

**SUGGESTED WORKSHEET/GUIDELINE  
FOR REVIEWING RULE 14  
IN APPROVED NONPUBLIC SCHOOLS  
ELEMENTARY**

**Accountability, Accreditation, and Program Approval  
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*This worksheet provides a suggested self-check for reviewing Rule 14 dated July 28, 2012. Please read each regulation in full to determine precise requirements for your school.*

- 004.01A    Certificated Teachers
  
- 004.01E    School year (1032 hours)
  - 400 for kindergarten (if provided)
  
- 004.02A1    Policies annually updated
  - on file in each building
  
- 004.02A2    Policy on instructional hours
  - 1032 elementary
  - 400 kindergarten (if applicable)
  - Includes conditions for excusing students
  
- 004.02B1    School purposes and goals
  - copy provided to each staff member
  
- 004.02B2    Curriculum guides or frameworks
  - core curriculum areas – library and guidance
  - written composition in each core area
  
- 004.02B3    Cumulative files for each student
  
- 004.02B4    Athletic contest limitations
  
- 004.02C1    Head Administrator has superintendent’s endorsement

- \_\_004.02C2 Other administrators hold appropriate endorsements
- \_\_004.02C3 Certificates on file in administrative office
- \_\_004.02C4 Ratio (pupil/certificated staff) does not exceed 30 to 1
- \_\_004.02C5 10 hours staff development each year
- \_\_004.02D1 Library media available all day:
  - \_\_media resources classified according to a standard classification system
  - \_\_elementary - encyclopedia 6 years old or less
  - \_\_secondary school – 2 encyclopedias 5 years old or less
- \_\_004.02D2 Additional library resources
  - \_\_25 per teacher or 150 per school
  - \_\_100 if electronic format is available
- \_\_004.02D4 Safe and healthful buildings
- \_\_004.02E1 Annual written report of student performance and demographics
- \_\_004.02E2 Norm-referenced assessment conducted (except K-1)
- \_\_004.02E3 Criterion-referenced assessment conducted
- \_\_005.01 Weekly schedule for elementary school includes:
  - \_\_reading and language arts \_\_math \_\_social studies \_\_science/health
  - \_\_P.E. \_\_art \_\_music
- \_\_005.02A Elementary teachers endorsed (90% FTE)
- \_\_005.02B Elementary school has head teacher or principal appropriately endorsed (10 or more teachers have half-time principal)