

**Suggested Worksheet/Guideline For Reviewing Rule 10  
In K-12 Public Schools (Online Version)**

Accountability, Accreditation, and Program Approval  
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***(Please use Rule 10 dated August 1, 2015)***

Y or N

**Code Section 003: Mandatory Requirements for Legal Operation**

- 003.01 Certificated Teachers and administrators
- 003.05 Graduation requirements: Language Arts-40 credits
- 003.05 Graduation requirements: Math-30 credits
- 003.05 Graduation requirements: Science-30 credits
- 003.05 Graduation requirements: Social Studies/History-30 credits
- 003.06 School Year meets the 400/1032/1080 hours
- 003.08 Reports are submitted by due dates
- 003.12 Period of time established for recitation of Pledge of Allegiance (K-12)

Y or N

**Code Section 004: Curriculum and Standards**

- 004.01A Board-approved instructional program based on written purposes or standards
- 004.01A Board-approved instructional program based on written purposes or standards provided to each certificated staff member
- 004.01B Adopted academic content standards in accordance with Rule 10 guidelines
- 004.01C Written guides, frameworks, and standards for all other curricular areas
- 004.01C Written description of the library media and guidance programs
- 004.01D Writing experiences incorporated in all curricular areas K-12
- 004.01E Educational computer/technology incorporated in instructional programs at all grade levels
- 004.01F Multicultural education incorporated in all curricular areas at all grade levels
- 004.01F1 Statement of philosophy or mission and goals for the multicultural education program.
- 004.01F2 Multicultural education incorporated in curriculum guides, frameworks, or standards
- 004.01F3 Multicultural education program includes process for selecting appropriate instructional materials
- 004.01F4 Process for provision of staff development for all administrators, teachers, and support staff in multicultural education
- 004.01F5 Process for periodic assessment of multicultural education program
- 004.01F5 Annual status report on multicultural education provided to local board of education
- 004.02A1 Elementary weekly schedule includes Reading/Language Arts
- 004.02A2 Elementary weekly schedule includes Mathematics
- 004.02A3 Elementary weekly schedule includes Social Studies
- 004.02A4 Elementary weekly schedule includes Science
- 004.02A5 Elementary weekly schedule includes Health
- 004.02A6 Elementary weekly schedule includes P.E.
- 004.02A7 Elementary weekly schedule includes Visual Arts
- 004.02A8 Elementary weekly schedule includes Music
- 004.02B Kindergarten – all age eligible children admitted on an unqualified basis §79-214(2)
- 004.02B2 Board-approved recognized assessment procedure for determining early admittance to kindergarten
- 004.02C Athletic contests not to include K-6 unless exception applies due to enrollment numbers
- 004.03A1 Middle grades includes instruction in Reading
- 004.03A2 Middle grades includes instruction in Language Arts

- 004.03A3 Middle grades includes instruction in Mathematics
- 004.03A4 Middle grades includes instruction in Social Studies
- 004.03A5 Middle grades includes instruction in Science
- 004.03A6 Middle grades includes instruction in Health
- 004.03A7 Middle grades includes instruction in Art
- 004.03A8 Middle grades includes instruction in Music
- 004.03A9 Middle grades includes instruction in P.E.
- 004.03B Career education is included in the middle grades program
- 004.03C Interscholastic athletic limitations (grades 7 and 8) do not exceed number allowed in Rule 10
- 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 the same language
- 004.04B6 Career Education - 80 instructional units
- 004.04B7 Personal Health and Physical Fitness - 20 instructional units or 2 years of daily classes in personal health and physical fitness (Note: Inclusion of CPR in the curriculum)
- 004.04B8 Visual and Performing Arts - 40 instructional units
- 004.04B8 Visual and Performing Arts - 40 instructional units including Instrumental Music
- 004.04B8 Visual and Performing Arts – 40 instructional units including Vocal Music
- 004.04B8 Visual and Performing Arts – 40 instructional units including Visual Arts
- 004.04D2 Availability of properly endorsed monitor with aligned with Distance Learning course generating instructional units

Y or N **Code Section 005: Statewide System for Assessment of Student Learning and for Reporting the Performance of School Districts**

- 005.01A Assessment according to Appendix E/Performance Reporting
- 005.02 Report of student performance to NDE
- 005.03 Student assistance process designed to provide problem solving and intervention strategies

Y or N **Code Section 006: Media and Technology Resources**

- 006.01A Library media area(s) available all day
- 006.01A Library media resources properly cataloged according to standard classification system
- 006.01A Encyclopedia or electronic format copyrighted in past five years
- 006.01B Elementary acquires new library media resources in accordance with Rule 10 guidelines
- 006.01C Middle level acquires library media periodicals in accordance with Rule 10 guidelines
- 006.01D Secondary level acquires library media periodicals in accordance with Rule 10 guidelines

Y or N **Code Section 007: Instructional Staff**

- 007.01A 95% of elementary teachers appropriately endorsed
- 007.01B Pre-kindergarten coordinator has at least 9 credit hours Early Childhood Education (if not applicable, check Yes)
- 007.02A 90% of middle grades teachers appropriately endorsed
- 007.03A 80% of instructional units offered in secondary grades assigned to appropriately endorsed teachers
- 007.04A ½ FTE media specialist endorsed or acquiring 6 hours per year of professional development or college credit
- 007.04A1 Building library media specialist staff in required ratio
- 007.05A Guidance staff – in required ratio; endorsed or acquiring 6 hours per year in professional development or college credit
- 007.05B Guidance staff – in required ratio for middle/secondary grades
- 007.05C Elementary guidance program: 300 or more students (if not applicable, check Yes)
- 007.06A Certificated employee evaluation policy – approved by NDE
- 007.07A Each teacher participates in at least ten hours of staff development activities each year

- Y or N      **Code Section 008: Administrative Staff**
- 008.02A      Elementary administration: Elementary principal or superintendent
- 008.02A      Elementary administration: 10+ teachers, half-time principal (if not applicable, check Yes)
- 008.02A      Elementary administration: 20+ teachers, full-time principal (if not applicable, check Yes)
- 008.03A      Middle grades principal, endorsement required
- 008.03B      Middle grades administration: 10+ teachers, half-time principal (if not applicable, check Yes)
- 008.03B      Middle grades administration: 20+ teachers, full-time principal (if not applicable, check Yes)
- 008.04A      Secondary administration: Secondary principal
- 008.04A      Secondary administration: 10+ teachers, half-time principal (if not applicable, check Yes)
- 008.04A      Secondary administration: 20+ teachers, full-time principal (if not applicable, check Yes)
- 008.05A      Head administrator has superintendent's endorsement
- 008.05B      Other administrators hold appropriate endorsements (if not applicable, check Yes)
- 008.05C      All required certificates and permits on file in school administrative office
- Y or N      **Code Section 009: Continuous School Improvement**
- 009.01A      Multicultural education incorporated in continuous school improvement plan
- 009.01A1      Review and update of mission and vision statements incorporated in continuous school improvement plan
- 009.01A2      Collection and analysis of data including student performance, demographics, learning climate, and former high school students incorporated in continuous school improvement plan
- 009.01A3      Selection of improvement goals including at least one academic achievement goal incorporated in continuous school improvement plan
- 009.01A4      Development and implementation of an improvement plan aligned to a professional development plan incorporated in continuous school improvement plan
- 009.01A5      Evaluation of progress incorporated in continuous school improvement plan
- 009.01B      External team visit hosted every 5 years
- Y or N      **Code Section 010: Accountability Reporting**
- 010.01A      Annual written report of performance, demographics, improvement goals, financial information
- 010.01B      Policy for preparing and distributing annual report of performance report (010.01A)
- Y or N      **Code Section 011: School Environment**
- 011.01A      Safe, healthful, and sanitary conditions maintained in each building including meeting fire, safety, and health codes
- 011.01B      Safety and security plan
- 011.01C      Safety and security committee
- 011.01D      Safety and security plan reviewed annually including a visit
- 011.01E      Seclusion and Restraints policy
- 011.01F      Bullying policy
- 011.01G      Dating violence policy
- Y or N      **Code Section 012: School System Governance**
- 012.01A      Written board policies accessible in each building
- 012.01B      Written policy assuring schools meet instructional hours requirement (400 for kindergarten, 1032 for elementary, 1080 for high school (9-12))
- 012.01C      Ratio (pupils to certificated staff) 25 to 1
- Y or N      **Appendix F: State Statue 79-724 American Citizenship**
- App. F      School Board has an Americanism Committee to carry out § 79-724