



SUGGESTED WORKSHEET/GUIDELINE
FOR REVIEWING RULE 14
IN APPROVED NONPUBLIC SCHOOLS
K-12

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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
- 004.01D Graduation requirements
- 004.01E School year (1080 or 1032 hours) 400 for kindergarten (if provided)
- 004.02A1 Policies annually updated on file in each building
- 004.02A2 Policy on instructional hours
 - 1080 secondary
 - 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
 - __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
- __004.02D3 Periodicals for students __10 middle and high school (6 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
- __004.02E4 Each three-years a follow-up study of H.S. graduates
- __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)
- __006.01 Middle grades provides instruction in: __Reading and Language Arts __Math
 - __Social Studies __Science __Health __Art __Music __P.E.
- __006.02A Middle grades teachers - 80% are endorsed appropriately, or taking 6 hrs/year toward middle grades endorsement
- __006.02B Middle school has head teacher or principal (10 or more teachers – half-time principal)
- __007.01A High school provides 200 instructional units
 - __007.01C1 Language arts – 40 instructional units, may include world language
 - __007.01C2 Social science – 30 instructional units
 - __007.01C3 Mathematics – 20 instructional units
 - __007.01C4 Science – 20 instructional units __biological and __physical sciences
 - __007.01C5 Career and Technical education – 40 instructional units
 - __007.01C6 Health and P.E. – 10 instructional units
 - __007.01C7 Visual and Performing Arts __5 music instructional units __5 art instructional units

- _007.01D If school has 7th & 8th grade, provides instruction in: _Reading _Language Arts _Math
_Social Science _Science _Health & P.E. _Art _Music
_Computer Education is integrated
- _007.02A Secondary teachers endorsed (70% of all instructional units for all classes)
- _007.02B Secondary school principal appropriately endorsed
_10 or more teachers – half-time principal
_20 or more teachers – full-time principal