

Applicant Name: _____

School/District: _____

Reviewer: _____

Date: _____

Reviewer Directions:

Please read the following directions carefully before completing the rubric:

1. Review the Entire Application First

Read the full waiver application to understand the district's proposal in context. This will help you evaluate each section more holistically.

2. Use the Scoring Scale Provided

Each section should be scored on a scale from **0 to 4**, based on the quality and completeness of the information provided:

- **4 – Exemplary:** Fully meets and exceeds expectations; comprehensive and well-documented.
- **3 – Satisfactory:** Meets expectations; clear and complete with minor gaps.
- **2 – Needs Improvement:** Partially meets expectations; some required elements are missing or underdeveloped.
- **1 – Inadequate:** Minimally addresses the requirement; lacks clarity or supporting evidence.
- **0 – Not Addressed:** Section is missing or does not address the requirement.

3. Refer to the Scoring Criteria

Use the detailed criteria listed for each section to guide your scoring. These criteria are aligned with **ND Administrative Code 67-15-02** and the requirements of the **SFN 58170 application**.

4. Provide Comments

Use the "Comments" column to briefly explain your score. This helps ensure transparency and provides constructive feedback for applicants.

5. Be Objective and Consistent

Apply the same standards to all applications, regardless of district size, location, or familiarity.

Section	Scoring Criteria	Score (0–4)	Comments (Mandatory for scores of 2 or below)
1. Goals & Objectives	Are the goals clearly stated? Are they measurable and aligned with innovation, academic improvement, flexibility, or cost savings?		
2. Community Input	Is there evidence of meaningful community engagement? Are multiple forms of input included (e.g., letters, meeting summaries, surveys)? If there was a significant amount of feedback from people opposed to the four-day school week, does the proposal describe anything that the district has done to alleviate those concerns?		
3. Cost-Benefit Study	Is there a clear analysis of potential savings (transportation, energy, staffing)? Are data or projections used to support conclusions? Is there evidence that cost savings will not reduce or negatively impact student outcomes?		
4. Instructional Time	Does the school calendar meet or exceed the required instructional hours (962.5 for elementary, 1050 for middle/high)? Is it clearly laid out and easy to interpret? Does the proposal also include the daily starting time and dismissal times? For middle schools and high schools, is a class schedule included?		
5. Contingency Plan	Is there a clear plan for making up lost instructional time? Does it account for weather, emergencies, or other disruptions?		

Section	Scoring Criteria	Score (0–4)	Comments (Mandatory for scores of 2 or below)
6. “5th Day” Contingency Plan	Does the plan provide for programming and school meals (breakfast and lunch) on Fridays to alleviate undue burden on students and families?		
7. Professional Development Plan	Are PD activities aligned with the goals of the four-day school week proposal? Is there a schedule or timeline? Are topics relevant and supportive of instructional quality?		
8. Evaluation Plan	Does the evaluation plan address all 7 required components: (a) student performance, (b) student use of facilities, (c) community use of facilities, (d) innovation success, (e) educational opportunities, (f) academic opportunities, (g) cost savings? Are the evaluation methods specific, measurable, and realistic?		
9. Innovation Potential	Does the plan reflect current educational trends or research? Is there a clear strategy for implementing innovative practices? Does the plan describe how teachers will develop and use innovative means of instruction?		
10. Educational Opportunities	Does the plan enhance access to or quality of educational programs? Are comparisons made to the current quality of educational programming? Are the benefits that would result from a four-day school week clearly articulated?		

Section	Scoring Criteria	Score (0–4)	Comments (Mandatory for scores of 2 or below)
11. Academic Opportunities	Are academic offerings expanded or improved in the proposal? Is there evidence of increased rigor, access, or support with a four-day school week? Are student outcomes considered? Does the proposal describe any academic opportunities related to the desired outcomes in the North Dakota PK-12 Education Strategic Vision Framework?		
12. Facility Use Flexibility	Does the plan increase flexibility in the availability of school facilities for students and/or community members? Are examples provided? Is the increase in flexibility of school facilities clearly explained?		
TOTAL SCORE		/44	

Scoring Guide (Proposal cannot be approved unless a score of "4" is earned on item 4 and on one of the following: item 3, item 9, item 10, item 11, and item 12.)

- **38–44 points:**  Strongly Recommended for Approval
- **30–37 points:**  Recommended with Modifications
- **21–29 points:**  Needs Significant Revisions
- **Below 21 points:**  Not Recommended for Approval

Reviewer Comments: