

# Accreditation Process Reference Guide

## Step 1: Determine Assurance Standards Level

Accreditation Status Criteria Reference Guide			Consecutive Years with this Deviation			
ARM	Title	Description	Regular	Reg MD	Advice	Deficiency
10.55.601(3)	Accreditation Standards: Procedures ( <i>CSIP</i> )	School did not complete Continuous School Improvement Plan				1
10.55.701	Board of Trustees ( <i>Policies</i> )	School does not have required policies		1	2	3
10.55.702	Licensure and Duties of District Administrator – District Superintendent	Superintendent is nonlicensed				1
10.55.702	Licensure and Duties of District Administrator – District Superintendent ( <i>Endorsement</i> )	Superintendent is not properly endorsed			1	2
10.55.703	Licensure and Duties of School Principal	Principal is nonlicensed				1
10.55.703	Licensure and Duties of School Principal ( <i>Endorsement</i> )	Principal is not properly endorsed			1	2
10.55.704(1)	Administrative Personnel: Assignment of District Superintendents	No superintendent assigned to school system				1
10.55.704(1)	Administrative Personnel: Assignment of District Superintendents	Insufficient superintendent FTE assigned to school system		1	2	3
10.55.704(2)	Administrative Personnel: Assignment of District Superintendents ( <i>Curriculum Coordinator</i> )	No curriculum coordinator assigned to school system				1
10.55.704(2)	Administrative Personnel: Assignment of District Superintendents ( <i>Curriculum Coordinator</i> )	Insufficient curriculum coordinator FTE assigned to school system		1	2	3
10.55.704(2)	Administrative Personnel: Assignment of District Superintendents ( <i>Curriculum Coordinator</i> )	Curriculum coordinator is nonlicensed				1
10.55.704(2)	Administrative Personnel: Assignment of District Superintendents ( <i>Curriculum Coordinator</i> )	Curriculum coordinator is not properly endorsed			1	2
10.55.705	Administrative Personnel: Assignment of School Administrators/Principals	No principal assigned to school				1
10.55.705	Administrative Personnel: Assignment of School Administrators/Principals	Insufficient principal FTE assigned to school		1	2	3
10.55.707	Teacher and Specialist Licensure	Nonlicensed teacher, specialist, or professional				1
10.55.708	Teaching Assignments	Misassigned teacher			1	2
10.55.709(1)	Library Media Services, K-12	No library media specialist assigned to school				1
10.55.709(1) (a-f)	Library Media Services, K-12	Insufficient library media specialist FTE assigned to school		1	2	3
10.55.710(1)	Assignment of School Counseling Staff	No school counselor assigned to school				1

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ARM	Title	Description	Regular	Reg MD	Advice	Deficiency
10.55.710(1-2)	Assignment of School Counseling Staff	Insufficient school counselor FTE assigned to school		1	2	3
10.55.712	Class Size: Elementary	Class size exceeds the maximum number – no paraprofessional assigned		1	2	3
10.55.713	Teacher Load and Class Size: High School, Junior High, Middle School, and Grades 7 and 8 Budgeted at High School Rates	Class size exceeds maximum number		1	2	3
10.55.714(2)	Professional Development ( <i>Required Hours</i> )	School does not have the minimum of three PIR days devoted to professional development			1	2
10.55.714(3)	Professional Development ( <i>Advisory Committee</i> )	School does not have a Professional Development Advisory Committee		1	2	3
10.55.716(1)(b)	Substitute Teachers ( <i>Long-Term Substitutes</i> )	Nonlicensed long-term substitute				1
10.55.902	Basic Education Program: Middle Grades	School does not meet basic education program requirements			1	2
10.55.902(4)	Basic Education Program: Middle Grades ( <i>Minutes</i> )	Basic education program does not meet the required minutes		1	2	3
10.55.904(2)	Basic Education Program Offerings: High School	School does not meet basic education program requirements			1	2
10.55.904(2)	Basic Education Program Offerings: High School ( <i>Minutes</i> )	Basic education program does not meet the required minutes		1	2	3
20-1-301, MCA	School fiscal year. ( <i>Aggregate Hours</i> )	School does not meet required aggregate hours				1
20-9-344(2), MCA	Duties of board of public education for distribution of BASE aid. ( <i>Submittal of required reports</i> )	School did not complete required reports				1



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## Step 2: Determine Student Performance Standards Level

Student Performance Measures (ARM 10.55.606(3))				
	Regular	Regular MD	Advice	Deficiency
Elem ELA and Math (SBAC)	More than 15% Proficient	10.01% - 15% Proficient	5.01% - 10% Proficient	5% or Less Proficient
HS ELA and Math (ACT)	More than 20% College Ready	10.0% - 20% College Ready	5.1% - 10% College Ready	5% or Less College Ready
Science	300 – 250	249 – 220	219 – 210	209 - 200
HS Graduation Rate	100.0% - 75.0%	74.9% - 60.0%	59.9% - 55.0%	54.9% - 0.0%

## Step 3: Use Assurance Standards Level and Student Performance Standards Level to Determine Final Accreditation Status

Final Accreditation Status Determination (ARM 10.55.605)		
<i>if Assurance Standards</i>	<i>and Student Performance Standards</i>	<i>then Final Accreditation Status</i>
Regular	Regular	= <b>REGULAR</b>
Regular	Regular MD	= <b>REGULAR</b>
Regular MD	Regular	= <b>REGULAR</b>
Regular MD	Regular MD	= <b>REGULAR WITH MINOR DEVIATION</b>
REGULAR WITH MINOR DEVIATION for three consecutive years		= <b>ADVICE</b>
Advice in either Assurance or Student Performance Standards		= <b>ADVICE</b>
ADVICE Status for two consecutive years		= <b>DEFICIENCY</b>
Deficiency in either Assurance or Student Performance Standards		= <b>DEFICIENCY</b>
DEFICIENCY Status for two consecutive years		= <b>Intensive Assistance</b>