ANSAA Mandatory Standards (Updated 7/24/23)

***1.0** The school has written mission and philosophy statements that reflect the beliefs and values of the governing board and school constituents.

***1.1** The mission and philosophy statements are approved by the governing board, annually reviewed and evaluated, and published in handbooks, policy manuals, and other materials distributed by the school.

***2.0** The school has a responsible governing board or legal authority to which the chief executive officer or educational administrator is responsible.

***2.1** The governing board or legal authority has a published policy statement that leaves the daily management and supervision of the school to the chief executive officer or educational administrator.

***2.2** In-service programs dealing with the roles, responsibilities, and duties of the governing board or legal authority are provided for new members and reviewed with current members on an annual basis.

***2.3** The chief executive officer, not serving as the school's educational administrator, has an advanced degree or its equivalent in accordance with the job description of the school's governing board.

***2.4** The school system has a chief executive officer who supervises the educational aspects of the school and oversees the educational administrator/s. The chief executive officer can have a dual role and also serve as the educational administrator. A school system is defined as more than one building site and includes a combination of elementary, middle, and secondary levels.

***2.5** School units such as K-4, K-5, K-6, K-8, K-12, 7-9, 7-12, 9-12 must have an educational administrator with a master's degree in school administration or a school administrator certification and a minimum of three (3) years teaching experience. Accredited schools may apply for a Professional Deficiency Plan to meet this standard. A maximum of two years is granted for completion of an approved degree plan or certification requirements.

***2.6** The educational administrator devotes at least one-half (1/2) of the school day to the administration and supervision of the school while the remaining one-half (1/2) of the school day may be devoted to another role within the school. Schools with an enrollment of 300 or more students must have a full-time administrator.

***2.7** The school adheres to local, state, and federal laws with special attention given to the following (Check ANSAA.com for annual updates):

- ***a)** student supervision when using potentially hazardous materials
- ***b)** policies for inclement weather and early dismissal
- ***c)** legal requirements for bus driver certification and bus equipment
- ***d)** background checks and I-9 Employment Eligibility Verification forms on school personnel

***2.8** The school has a written and published policy concerning nondiscrimination in school admissions and employment of faculty and staff.

***2.9** The school has a written policy pertaining to child custody arrangements which includes release of student's records, filing of court orders, and procedures for checking students out of school during the day.

***2.10** The school is incorporated as a non-profit organization and has been granted a 501-(C) (3) or an equivalent form of tax-exempt status by the Internal Revenue Service.

***2.11** The school operates by means of a carefully planned and regularly monitored annual budget to ensure adequate financial resources and effective management. The chief executive officer or educational administrator is given sufficient authority to monitor and regulate the expenditures of the annual budget.

***2.12** All school accounts, including auxiliary groups (i.e., parent organization, Booster Club), must have a recognized accounting system which includes a sound check and balance structure and delineation of duties. Checks and balances will include reconciliation of bank accounts, posting, check writing, signing and depositing funds.

***2.13** Accountability to the governing body or legal authority is ensured through a system of periodic financial reporting that includes the ANSAA Annual Financial Review and an external review or audit at least once every seven years, preferably the year prior to the ANSAA site visit.

***3.0** All teachers, including those teaching specialty classes (i.e., Art, Music, Spanish, P.E., Library), have a minimum of a bachelor's degree from an accredited four-year institution of higher education and typically teach in their major or minor field of study. Teachers of religion are not required to have a bachelor's degree as long as they hold a certificate of training in the school's doctrine.

***3.1** The school maintains a current professional file for each teacher that includes annual contracts, college transcripts, teaching certificates, annual evaluations, I-9 Employment Eligibility Verification, and background checks on teachers who do not have an AR teaching license.

***3.2** The curriculum reflects the mission, philosophy, and goals of the school and encompasses the fundamental principles of student growth and development as well as specific learning theories.

***3.3** The school has a written curriculum that incorporates both vertical and horizontal alignment, takes into consideration state guidelines and national standards, and is developed and evaluated with input from the administration and faculty.

***3.4** Elementary Curriculum - Course Content / Grades Kindergarten-6: The curriculum for grades kindergarten through six includes content areas with an emphasis on mastery of competencies and skills based on state guidelines and national standards. Reading, writing, and speaking must be incorporated into all curriculum areas.

- **a) English/Language Arts**: Reading; Writing; Listening; Speaking
- **b) Mathematics:** Number sense, properties, and operations; Measurement; Geometry and spatial sense; Data Analysis and Statistics; Patterns; Algebra; Functions
- **c) Social Studies**: History and culture of Arkansas, the nation & world; Geography; Economics; Civic Education; Social sciences processes / skills
- **d) Science**: Life science systems; Earth/space systems; Physical systems; Environmental education; Engineering
- **e) Fine Arts:** Visual arts instruction, appreciation, and application; Performing arts instruction, appreciation, and application
- **f) Physical Education, Health, and Safety Education**
- **g) Career and Technical Education (grades 5-6)** *Skills can be incorporated into core subject areas.*
- **h) Religion (when applicable):** Bible; Scripture; Memorization; Church History; Doctrine; Liturgy

***3.5** Seventh & Eighth Grade Curriculum: The core curriculum for seventh and eighth grade students requires a full year of instruction in each of the following curriculum areas: ***a)** Religion (where applicable); ***b)** Language Arts; ***c)** Social Studies / Arkansas History (semester in 7th or 8th if not included in high school curriculum); ***d)** Science / Health & Safety; ***e)** Mathematics; ***f)** Career and Technical Education (*Skills can be incorporated into core subject areas)*; ***g)** Physical Education (both seventh and eighth grade years with a minimum of a nine-week grading period); and ***h)** Fine Arts (Visual and/or Performing Arts in seventh and/or eighth grade with a minimum of a nine-week grading period**).**

***3.6** High School Curriculum - Minimum Course Offerings / Grades 9-12: The secondary school must have a master curriculum schedule that offers a minimum of 28 units (listed below), 24 of which are offered at least every other year. The minimum requirement for graduation is 22 units; sixteen (16) units are mandatory and are listed in standard ***3.7**.

***a) Language Arts / 6 Units** • 4 units English • 1 unit of Oral Communication or ½ unit of O.C. & (½ unit of Drama or ½ unit journalism) • Other approved elective courses ***b) Mathematics / 5 Units** • 1 unit Algebra I or Algebra A & B • 1 unit Algebra II • 1 unit Geometry or Geometry A & B • 1 unit Pre-Calculus math to include Trigonometry / Comparable concurrent college courses may be substituted. • Other approved elective courses ***c) Science / 4 Units** *Active student participation in laboratory experience is required for a minimum of 20% of the instructional time.* • 1 unit Biology • 1 unit Chemistry • 1 unit Physics • Other approved elective courses	***d) Social Studies / 4 Units** • 1 unit American History • 1 unit World History • ½ unit American Gov. / Civics • ½ unit Economics • ½ unit of Arkansas History if not taught in 7th or 8th Grade • Other approved electives ***e) Foreign Language / 2 Units** • 2 units of same language ***f) Computer Science / 1 Unit** • 1 unit Computer Science ***g) Fine Arts / 3 Units** ***h) Physical Ed. and Health / 1 Unit** • ½ unit Physical Education • ½ unit Health Education ***i) Career / Technical Education / 2 Units** Drafting, Drivers Ed, Leadership, Accounting, Graphic Design, Computer Application, Web Design, Engineering, Business Courses, etc. **j) Religion** (when applicable)

***3.7** High School Graduation Requirements / Grades Nine through Twelve: A minimum of twenty-two **(22**) units earned in grades nine through twelve is required for high school graduation, **(16)** of which are mandatory and are listed below.

English - (4) units
Mathematics - (4) units 1 unit each - Algebra or its equivalent* & Geometry or its equivalent* **A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement. May substitute 1 required unit of mathematics for one unit of ADE **approved** STEM or Computer Science.*
Science - (3) units 1 unit each - Biology or its equivalent & Physical Science or its equivalent **May substitute 1 required unit of science for one unit of ADE **approved** STEM or Computer Science*
Social Studies - (3) units 1 unit each - World History & American History (½) unit each - Civics & Economics **Personal Family Finance training must be included in course content*
Oral Communication - (½) unit
Physical Education - (½) unit
Health and Safety - (½) unit **CPR Training must be included in course content*
Fine Arts - (½) unit
**Religion courses may not be substituted for any of the 16 units required for graduation* **Each student must have one digital learning course*

***3.8** A unit of credit is defined as the credit given for a course which meets for a minimum of 120 hours per year.

***3.9** The school maintains permanent academic records (attendance, test scores, grades) for each student which are stored in a secure location within the school facilities.

***3.10** A standardized testing program is provided annually for grades 1-8 that includes diagnostic and prescriptive services utilized to direct student learning and evaluate curriculum.

***3.11** The minimum length of the school year is in accordance with the length designed by the Arkansas Legislature. The on-campus planned instructional time is a minimum of 178 days or equivalent of 1068 hours annually for grades 1-12. Up to forty minutes of recess may count towards the planned instructional time for elementary students (grades K-6). Nothing less than three (3) hours will be counted as one-half (1/2) day of instruction. A full day kindergarten program shall not be less than five (5) and one-half (½) hours per day. Evidence of compliance is submitted yearly with the school's ANSAA Annual Report.

***4.0** Residents new to the school community are oriented to the mission, philosophy, objectives, processes, and procedures of the school.

***4.1** Methods of annually evaluating the school's climate are established.

***4.2** The school conducts an annual orientation for all coaches and activity sponsors who are members of the Arkansas Activities Association. AAA member schools must adhere to all the guidelines and by-laws in accordance with the current Arkansas Activities Association Handbook.

***5.0** The school shall annually budget and expend sufficient resources to purchase and maintain an appropriate balance of print, non-print, and electronic media that is adequate in quality and quantity to meet the academic standards for all students.

***5.1** The collection of instructional, learning, and media materials are catalogued according to a recognized and accepted system of classification.

***5.2** The school has accessible, adequate, and appropriate space for the library, media equipment, and resource materials.

***5.3** The school has a technology acceptable use policy for the faculty, staff, and students that is annually reviewed, signed, and conveyed to parents in a written format.

***5.4** Firewalls and filters are used on all computers to safeguard the use of restricted internet sites and comply with federal regulations.

***5.5** The school maintains health records for each student including immunization and health screening requirements (scoliosis, vision, hearing) established by state law.

***5.6** The role of the counselor is clearly defined and communicated to the school community, and the counselor's credentials match the school's job description. The requirements for the guidance program for grades 9-12 are as follows.

- ***a**) Secondary school has a guidance program to aid students in educational, personal, social and career development.
- ***b**) Secondary school provides the necessary facilities, support, and personnel for counseling.
- ***c)** Guidance services are provided by qualified personnel.
- ***d)** A ratio of one counselor for each 450 students is recommended.
- ***e)** Secondary school has at least a part-time counselor.

***5.7** The school has clearly defined written guidelines regarding the manner in which coaches and sponsors conduct extra-curricular activities. These guidelines are communicated annually and indicate the school's intent to conduct all sports and activities with a sense of fair play.

***6.0** The school has clearly defined guidelines for student behavior which are aligned with the school's mission, philosophy, and objectives.

***6.1** The physical facilities and school grounds are designed to ensure the health and safety of the total school community.

***6.2** Inspections of the facilities, property, playground and athletic equipment are conducted and documented monthly to identify safety hazards and correct deficiencies.

***6.3** The school adheres to local, state, and federal laws concerning safety and health of the school community with special attention given to the following (check ANSAA.com for annual updates):

- ***a.)** fire extinguishers are placed throughout the facilities and inspected annually
- ***b.)** emergency evacuation routes are posted in all classrooms
- ***c.)** warning systems for emergency drills and other crisis situations are in place
- ***d.)** safety drills are practiced and results are recorded – including required monthly fire drills
- ***e.)** legal requirements for fire safety and annual inspections are met
- ***f.)** the school is in compliance with asbestos regulations
- ***g.)** school parking lot requirements, including designated spaces for handicap parking, are met
- ***h.)** cafeteria and kitchen state health and safety requirements are met

***6.4** The school has a published crisis plan and written procedures for accidents, emergencies, and disasters that are practiced and reviewed annually, with emergency numbers readily available.

***7.0** The school has the responsibility of developing a Strategic Plan to strengthen all aspects of the school's operation (i.e., academic progress, enrollments, finances, staffing, facilities, marketing, and public relations); the plan must be updated annually and include the finances, personnel, resources, and timelines needed to achieve the action plans and goals.