



# NEBRASKA

## DEPARTMENT OF EDUCATION

DOCUMENTATION REPORT  
Checklist of  
Compliance with Accreditation Regulations in Rule 10

**Approved Nonpublic K-12 Schools**  
Applying for Accreditation  
in 2019-20

Purpose: Completion of this report provides partial documentation of compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Accreditation of Schools*). This Documentation Report, along with a Visitation Team Report, will be used to prepare a recommendation to the State Accreditation Committee and the State Board of Education to reclassify your school as accredited for school year 2019-20.

Directions: Read Rule 10 in full, then please attach copies of specified documents and provide other information requested herein. If a regulation pertains to a grade level not offered by your school, please mark NA by the regulation. **The information and documentation provided for this report should pertain to the 2018-19 school year.**

**Date Due: November 1, 2018**

Submit to: Office of Accountability, Accreditation, and Program Approval  
Nebraska Department of Education  
PO Box 94987  
Lincoln NE 68509

Name of School System: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PART I. ATTACHMENTS**

PLEASE ATTACH AND LABEL COPIES OF THE FOLLOWING DOUCMENTS:

- A. Mark as Exhibit A: (Certification) See Rule 10:**
- Certificate held by the Superintendent..... (008.05A)
  - Certificate held by Principal ..... (008.03A and 008.04A)
  - Certificate held by Library/Media staff ..... (007.04A and 007.04B)
  - Certificate held by Guidance Counselor or Clergy .....(007.05A – 007.05E)
- B. Mark as Exhibit B: (Board Policies)**
- Policy that describes the 1080, 1032, and 400 hour school year..... (012.01B)
  - Policy for excusing students ..... (012.01B)
  - School Improvement Process..... (009.01A)
  - If applicable, athletic policy for grade six.....(004.02C)
  - If applicable, athletic policy for middle grades .....(004.03C)
- C. Mark as Exhibit C: (School Schedule for 2018-19)**
- The calendar for school year .....(003.06)
  - In-service schedule for teachers..... (007.07A)
  - Classroom schedule for each elementary teacher (Be sure each subject area is included) .....(004.02A-004.02A8)
  - Instructional Program Schedule (Please indicate on the schedule the number of days that school is in session) ..... (004.04B1 – 004.04B8b)
- D. Mark as Exhibit D: (Curriculum Guide Sample Pages)**
- Sample pages from the curriculum guides for **each** curriculum area .....(004.02A, 004.03A, 004.04B)
  - Include curriculum guide samples showing written composition and educational/computer technology ..... (004.01D, 004.01E)
- E. Mark as Exhibit E: (Library Media)**
- List of library media titles acquired this year (or within the last year) ..... (006.01B)
  - List of magazine subscriptions purchased this year ..... (006.01C, 006.01D)
- F. Mark as Exhibit F: (School Performance)**
- The local written report of student performance, school demographics, school improvement goals, and follow-up study of former high school students..... (009.01A, 010.01A)

**PART II. CHECKLIST**

As you review Rule 10, this checklist will serve as a guide to assure that the school is meeting the regulations. If you have any questions, please do not hesitate to contact our office.

003.05 How many credit hours are required for graduation? ..... \_\_\_\_\_

004.01A Is a copy of the instructional program on file in the school? ..... \_\_\_\_\_

Does each certificated staff member have a copy? ..... \_\_\_\_\_

004.01D Are writing experiences incorporated in all subject areas? ..... \_\_\_\_\_

4.1 Is Educational/Computer Technology incorporated in the instructional program? ..... \_\_\_\_\_

4.2 Does the elementary school provide instruction in **each** grade, **each** year, in **each** of the following subject areas? ..... \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> 004.02A1 Reading and Language Arts | <input type="checkbox"/> 004.02A5 Health             |
| <input type="checkbox"/> 004.02A2 Mathematics               | <input type="checkbox"/> 004.02A6 Physical Education |
| <input type="checkbox"/> 004.02A3 Social Studies            | <input type="checkbox"/> 004.02A7 Visual Arts        |
| <input type="checkbox"/> 004.02A4 Science                   | <input type="checkbox"/> 004.02A8 Music              |

4.2 Are sixth grade students allowed to participate in interscholastic athletic competition with the seventh and eighth grade? ..... \_\_\_\_\_  
If yes, this policy must be a part of Exhibit B (See page 2)

4.3 Does the middle school provide instruction in **each** grade, **each** year, in **each** of the following subject areas? ..... \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> 004.03A1 Reading        | <input type="checkbox"/> 004.03A6 Health             |
| <input type="checkbox"/> 004.03A2 Language Arts  | <input type="checkbox"/> 004.03A7 Art                |
| <input type="checkbox"/> 004.03A3 Mathematics    | <input type="checkbox"/> 004.03A8 Music              |
| <input type="checkbox"/> 004.03A4 Social Studies | <input type="checkbox"/> 004.03A9 Physical Education |
| <input type="checkbox"/> 004.03A5 Science        |  |

004.03B Instruction in Career Education is provided? ..... \_\_\_\_\_

4.3 Do seventh and eighth grade students participate in athletic contests (if applicable)? ..... \_\_\_\_\_

If so, list each sport and the number of games per sport:

\_\_\_\_\_

4.4 Does the high school program consist of courses totaling a minimum of 400 instructional units?..... \_\_\_\_\_

004.04B Does the instructional program in grades 9-12 include as a minimum the following subject fields and the number of instructional units for each?

- \_\_\_ 004.04B1 Language Arts – 60 instructional units
- \_\_\_ 004.04B2 Social Science – 40 instructional units
- \_\_\_ 004.04B3 Mathematics – 40 instructional units
- \_\_\_ 004.04B4 Science – 40 instructional units
- \_\_\_ 004.04B5 Foreign Language – 20 instructional units
- \_\_\_ 004.04B6 Career Education – 80 instructional units
- \_\_\_ 004.04B6g Additional college prep courses in lieu of career ed instruction units
- \_\_\_ 004.04B7 Personal Health and Physical Fitness – 20 instructional units
- \_\_\_ 004.04B8 Visual and Performing Arts – 40 instructional units

005.01B What norm-referenced assessment is being used? \_\_\_\_\_

Which grades take the assessment? \_\_\_\_\_

006.01A Does each school building have a library media area(s) available to students during the entire school day?..... \_\_\_\_\_

Are all the library media marked properly?..... \_\_\_\_\_

Is a standard classification system used to catalog, mark, and shelve library/media resources?..... \_\_\_\_\_

List the name and the copyright date of the newest encyclopedia available in either print or electronic format:  
\_\_\_\_\_

7.1 **Elementary:** List the name, teaching assignment, and endorsement of each teacher: (Please use this chart or attach a separate page)

Teacher	Assignment(s)	Endorsement(s)

Percentage of elementary teachers assigned to areas for which they hold a certificate with the appropriate endorsement.....%



**Administrative Staff:** 008.02, 008.03, and/or 008.04

What is the time assignment (FTE) for the principal(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

008.05C Are copies of the teaching certificates for all certificated staff  
on file in the school office?..... \_\_\_\_\_

012.01A Is a written set of policies accessible in each school building? ..... \_\_\_\_\_

012.01C What is the ratio of certificated staff to pupils in each school building?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_