



DOCUMENTATION REPORT
Checklist of
Compliance with Accreditation Regulations in Rule 10
(*Regulations and Procedures for the Accreditation of Schools*)

Approved Nonpublic Secondary Schools (Middle Schools and High 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 Legal Operation 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.**

Submit To: Office of Accountability, Accreditation, and Program Approval
Nebraska Department of Education
Box 94987
Lincoln, NE 68509-4987

Date Due: November 1, 2018

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(007.05 – 007.05E)

B. Mark as Exhibit B: (Board Policies)

- Policy that describes the 1080 hour school year (012.01B)
- Policy for excusing students (012.01B)
- School Improvement Process..... (009.01A)
- 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)
- Instructional Program Schedule (Please indicate on the schedule
the number of days that school is in session)..... (004.03A – 004.04B8)

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 current magazine subscriptions for 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 (009.01A2, 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 Are fifth and 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? _____

- | | |
|-----------------------------|---------------------------------|
| ___ 004.03A1 Reading | ___ 004.03A6 Health |
| ___ 004.03A2 Language Arts | ___ 004.03A7 Art |
| ___ 004.03A3 Mathematics | ___ 004.03A8 Music |
| ___ 004.03A4 Social Studies | ___ 004.03A9 Physical Education |
| ___ 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

005.01C 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 shelf library/media resources?..... _____
List the name and the copyright date of the newest encyclopedia available in either print or electronic format:

007.02A **Middle Grades:** List the name, teaching assignment, and endorsement of each teacher: (Please use this chart or attach a separate page)
(Please mark NA if school has not designated specific middle grades.)

Teacher	Assignment(s)	Endorsement(s)

What is the percentage of middle grade teachers assigned to areas for which they hold a certificate with the appropriate endorsement?%

007.03A **Secondary:** List the name, teaching assignment, and endorsement of each teacher: (Please use this chart or attach a separate page)

Teacher	Assignment(s)	Endorsement(s)

What is the percentage of instructional units assigned to teacher holding the appropriate endorsement?%

7.4 What is the time assignment (FTE) for library/media staff? _____

7.5 What is the time assignment (FTE) for the guidance counselor?
 Or _____

007.05B

008.03B

Or What is the time assignment (FTE) for the principal? _____

008.04A

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

012.01A Are a written set of policies accessible in each school building?..... _____

012.01C What is the ratio of certificated staff to pupils? _____