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

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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 hours) (grades 7-8 may be 1032 hours)

__004.02A1 Policies annually updated

__on file in each building

__004.02A2 Policy on instructional hours (1080 or 1032 in 7th & 8th)

__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 Written report of student performance and demographics

__004.02E2 Norm-referenced assessment conducted

__004.02E3 Criterion-referenced assessment conducted

__004.02E4 Each three-years a follow-up study of H.S. graduates

__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 grades; provides instruction in: __Reading __ Language Arts __Math __Social Science __Science __Health & P.E. __Art __Music __P.E.

__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