

**Suggested Worksheet/Guideline for Reviewing Rule 10
In Accredited Nonpublic Secondary Schools**

Accountability, Accreditation, and Program Approval
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*This worksheet provides a self-check for reviewing Rule 10 dated **August 1, 2015**.
Please read each regulation in full to determine precise requirements for your school.*

- ___003.01 Certificated Teachers
- ___003.06 School Year:400/1032/1080 instructional hours
- ___003.08 Reports are submitted by due dates
- ___004.01A Board approved purposes or standards ___copy for each staff member
- ___004.01B Adopted standards for reading, writing, mathematics, science, and social studies/history in accordance with Rule 10 guidelines
- ___004.01C ___Guides/frameworks/standards for all other curriculum ___Description of the library media and guidance programs

MIDDLE GRADES (IF APPLICABLE):

- ___004.01D Writing experiences incorporated in all curricular areas
- ___004.01E Educational/computer technology in instructional programs in all levels
- ___004.03A Middle grades include instruction: ___Reading ___Language Arts ___Mathematics ___Social Studies ___Science ___Health ___Art ___Music ___P.E.
- ___004.03B Career education is in the middle grades program
- ___004.03C Interscholastic athletic limitations
- ___006.01C Each middle level school - 10 periodicals (print or electronic format)
- ___007.02A Middle grades teachers endorsed (90%)
- ___008.03A Middle grades principal endorsement required
- ___008.03B Middle grades principal ___ 10+ teachers - half-time ___20+ - full-time

SECONDARY GRADES:

- ___004.01D Writing experiences incorporated in all curricular areas K-12
- ___004.01E Educational/computer technology in instructional programs in all levels
- ___004.04A High School Program provides 400 instructional units

- ___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 World Language - 20 instructional units (or 2 years of daily classes in same language)
- ___004.04B6 Career Education - 80 instructional units (or 40 units option)
- ___004.04B7 Personal Health and Physical Fitness - 20 instructional units (or 2 years of daily classes)
(Note: Inclusion of CPR in the curriculum)
- ___004.04B8 Visual and Performing Arts - 40 instructional units ___Instrumental Music ___Vocal Music ___Visual Arts
- ___005.01A Assessment according to Appendix E/Performance Reporting
- ___005.03 Student assistance process
- ___006.01A Library media area(s) available all day ___resources classified ___encyclopedia or electronic format copyrighted in past five years
- ___006.01B New library resources - 150 per school (print or electronic)
- ___006.01D Each secondary school - 25 periodicals (print or electronic format)
- ___007.03A Secondary grades teachers endorsed (80%)
- ___007.04A ½ FTE media specialist endorsed or acquiring 6 hours per year
- ___007.04A1 Building library media specialist staffing
- ___007.05A Guidance counselor or clergy (system); endorsed or acquiring 6 hours per year
- ___007.05B Guidance counselor or clergy (level)
- ___007.07A Staff development (at least 10 hours each year)
- ___008.04A Secondary principal: ___10+ teachers - half-time ___20+ teachers - full-time
- ___008.05A Head administrator has superintendent's endorsement
- ___008.05B Other administrators hold appropriate endorsements
- ___008.05C Certificates on file in school administrative office
- ___009.01A School improvement includes each five years:
___mission and vision statements
___data collection including student performance, demographics, learning climate, former high school students
___improvement goals (at least 1 for academic achievement)
___action plan with an aligned professional development plan
___evaluation of progress
- ___009.01B External team visit each 5 years
- ___010.01A Written report of performance, demographics, improvement goals

- ___010.01B Policy for performance report(s)
- ___011.01A Safe, healthful, and sanitary conditions in each building
- ___011.01B Safety and security plan
- ___011.01C Safety and security committee
- ___011.01D Safety and security visit
- ___011.01E Seclusion and restraints policy
- ___011.01F Bullying prevention and education policy
- ___012.01A Written board policies – accessible in each building
- ___012.01B Policy on instructional hours (400 hours for kindergarten, 1032 for elementary, 1080 for high school (9-12))
- ___012.01C Ratio (pupils to certificated staff) no more than 25 to 1
- ___Appendix F School Board has an Americanism Committee to carry out § 79-724