four-year preservice program are issued for a period of three years upon recommendation of teacher education institutions and are renewable once through the office of the superintendent of public instruction for a three-year period. The bases for renewal of a provisional certificate are as follows:

(a) Completion of twelve additional quarter hours (eight semester hours) acceptable toward the fifth college year program and applicable to the field of preparation and evidence of successful teaching.

(b) On application from persons who have not taught during the initial three-year life of the certificate.

(6) Reinstatement. A second provisional certificate may be reinstated upon completion of twelve quarter hours (eight semester hours) applicable to the field of preparation of the applicant and earned within the seven-year period immediately preceding the date of application for renewal. [Order 7-75, § 180-80-210, filed 7/22/75; Order 1-73, § 180-80-210, filed 2/28/73; Order 11-70, § 180-80-210, filed 10/30/70, effective 11/30/70; § IIA (part), filed 10/4/62; § IIA (part), filed 3/24/60.]

WAC 180-80-215 Washington program of teacher education—Standard certificate. (1) Eligibility. Teachers who have held provisional certificates or the equivalent based on four years of college study, have completed the fifth-year college program of studies and three years of teaching experience which, as a whole, are judged satisfactory are eligible for the standard certificate.

(2) Standards and procedures for the fifth college year.

(a) Choice of college. The fifth year of teacher education is to be completed following a period of at least one year of initial teaching experience. The teacher may complete this study during an academic year or summer sessions in an approved institution of his/her choice as follows:

(i) In a Washington state institution with a teacher education program approved by the state board of education. The institution chosen shall be responsible for recommending the teacher for the standard certificate.

(ii) In an approved out-of-state institution. The teacher's preservice institution shall be responsible for recommending him/her for the standard certificate. Prior approval of the teacher's program by his/her preservice institution is required in conformity with the fifth-year pattern of study outlined in subdivision (b) below.

(b) The fifth-year pattern of study. The teacher's fifth-year program shall be approved by the recommending institution.

(i) The preservice institution may designate fifth-year requirements to the extent of half of the program subject to the approval of the recommending institution.

(ii) Study shall be in both academic and professional fields. The fifth year shall include a minimum of 45 quarter hours of which at least 50 per cent are in upper division undergraduate and graduate level courses. Not more than five quarter hours (three semester hours) of

credit obtained through accredited programs of correspondence study may be approved. A minimum of half of the fifth year shall be taken in residence in the recommending institution or in an approved out-of-state institution. It is recommended that only fifteen of the 45 required quarter hours be completed prior to or during the first year of teaching experience: *Provided*, That teacher education institutions may permit individual students to take as many as 30 quarter hours of the fifth year prior to teaching experience.

(3) **Teaching authorization.** Grades kindergarten through twelve.

(4) **Validity—Reinstatement.** Standard certificates are valid on a continuing basis while the teacher is in professional service and for a period of seven years thereafter. Reinstatement shall be in accordance with requirements set forth in WAC 180-79-065(2).

(5) **Issuance.** Standard certificates are issued on recommendation of teacher education institutions upon completion of fifth-year standards and recommendation of the superintendent(s) or chief school administrator(s) of the school district(s) or school(s) in which the applicant has completed three years of teaching experience which as a whole are judged satisfactory: *Provided*, That upon consideration of each application each superintendent or chief school administrator must indicate either (1) satisfactory completion of teaching experience, or (2) not satisfactory at this time: *Provided further*, if the superintendent(s) or chief school administrator(s) of the school district(s) or school(s) in which the applicant has completed three years of teaching experience will not certify that the applicant's experience was satisfactory, the affected teacher may appeal the decision to the state board of education.

(6) Notwithstanding any other provision of chapter 180-80 WAC to the contrary, the requirement that a person have completed three years of satisfactory teaching experience as a condition to the issuance or reissuance of a standard elementary or secondary certificate shall not apply to either (i) those persons who, on or before October 9, 1975, had either been issued a provisional certificate or were eligible for provisional certificate by virtue of their completion of a teacher education program approved by the state board of education for purposes of such certification, or (ii) those persons who held a standard elementary or secondary certificate on or before October 9, 1975. Any such person shall be eligible for a standard elementary or secondary certificate and the reissuance of the same upon completion of two years of satisfactory teaching experience and such other requirements as are imposed by chapter 180-80 WAC.

(7) Upon receipt of a written notice of appeal pursuant to subsection (5) of this section, the section within the office of the superintendent of public instruction having responsibility for certification shall investigate the matter and determine whether or not probable cause exists to believe that the required teaching experience of the applicant may have been unsatisfactory.

(a) If it is determined that probable cause does not exist, the applicant shall be issued a standard certificate,

provided that he or she otherwise meets the requirements established by this chapter.

(b) If it is determined that probable cause does exist, a hearing shall be scheduled and conducted by either the state board of education or any hearing officer designated by the board. The section within the office of the superintendent of public instruction having responsibility for certification shall be responsible for presenting such evidence and arguments as may exist in support of a finding that the applicant's required teaching experience was unsatisfactory. The applicant shall be responsible for presenting such arguments and evidence as may exist in support of a finding that the applicant's teaching experience was satisfactory.

(c) The state board of education may deny the applicant a standard certificate in the event the record supports a finding that the applicant either:

(i) Failed to perform satisfactorily for a substantial portion of his or her required teaching experience and had been placed upon probation on one or more occasions pursuant to RCW 28A.67.065 or

(ii) Failed to perform satisfactorily on one or more occasions in a manner that constitutes one or more of the grounds for revocation of certificate set forth in RCW 28A.70.160, as now or hereafter amended.

(d) The applicant's provisional or other certification shall remain in force and effect pending a determination pursuant to subdivisions (7)(a) or (7)(b) of this section. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-215, filed 5/22/79; Order 11-77, § 180-80-215, filed 9/13/77; Order 16-75, § 180-80-215, filed 12/11/75; Order 10-75, § 180-80-215, filed 9/9/75; Order 1-73, § 180-80-215, filed 2/28/73; Order 11-70, § 180-80-215, filed 10/30/70, effective 11/30/70; § IIA (part), filed 10/4/62; § IIA (part), filed 3/24/60.]

WAC 180-80-280 Administrators' credentials—Requirements—Types—Effective date—Interpretation of standards. The issuance of administrators' credentials shall be in accordance with the requirements hereinafter in WAC 180-80-285 through 180-80-312 set forth.

The types of such credentials shall be provisional and standard and shall be designated elementary principal, secondary principal, general principal and superintendent, respectively. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-063 (Order 7-78), § 180-80-280, filed 5/25/78; Order 13-75, § 180-80-280, filed 10/28/75; Order 11-70, § 180-80-280, filed 10/30/70, effective 11/30/70; § IV (part), filed 10/4/62; § 5 (part), filed 3/24/60.]

WAC 180-80-285 Administrators' credentials—Credit hour and degree requirements. Credit hour and degree requirements for administrators' credentials shall be as set forth below: *Provided*, That not more than twenty-five per cent of the credit requirements for each of the credentials may be earned by extension.

(1) **Principals' credentials—Elementary, secondary and general.** The study prescribed herein must be taken at a state of Washington institution authorized by law or

approved by the state board of education for the preparation of principals: *Provided*, That credits earned in an out-of-state institution recognized for the preparation of principals by the appropriate state educational agency may be accepted.

(a) Provisional: 24 quarter hours beyond bachelor's degree in an approved program consistent with the provisions of WAC 180-80-290, 9 hours of which must have been earned after completion of the fifth college year.

(b) Standard: 12 quarter hours in an approved program consistent with the provisions of WAC 180-80-290 earned after issuance of the provisional credential; and a master's degree.

(2) **Superintendent's credentials.** The study prescribed herein must be taken at the University of Washington or Washington State University: *Provided*, That credits earned in an out-of-state institution recognized for the preparation of superintendents by the appropriate state educational agency may be accepted.

(a) Provisional: 12 quarter hours in an approved program consistent with the provisions of WAC 180-80-295 in addition to those required for standard principal's credential; and a master's or higher degree.

(b) Standard: 12 quarter hours in an approved program consistent with the provisions of WAC 180-80-295 in addition to those required for provisional superintendent's credential. [Order 11-70, § 180-80-285, filed 10/30/70, effective 11/30/70; § IVA (part), filed 10/4/62; § VA (part), filed 3/24/60; provisions relating to training institutions formerly codified in WAC 180-80-295.]

WAC 180-80-290 Administrators' credentials--Study program--Principals' credentials. The candidate's study program for a principal's credential is subject to prior approval by the teacher education institution. It shall be planned with the candidate by the institution to meet the particular needs of the candidate in accordance with the program as hereinafter prescribed.

(1) **Fields of study.** Fields of study shall include school administration, curriculum and supervision. Studies to strengthen candidate's general education are to be required where necessary. Graduate study standards are to be met.

(2) **Specific studies.** Studies are to be planned to develop understanding and competence in:

(a) The learning process and its bearing upon the leadership responsibilities and activities of the principal, upon the curriculum and upon methods and organization of instruction.

(b) Growth and development of children and youth. Breadth and depth of knowledge and insight in this area should be applied to study of school program development.

(c) Analysis of the bases for good human relations and development of insight and skill in working with individuals and groups.

(d) Leadership of teachers in terms of working with people, the development of the program of instruction and the solution of problems of instruction; techniques

for working with teachers to improve teaching procedures.

(e) Understanding of the organization and scope of the total school program; leadership in the organization and daily management of the school program.

(f) Leadership in the organization of school and community resources in the improvement of the public school program.

(g) The relationship of economic and sociological backgrounds and philosophical contributions to the development of education in the United States.

(h) The application of research techniques to the educational program and the use of research results in school situations.

(3) **Laboratory experience.** Laboratory and internship type experiences as needed are to be provided. These shall be supervised school administrative experiences in school situations and are to be planned with the candidate by the teacher education institution and school administrators. [Order 11-70, § 180-80-290, filed 10/30/70, effective 11/30/70; § IVA (part), filed 10/4/62; § VA (part), filed 3/24/60.]

WAC 180-80-295 Administrators' credentials--Study program--Superintendent's credentials. The candidate's study program for a superintendent's credential is subject to prior approval by the teacher education institution. It shall be planned with the candidate by the institution to meet the particular needs of the candidate in accordance with the program as hereinafter prescribed.

(1) **Fields of study.** Fields of study shall include school administration, curriculum and supervision. Studies to strengthen candidate's general education are to be required where necessary. Graduate study standards are to be met.

(2) **Specific studies.** Studies are to be planned to increase understanding and competence in:

(a) Leadership capacity in the organization of school and community resources in improvement of the public schools.

(b) School and public administration and finance; efficient business management of schools.

(c) Leadership of the school staff in development of the educational program.

(d) School and community organizations and structure with particular reference to competence in leading the school and community in continuous and long-range educational planning.

(e) Historical, comparative, philosophical, psychological and social foundations of education. Particular reference is to be given to public education in Washington, its organization, development, basic principles and problems.

(3) **Laboratory experience.** Laboratory and internship type experiences as needed are to be provided. Candidates with experience as principals at one level only are to have laboratory experience at the other level.

Laboratory experiences shall be supervised school administrative experiences in school situations. They are to be planned with the candidate by the teacher education institution and school administrators. [Order 11-70, §

180-80-295, filed 10/30/70, effective 11/30/70; § IVA (part), filed 10/4/60; § VA (part), filed 3/24/60.]

WAC 180-80-300 Administrators' credentials--Experience requirements. Experience requirements for administrators' credentials shall be as set forth below.

(1) Elementary principal's credentials.

(a) Provisional: Three years of successful teaching experience of which a minimum of two years shall be in an organized elementary school. Two years of the three-year experience requirement shall be as a full-time classroom teacher.

(b) Standard: Three years of successful principal experience after issuance of the provisional credential of which a minimum of two years shall be in an organized elementary school of six or more teachers. Fifty per cent or more of the regular school day must be devoted to administrative responsibilities during the three-year period.

(2) Secondary principal's credentials.

(a) Provisional: Three years of successful teaching experience of which a minimum of two years shall be in an organized junior, senior or four-year high school. Two years of the three-year experience requirement shall be as a full-time classroom teacher.

(b) Standard: Three years of successful experience as a principal after issuance of the provisional credential of which a minimum of two years shall be in an accredited junior, senior or four-year high school. Fifty per cent or more of the regular school day must be devoted to administrative responsibilities during the three-year period.

(3) General principal's credentials.

(a) Provisional: Three years of successful teaching experience of which a minimum of one year shall be in an organized junior, senior or four-year high school and a minimum of one year in an organized elementary school.

(b) Standard: Three years of successful experience as a principal after issuance of the provisional credential of which a minimum of one year shall be in an organized elementary school of six or more teachers and a minimum of one year in an accredited junior, senior or four-year high school. Fifty per cent or more of the regular school day must be devoted to administrative responsibilities during the three-year period.

(4) Superintendent's credentials.

(a) Provisional: A minimum of four years of successful administrative experience after the candidate has secured a principal's credential. Fifty per cent or more of the regular school day must be devoted to administrative, supervisory or consultant responsibilities during the four-year period. Administrative experience may be in:

(i) An elementary school of six or more teachers, or an accredited junior, senior or four-year high school; OR

(ii) A specialized area of the school program, provided the activity and responsibility are concerned with all teachers and students in a school or school system. (School program and curriculum consultants, supervisors and directors, and school business officials, as well as school principals and assistant principals, may qualify.)

(b) Standard: Three years of successful experience as a superintendent after issuance of the provisional credential. [Order 11-70, § 180-80-300, filed 10/30/70, effective 11/30/70; § IVB, filed 10/4/62; § VB, filed 3/24/60.]

WAC 180-80-301 Administrators' credentials--Teacher's certificate a prerequisite. The appropriate valid standard certificate shall be a prerequisite to issuance of an administrator's credential as set forth below.

(1) **Elementary principal's credential.** The candidate for an elementary principal's credential must hold a valid six-year standard elementary, standard elementary, standard general or standard certificate.

(2) **Secondary principal's credential.** The candidate for a secondary principal's credential must hold a valid standard secondary, standard general or standard certificate.

(3) **General principal's credential.** The candidate for a general principal's credential must hold a valid standard general or standard certificate or the equivalent as determined by the superintendent of public instruction.

(4) **Superintendent's credential.** The candidate for a superintendent's credential must hold a valid standard elementary, standard secondary, standard general or standard certificate. [Order 11-70, § 180-80-301, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.]

WAC 180-80-302 Administrators' credentials--General requirements for determination of applicant eligibility. (1) **Evaluation of applicant's experience and administrative potentiality.** (a) School administrators responsible for the applicant's supervision are to evaluate his teaching and/or administrative success and suggest areas of study and other experiences needed.

(b) The teacher education institution upon evaluation of applicant's administrative potentiality and readiness shall determine admissibility to the administrator preparation program.

(2) **Recommendation of candidate for credential by teacher education institution.** The teacher education institution, upon completion of the candidate's program of study or at its discretion, shall forward the application and all supporting papers and records of progress to the superintendent of public instruction with a recommendation as to the candidate's eligibility for the credential.

(3) **Determination of eligibility by superintendent of public instruction.** The superintendent of public instruction shall judge eligibility of the candidate on the basis of the criteria set forth below and shall grant the credential only upon determination that the requirements have been satisfied.

(a) Fulfillment by candidate of the preparation and experience standards hereinbefore in WAC 180-80-280 through 180-80-301 set forth.

(b) Official evidence of success in positions previously held by candidate.

(c) Establishment beyond reasonable doubt that candidate possesses the qualities of leadership necessary for

school administration. [Order 11-70, § 180-80-302, filed 10/30/70, effective 11/30/70; § IVC (part) and IVD (part), filed 10/4/62; § VB (part) and VD (part), filed 3/24/60; formerly codified in WAC 180-80-305 and 180-80-310.]

WAC 180-80-303 Administrators' credentials--Administrative positions authorized. (1) **Elementary principals' credentials.** Valid elementary principals' credentials authorize holders to serve as principals of elementary schools and junior high schools.

(2) **Secondary principals' credentials.** Valid secondary principals' credentials authorize holders to serve as principals of junior, senior, four-year and six-year high schools.

(3) **General principals' credentials.** Valid general principals' credentials authorize holders to serve as principals of elementary schools and junior, senior, four-year and six-year high schools.

(4) **Superintendents' credentials.** Valid superintendents' credentials authorize holders to serve as superintendents of school districts with one or more elementary schools and one or more high schools. A valid superintendent's credential authorizes also service as principal on any level covered by the holder's certificate for teaching. [Order 11-70, § 180-80-303, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.]

WAC 180-80-312 Administrators' credentials--Period of validity and reinstatement of credentials. (1) **Period of validity.** Standard administrators' credentials are valid as long as the holders' certificates to teach remain valid. Provisional administrators' credentials are valid for not more than four years of administrative experience in elementary schools of six or more teachers or in accredited junior, senior, four-year or six-year high schools: *Provided*, That the holders' certificates to teach continue to remain valid during the prescribed period.

(2) **Reinstatement.** Credentials that lapse shall be reinstated in accordance with requirements set forth in WAC 180-79-065(3). [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-312, filed 5/22/79; Order 11-70, § 180-80-312, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.]

WAC 180-80-530 Guidelines and standards for programs of preparation leading to teacher certification--Pre-service program. The pre-service preparation of all teachers shall include:

(1) **Broad education in the liberal arts and sciences.** All elementary and secondary school teachers should be liberally educated persons. They should have the understanding, the knowledge, the appreciation and the sensitivity attainable by study and learning that range across such areas as the humanities, the arts, the social sciences and the natural sciences and mathematics. It is suggested that this broad education begin in the freshman

year and continue throughout the college preparation of the teacher. This education should comprise approximately thirty-five per cent of the four years of undergraduate study.

(2) **Preparation in fields or areas of learning applicable to the curriculum of the public schools.** Every teacher candidate should undertake special study in depth and achieve scholarly competence in some field or area of learning. This competence should rest upon systematic knowledge, understanding of basic principles and acquaintance with methods of research appropriate to the field of learning. The study in the major should begin early in the college career and should continue throughout the four years. This preparation should comprise approximately thirty-five per cent of the four years of undergraduate study.

(3) **Preparation in professional education.** Systematic study of education as a profession is necessary for those who would continue to grow in professional stature.

Every elementary and secondary school teacher needs an understanding of the role and possibilities of education in society, the basic social trends and intellectual currents that affect education and the issues of public policy that bear upon education.

All teachers need an understanding of the processes of human growth and development, the mental, emotional and physical behavior of learners and the psychology of learning, adjustment, motivation and personality. Evaluation of the goals and outcomes of education should be an essential aspect of this area.

All teachers need an understanding of the purpose, structure, administration, control and operation of the school system and the range of educational programs and curriculum patterns. The teacher needs to know how his responsibilities relate to those of administrators, guidance counselors, curriculum and other specialists who are needed in a large and complex enterprise. Such understandings are needed in order for the teacher to adequately conceive his own special role in the total educational enterprise and take his part as an active and responsible member of the profession.

All prospective teachers should engage in thoroughgoing supervised experiences that are planned for induction into the first teaching position. This should include observation, participation, student teaching and competence in methods of teaching and in the use of instructional resources. Experiences with all phases and levels of the public school system should be included. This preparation should comprise approximately twenty per cent of the four years of undergraduate study.

(4) **Student electives.** Approximately ten per cent of the four-year program should be used by the student for electives. [Order 11-70, § 180-80-530, filed 10/30/70, effective 11/30/70; § C, filed 10/4/62.]

WAC 180-80-705 Guidelines and standards for development and approval of programs of preparation--Certification. (1) **Three types of certificates are provided:**

(a) The teacher certificate authorizes service in the primary role of teaching.

(b) The administrator certificate authorizes service in the primary role of general school administration, program administration and/or supervision.

(c) The educational staff associate certificate authorizes service in roles of specialized assistance to the learner, the teacher, the administrator and/or the educational program.

(2) Three levels of certificates are provided for each certificate type:

(a) The preparatory certificate authorizes experiences in school or school-related settings designed to develop competence at the "initial" level of certification. This certificate is valid for one year and is renewable.

(b) The initial certificate authorizes school service in a particular role and allows the holder to assume independent responsibility for working with children, youth and adults. This certificate is valid for three years and is renewable.

(c) The continuing certificate authorizes school service on a career basis and assumes continued professional development. The continuing certificate is valid as long as the holder continues in service and for seven years thereafter.

TYPES AND LEVELS OF CERTIFICATES (Figure 1)

Types of Certificates	Teacher	Administrator	Educational Staff Associate
Levels of Certificates	Continuing	Continuing	Continuing
	Initial	Initial	Initial
	Preparatory	Preparatory	Preparatory

(3) **Certificate endorsements.** Initial and continuing certificates will be endorsed to indicate grade level(s), content area(s) and/or specialization(s) for which the professional is or has been prepared.

(4) **Reinstatement of initial or continuing certificates.** The initial or continuing certificate shall be reinstated in accordance with requirements set forth in WAC 180-79-065.

(5) Reciprocity.

In-state candidates:

(a) Holders of initial certificates shall be admitted to programs leading to continuing certification.

(b) Holders of provisional certificates or credentials awarded under previously adopted state board of education rules and regulations may be admitted to programs leading to continuing certification, provided they meet entry level requirements.

(c) Holders of standard certificates or of valid teacher certificates issued prior to 1949 may be admitted to programs leading to initial or continuing certification, provided they meet entry level requirements, without jeopardizing their prior certification status. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-705, filed 5/22/79; Order 3-71, § 180-80-705, filed 7/13/71, effective 9/1/71.]

Chapter 180-84 WAC

SPECIALIZED PERSONNEL STANDARDS

WAC

180-84-015	Certification of school psychologists—Role and function.
180-84-020	Certification of school psychologists—Certification requirements.
180-84-025	Certification of school psychologists—Academic requirements.
180-84-050	Certification of school social workers—Role and function.
180-84-055	Certification of school social workers—Educational requirements.
180-84-060	Certification of school social workers—Certification requirements.
180-84-075	Certification of school nurses—Role and function.
180-84-080	Certification of school nurses—Recommendation as to nursing specialization.
180-84-090	Certification of school nurses—Certification requirements.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-84-010	Basic principles. [Order 12-70, § 180-84-010, filed 10/30/70; Rules (part), effective 7/10/61.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC.
180-84-085	Certification of school nurses—Educational backgrounds. [Rules (part), effective 7/10/61.] Repealed by Order 12-70, filed 10/30/70.
180-84-510	Educational staff associate certification—Role and function. [Order 5-68, § 180-84-510, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-515	Educational staff associate certification—Forms of certification. [Order 5-68, § 180-84-515, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-520	Educational staff associate certification—Qualifying standards. [Order 5-68, § 180-84-520, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-530	Educational staff associate certification—Preparation—Steps in planning preparation experiences. [Order 5-68, § 180-84-530, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-540	Educational staff associate certification—Career considerations. [Order 5-68, § 180-84-540, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-550	Educational staff associate certification—Approval of preparation programs required. [Order 5-68, § 180-84-550, filed 10/1/68, effective 7/1/69.] Repealed by Order 4-71, filed 7/13/71, effective 9/1/71.
180-84-560	Certification of school nurses—Assignment of personnel. [Order 5-68, § 180-84-560, filed 10/1/68, effective 7/1/69.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC.
180-84-565	Educational staff associate certification—Effective date of issuance—Specialized personnel certificates discontinued. [Order 4-71, § 180-84-565, filed 7/13/71, effective 9/1/71; Order 12-70, § 180-84-565, filed 10/30/70; Order 5-68, § 180-84-565, filed 10/1/68, effective 7/1/69.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC.

WAC 180-84-015 Certification of school psychologists--Role and function. (1) The school psychologist is one with competency in psychological techniques and skills in their application to the educational setting. He uses the specialized knowledge of diagnosis, learning and interpersonal relationships to assist school personnel to enrich the experience and growth of all children and to recognize and deal with exceptional children.

(2) The school psychologist serves in an advisory capacity to school personnel and may perform the following functions:

(a) Measuring the intellectual, social and emotional development of children and interpreting the results of psychological studies.

(b) Diagnosing educational and personal disabilities and collaborating in the planning of reeducational and therapeutic programs.

(c) Identifying exceptional children and collaborating in the planning of appropriate educational and social placements and programs.

(d) Developing ways to facilitate the learning and adjustment of children.

(e) Helping teachers and administrators to understand child behavior and intellectual and personality differences as they apply to the individual pupil and the class.

(f) Serving in a consultative capacity in curriculum planning.

(g) Encouraging and initiating research and helping to utilize research findings for the solution of school problems. [Order 12-70, § 180-84-015, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-020 Certification of school psychologists--Certification requirements. School psychologists shall hold either provisional or standard certificates valid under the same conditions as prescribed for provisional or standard certificates for teaching. The minimum requirements for certification shall be as follows:

(1) Provisional certificate.

(a) Master's degree with a major in psychology to include areas listed in WAC 180-84-025 below (the word "area" as used herein refers to areas of knowledge rather than to specific courses), or

The completion of all course work toward a master's degree except the thesis requirement.

(b) Completion of a minimum of fifteen quarter hours of professional education courses including practice teaching or directed laboratory experiences in a school situation.

(2) Standard certificate.

(a) Fulfillment of all requirements for the provisional certificate.

(b) Master's degree with a major in psychology.

(c) Successful completion of two years of experience as a school psychologist, one of which must be under supervision.

(3) School psychologist in supervisory capacity. It is expected that school psychologists functioning in a supervisory capacity will hold a doctorate in psychology and will have had considerable experience as a school

psychologist in addition to satisfying the minimum requirements set forth in subsections (1) and/or (2) above. [Order 12-70, § 180-84-020, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-025 Certification of school psychologists--Academic requirements. (1) **Basic education areas.** A minimum of fifteen quarter hours of credit in the basic education areas listed below.

(a) Directed laboratory experience in a school setting.

(b) Education of the exceptional child.

(c) Philosophy, organization and administration of the American school system.

(2) **Basic psychology areas.** Studies in the basic psychology areas listed below.

(a) Introductory psychology.

(b) Statistics.

(c) Child growth and development.

(d) Psychology of adjustment or mental hygiene.

(e) Psychology of learning.

(f) Social psychology or sociology.

(3) **Clinical psychology and personality areas.** Studies in the basic psychology and personality areas listed below.

(a) Abnormal psychology.

(b) Personality theory.

(c) Tests and measurements.

(d) Individual intelligence testing--Children.*

(e) Individual intelligence testing--Adults.*

(f) Introduction to personality testing.*

(g) Interviewing and counseling.

(h) Diagnosis of the exceptional child.

(i) Practicum in diagnosis and report writing.*

(Battery of tests)

*Supervision is necessary for the work required in these courses.

[Order 12-70, § 180-84-025, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-050 Certification of school social workers--Role and function. (1) The school social worker supplements the professional contribution of the teacher and other school personnel in helping children to constructively use the educational opportunity provided in the schools. Through a working relationship with the teacher there is mutual sharing in the understanding of a child's behavior and planning for the child as well as increased awareness of the emotional interaction and behavior of the classroom group.

(2) The aim of the school social worker is to help the school identify children who present social and emotional difficulties and to give social work service which will enable these children to make satisfactory progress in the classroom. This aim is achieved through:

(a) Consultation service to teachers, principals and other school personnel.

(b) Individual or group help to parents and children.

(c) Liaison service in utilizing community resources for the benefit of children. [Order 12-70, § 180-84-050, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-055 Certification of school social workers—Educational requirements. The competencies needed in the school social worker are a specialized social work skill, thorough knowledge of behavior causation, human growth and community resources, and the ability to work with professional personnel in the school and community.

Professional education in social work is required on a postgraduate level in a school of social work accredited by the Council on Social Work Education and which offers a two-year postgraduate program leading to a master's degree in social science.

(1) **Undergraduate preparation.** Undergraduate preparation for professional study in social work shall be as recommended by the Council on Social Work Education comprising a broad liberal arts education with a concentration in social work.

(2) **Master's degree.** A master's degree in social work requires satisfactory completion of the prescribed curriculum in a school of social work of a two-year postgraduate study accredited by the Council on Social Work Education; the equivalent of six quarters of directed laboratory experience in an approved social agency, clinic or institution for two to three days per week; and completion of either an individual or group research project. [Order 12-70, § 180-84-055, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-060 Certification of school social workers—Certification requirements. School social workers shall hold either provisional or standard certificates valid under the same conditions as prescribed for provisional or standard certificates for teaching. The minimum requirements for certification shall be as follows:

(1) **Provisional certificate.**

(a) Master's degree from a school of social work accredited by the Council on Social Work Education, or the following combination:

- (i) Bachelor's degree from an approved institution;
- (ii) One full year of postgraduate study in a school of social work accredited by the Council on Social Work Education, one full year of directed field placement in an agency approved by the school of social work; and
- (iii) Two years of successful experience under the supervision of a qualified supervisor in an approved family or children's agency, or two years of successful teaching experience.

(b) Completion of a minimum of fifteen quarter hours of professional education courses, including practice teaching or directed laboratory experiences in a school situation and orientation to the school philosophy, methods, organization and group activity.

(2) **Standard certificate.**

(a) Fulfillment of all requirements for the provisional certificate.

(b) Master's degree from a school of social work accredited by the Council on Social Work Education.

(c) Completion of two years of successful experience as a school social worker. [Order 12-70, § 180-84-060, filed 10/30/70; Rules (part), effective 7/10/61.]

WAC 180-84-075 Certification of school nurses—Role and function. The school nurse, understanding her functions as related to the school program and as a professionally trained person, gives help to children, parents and school personnel through an educational approach. She participates with others in the school in planning and developing the school health program which takes into consideration the personal and environmental needs of the child and promotes the health of the school personnel. The general functions of the school nurse may include the following:

(1) Giving leadership and guidance in the development of a total school health program.

(2) Participating in the formulation of policies, standards and objectives of a school health program.

(3) Participating in the coordination of the school program with the total health program of the school and community.

(4) Participating in health curriculum planning and evaluation.

(5) Using health services as a means of direct and indirect health education.

(6) Assisting in planning and conducting in-service health education for school personnel.

(7) Serving as a consultant or resource person to the administrator, parents, children and teachers in regard to the health needs of the children.

(8) Acquainting the administration and other school personnel with health problems and resources in the school, home and community.

(9) Assisting in planning the budget for health services.

(10) Serving as a member of the school health council.

(11) Participating in faculty and parents' meetings. [Order 12-70, § 180-84-075, filed 10/30/70.]

WAC 180-84-080 Certification of school nurses—Recommendation as to nursing specialization. The certification requirements prescribed in WAC 180-84-090 below promote the view that nursing specialization should be on a graduate level within the field of school nursing. The recommended program is as follows:

(1) **Preparation in school nursing.**

(a) Theory courses selected from areas of nursing, health education, public health 14 to 17 credits.

(e.g., theory and practice of principles, information and skills especially needed by school nurses.)

(b) Directed laboratory or field work experience 3 to 6 credits.

(To provide an opportunity to practice a complete school nursing service in a school situation.)

(i) Service to pupils: Health appraisal, follow-up of findings, teacher/nurse and nurse/parent conferences, use of records, cooperation with other professions in the school and use of community resources, selection of methods and materials for health teaching of children.

(ii) Participation in the total school program: Staff meetings, nurse/principal conferences and orientation to administrative planning, school policies and school law.

(2) Individual research ----- 10 to 15 credits.

Includes individual study and reporting of problems related to the field and methods and research techniques.

(3) Supporting courses ----- 12 to 15 credits.

Should include courses selected from fields such as education and social work (e.g., methods, school administration, audio-visual aids, philosophy of education, educational psychology, interviewing). [Order 12-70, § 180-84-080, filed 10/30/70.]

WAC 180-84-090 Certification of school nurses—Certification requirements. School nurses shall hold either provisional or standard certificates. Provisional and standard certificates for school nurses shall be valid on a continuing basis while the holders thereof are in school service and for a period of five years thereafter. The minimum requirements for such certification shall be as set forth below.

(1) Provisional certificate.

(a) Registered nurse licensed in the state of Washington.

(b) Bachelor's degree in a program accredited or approved for first level positions in public health nursing, or certificate in public health nursing, or the equivalent, with three years of successful supervised experience in a public health program which includes experience in school nursing.

(c) Completion of a minimum of fifteen quarter hours of professional education courses including practice teaching or directed laboratory experiences in a school situation and orientation to the school philosophy, methods and organization.

(2) Standard certificate.

(a) Two years of successful experience in school nursing under the provisional certificate.

(b) Master's degree with a major in school nursing or its equivalent in public health nursing.

It is recommended that school nurses employed in staff leadership positions, or in positions where such leadership is not provided, hold standard certification. [Order 12-70, § 180-84-090, filed 10/30/70; Rules (part), effective 7/10/61.]

Chapter 180-90 WAC PRIVATE SCHOOLS

WAC

180-90-110	Purpose.
180-90-120	Definitions.
180-90-130	Approval—Annual certification required—Provisional approval.
180-90-140	Initial application for approval.
180-90-145	Approval—Annual certification and initial application—Exception.
180-90-150	State superintendent to review and recommend—Appeals.
180-90-160	Minimum standards and certificate form.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

180-90-010	Approval of private and/or parochial schools—Authority for rules—Scope. [Order 3-72, § 180-90-010,
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filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-015 Approval of private and/or parochial schools—Intent. [Order 3-72, § 180-90-015, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-020 Approval of private and/or parochial schools—Definitions. [Order 3-72, § 180-90-020, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-030 Approval of private and/or parochial schools—Standards for purposes of approval. [Order 3-72, § 180-90-030, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-040 Approval of private and/or parochial schools—Annual certification. [Order 3-72, § 180-90-040, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-050 Approval of private and/or parochial schools—Discrimination—Race. [Order 3-72, § 180-90-050, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

180-90-060 Approval of private and/or parochial schools—Application and approval procedure—Administration. [Order 3-72, § 180-90-060, filed 6/27/72.] Repealed by Order 1-75, filed 2/4/75.

WAC 180-90-110 Purpose. The purpose of WAC 180-90-110 through WAC 180-90-160 is to implement RCW 28A.02.201 et seq. and RCW 28A.04.120(4), and thereby establish the procedures and conditions governing the approval of private schools. [Order 2-77, § 180-90-110, filed 3/24/77; Order 1-75, § 180-90-110, filed 2/4/75.]

WAC 180-90-120 Definitions. (1) An "approved private school" operating any or all of grades 1 through 12 is one which meets all requirements established by the state board of education as set forth in WAC 180-90-110 through 180-90-160.

(2) "Approval" means the state board of education has certified that a private school meets those minimal standards required by chapter 28A.02 RCW.

(3) "Major deviation" shall mean a variance from the standards established by these regulations which involves a substantial health or safety hazard, or raises a question as to the ability of the school to provide an educational program which substantially complies with the minimum standards set forth in WAC 180-90-160, but is not so serious as to constitute an unacceptable deviation.

(4) "Minor deviation" shall mean a variance from the standards established by these regulations which represents little or no threat to the health or safety of students and school personnel, and which does not raise a question as to the ability of the school to provide an educational program which is in substantial compliance with the minimum standards set forth in WAC 180-90-160, and which, therefore, does not preclude the granting of full approval.

(5) "Private school", as used in these regulations, shall include nonpublic, parochial, or independent schools, and nonpublic, parochial, or independent school districts.

(6) "Reasonable health requirements" shall be those standards contained in chapter 248-64 WAC as adopted by the state board of health, as now or hereafter amended: *Provided*, That where a private school is a private residence in which parents teach their own natural or legally adopted or step children, reasonable health

requirements shall be those provisions of state and local health codes applicable to private residences.

(7) "Reasonable fire safety requirements" shall be those standards adopted by the state fire marshal pursuant to chapter 48.48 RCW, as now or hereafter amended.

(8) "Unacceptable deviation" shall mean a variance from the standards established by these regulations which either:

(a) constitutes a serious, imminent threat to the health or safety of students or school personnel; or

(b) demonstrates that the school is not capable of providing an educational program which substantially complies with the minimum standards set forth in WAC 180-90-160.

(9) "Minimum standards for approval" shall be those standards set forth in WAC 180-90-160.

(10) The term "total program hour offering" shall mean those hours when students are provided the opportunity to engage in educational activity planned by and under the direction of school staff, as directed by the administration and board of directors, inclusive of intermissions for class changes and recess and exclusive of intermission for meals. [Statutory Authority: RCW 28A.02.201 et seq. and 28A.04.120(4). 78-06-064 (Order 9-78), § 180-90-120, filed 5/25/78; Order 2-77, § 180-90-120, filed 3/24/77; Order 1-75, § 180-90-120, filed 2/4/75.]

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 notarized 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. [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. When a private school is seeking approval for the first time, the application shall contain, in addition to the notarized 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. [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 180-90-145 Approval--Annual certification and initial application--Exception. Any private school which is unable to file its application at least 90 days prior to the commencement of the annual school term or period may in any event request that the superintendent of public instruction review the application and that the superintendent's findings and recommendations be submitted to the state board of education. This request shall be granted if the superintendent finds that the private school was not sufficiently developed prior to the 90 day time period to enable it to comply with that requirement. The office of the superintendent of public instruction shall have the discretion to grant the request in other exceptional circumstances. If said request is granted, the review shall be completed within thirty (30) days and the findings and recommendations presented to the state board of education. [Order 2-77, § 180-90-145, filed 3/24/77.]

WAC 180-90-150 State superintendent to review and recommend--Appeals. Any private school may appeal the actions of the office of superintendent of public instruction or state board of education as provided in chapter 34.04 RCW and chapter 180-08 WAC. [Order 2-77, § 180-90-150, filed 3/24/77; Order 1-75, § 180-90-150, 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, _____, being first duly sworn on oath or affirmation, 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: _____

(signed)

(address)

(phone number)

On this _____ day of _____, 19____,
_____ (name) known to me to be the chief administrator of _____ (school or district) appeared before me and, having first been sworn on oath or affirmation, did subscribe to the foregoing.

NOTARY PUBLIC in and
for the state of Washington,
residing at _____

[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 180-95 WAC EDUCATIONAL CLINICS

WAC

180-95-005	Purpose.
180-95-010	Definitions.
180-95-020	Criteria for certification of educational clinics.
180-95-030	Application procedures for certification as an educational clinic.
180-95-040	Length of certification.
180-95-050	Withdrawal of certification as an educational clinic.
180-95-060	Fee revision—Appeal procedure.

WAC 180-95-005 Purpose. The purpose of this chapter is to implement RCW 28A.97.010, 28A.97.020, 28A.97.030, 28A.97.040, 28A.97.050 and to establish the criteria and procedures to be used in certification of an educational clinic. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-005, filed 2/8/78.]

WAC 180-95-010 Definitions. The following definitions shall apply to terms used in this chapter:

(1) "Educational clinic" shall mean a private educational institution certified by the state board of education which employs a clinical, client-centered approach and is devoted to (a) teaching the basic academic skills including specific attention to improvement of student motivation for achieving and (b) employment orientation: *Provided*, That no educational clinic certified by the state board of education pursuant to this section shall be deemed a common school under RCW 28A.01-.060 or a private school for the purposes of RCW 28A.02.201 through 28A.02.250, or proprietary school under chapter 18.82 RCW.

(2) "Basic academic skills" shall mean the study of mathematics, speech, language, reading and composition, science, history, literature and political science or civics; it shall not include courses of a vocational training nature and courses deemed nonessential to the accrediting of common schools or the approval of private schools under RCW 28A.04.120.

(3) "A clinical, client-centered basis" shall mean an approach to education which includes the individual diagnosis of the person's educational abilities, determining and setting of individual goals, prescribing and providing individual programs of instruction, and evaluating the individual student's progress in his or her educational program.

(4) "Individual diagnostic procedure" shall mean the individual assessment by a certified teacher, or when deemed necessary, by a psychometrist, psychologist, and/or another professional who is appropriately certificated or licensed to conduct specific diagnostic evaluations and to prescribe an individual educational and instructional program in conjunction with the teacher, student, parents, and others as necessary.

(5) "General educational development (GED) tests" shall mean that battery of tests designed and published by the GED testing service of the American council on education to measure the major outcomes and concepts generally associated with four years of high school education. Each GED testing center must have a current

contract with the American council on education and be authorized by the state superintendent of public instruction.

(6) "Educational gain" shall mean (a) measurable increases in the student's achievement, (b) increased motivation for achieving, and/or (c) increased knowledge and skills relevant to employment orientation as defined in (8) below: *Provided*, That consideration is given to the student's background in determining the extent of such gain.

(7) "Eligible common school dropout" shall be defined as set forth in WAC 392-185-010(2).

(8) "Employment orientation" shall normally include, but not be restricted to instruction and practical experience in the following areas: Job applications, interview techniques, expectations for attendance and production, learning to translate skills and abilities in terms of job needs, examination by the student of job descriptions and exploration of the student's ability to fulfill the job needs. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-010, filed 2/8/78.]

WAC 180-95-020 Criteria for certification of educational clinics. To be certified as an educational clinic, a private educational institution must apply to the state board of education and provide evidence that it:

(1) Qualifies under the definition set forth in WAC 180-95-010(1).

(2) Offers instruction in the basic academic skills as defined in WAC 180-95-010(2) and employment orientation as defined in WAC 180-95-010(8).

(3) Employs, for purposes of diagnosing and instructing students, professionally trained personnel who meet requirements for certification set forth in chapters 180-80 and/or 180-84 WAC: *Provided*, That for specific diagnostic evaluations, a professional who is otherwise appropriately licensed does not have to meet certification requirements.

(4) Operates on a clinical, client-centered basis as defined in WAC 180-95-010(3).

(5) Conducts individualized diagnosis and instruction which includes as a minimum:

(a) consideration by qualified personnel of the student's achievement, abilities, interests, and aptitudes;

(b) delineation of individual learning objectives and education and/or employment goals;

(c) development and implementation of curriculum and instruction appropriate to diagnosed needs and specified objectives and goals;

(d) provision for evaluation of the student's progress toward and attainment of learning objectives and education and/or employment goals.

(6) Produces educational gains in students which relate directly to the individual learning objectives and educational and/or employment goals established for the student.

(7) Maintains accurate and complete financial and personnel records.

(8) Is financially sound and capable of fulfilling its educational commitment, i.e., that it has definite and

certain resources to meet its current obligations. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-020, filed 2/8/78.]

WAC 180-95-030 Application procedures for certification as an educational clinic. A private educational institution shall apply for certification to the state board of education on a form provided by the state board of education. The state board of education or its designee(s) shall determine by on-site visitation and documentary evidence submitted by the applicant whether all criteria set forth in WAC 180-95-020 are satisfied. The state board of education shall notify the applicant institution of its certification status within ten weeks after the date state board of education receives a completed application. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-030, filed 2/8/78.]

WAC 180-95-040 Length of certification. A private educational institution shall be certified as an educational clinic by the state board of education for no more than three years and shall report annually any changes relevant to certification criteria set forth in WAC 180-95-020 to the state board of education on a form provided by the state board of education. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-040, filed 2/8/78.]

WAC 180-95-050 Withdrawal of certification as an educational clinic. The state board of education may withdraw certification if the board finds that a clinic fails:

(1) To provide adequate instruction in basic academic skills which shall mean:

(a) the clinic does not offer or make provision for instruction in all the basic skills defined in WAC 180-95-010(2), or

(b) evidence/data do not verify educational gains which relate directly to the individual learning objectives and the educational and/or employment goals established, or

(c) the clinic does not provide opportunities for employment orientation.

(2) To meet any of the criteria for certification of educational clinics as established in WAC 180-95-020. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-050, filed 2/8/78.]

WAC 180-95-060 Fee revision--Appeal procedure. The state board of education shall either grant or deny proposed fee revisions no later than its second regularly scheduled meeting after receipt of notification of such appeal and shall conduct such an appeal as follows:

(1) The time and place for filing an appeal from the decision of the superintendent of public instruction to deny a requested fee revision shall be as stated in WAC 392-185-080.

(2) The decision on appeal will be based solely on the record. The record will consist of (a) the documentation

in support of the increase submitted by the certified educational clinic to the superintendent of public instruction, (b) a statement by the superintendent of public instruction setting forth the reasons the fee revision was denied, (c) any other information or documentation the state board of education may request, and (d) the additional documentation (if any) that the certified educational clinic may submit in rebuttal of the superintendent of public instruction's statement.

(3) The decision of the state board of education shall be final. The decision of the state board of education may not be appealed to superior court. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-060, filed 2/8/78.]

Chapter 180-100 WAC MISCELLANEOUS PROVISIONS

WAC

180-100-010 Civil defense program activities.
180-100-020 Washington state teachers' retirement system—Appointment of members to.

WAC 180-100-010 Civil defense program activities. It shall be the policy of the state board of education (1) to cooperate with the Washington state defense council, the state superintendent of public instruction and other appropriate agencies in establishing the civil defense program for the state of Washington and (2) that school facilities be made available wherever needs arise. [SBE 100-5-1, filed 3/29/65, effective 4/29/65.]

WAC 180-100-020 Washington state teachers' retirement system--Appointment of members to. Pursuant to authority vested in the state board of education under provisions of RCW 41.32.040 and 41.32.050 to select and appoint the members of the board of trustees of the Washington state teachers' retirement system, except in the case of an ex officio member, the policies hereinafter set forth are hereby adopted. A subcommittee of the board hereby is established by the state board of education to make recommendations to the state board of education for appointments to membership on the board of trustees of the Washington state teachers' retirement system, the advisory committee to consist of active and inactive classroom teacher members of the retirement system—two representatives, retired members—one representative, administrative or supervisory personnel—one representative, and the state superintendent of public instruction who shall serve as ex officio chairman. Recommendations by the committee shall not be binding upon the state board but it shall be the policy of the state board to give substantial weight to the recommendations of the said committee. [Statutory Authority: RCW 41.32.040 and 41.32.050. 79-11-023 (Order 13-79), § 180-100-020, filed 10/10/79; Order 7-76, § 180-100-202 (codified as WAC 180-100-020), filed 6/1/76; SBE 100-6-1, 100-6-2 and 100-6-3, filed 3/29/65, effective 4/29/65.]