This worksheet provides a self-check for reviewing Rule 10 dated **August 1, 2015**. Please read each regulation in full to determine precise requirements for your school.

**003.01** Certificated Teachers

**003.05** Graduation requirements: ___Language Arts-40 credits ___Math-30 credits ___Science-30 credits ___Social Studies-30 credits

**003.06** School Year: 400/1032/1080 instructional hours

**003.08** Reports are submitted by due dates

**003.12** Pledge of Allegiance (K-12)

**004.01A** Board approved purposes or standards ___copy for each staff member

**004.01B** Adopted standards for reading, writing, mathematics, science, and social studies in accordance with Rule 10 guidelines

**004.01C** ___Guides/frameworks/standards for all other curriculum ___Description of the library media and guidance programs

**004.01D** Writing experiences incorporated in all curricular areas K-12

**004.01E** Educational/computer technology in instructional programs

**004.02A** Elementary weekly schedule includes the following: ___Reading/Language Arts ___Mathematics ___Social Studies ___Science ___Health ___P.E. ___Visual Arts ___Music

**004.02C** Athletic contests limitations

**004.03A** Middle grades includes instruction: ___Reading ___Language Arts ___Mathematics ___Social Studies ___Science ___Health ___Art ___Music ___P.E.

**004.03B** Career education is in the middle grades program

**004.03C** Interscholastic athletic limitations

**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 same language)

**004.04B6** Career Education - 80 instructional units (or 40 units option)
Personal Health and Physical Fitness - 20 instructional units (or 2 years of daily classes)
(Note: Inclusion of CPR in the curriculum)

Visual and Performing Arts - 40 instructional units ___Instrumental Music ___Vocal Music ___Visual Arts

Availability of monitor with an endorsement aligned with DL class generating instructional units

Assessment according to Appendix E/Performance Reporting

Student assistance process

Library media area(s) available all day ___resources classified ___encyclopedia or electronic format copyrighted in past five years

New library media resources: elementary, 25 (in print) per teacher up to 150 (75 if electronic format is also available) - middle or high school, 150 (print or electronic)

Each middle level school - 10 periodicals (print or electronic format)

Each secondary school - 25 periodicals (print or electronic format)

Elementary teachers endorsed (95%)

Middle grades teachers endorsed (90%)

Secondary grades teachers endorsed (80%)

½ FTE media specialist endorsed or acquiring 6 hours per year

Building library media specialist staffing

Guidance counselor or clergy (system); endorsed or acquiring 6 hours per year

Guidance counselor or clergy (level)

Elementary guidance program (300 or more students)

Staff development (at least 10 hours each year)

Elementary principal or superintendent ___10+ teachers - half-time 20+ - full-time

Board meetings attended by principal

Middle grades principal endorsement required

Middle grades principal: ___10+ teachers - half-time ___20+ - full-time

Secondary principal: ___10+ teachers - half-time ___20+ teachers - full-time

Head administrator has superintendent’s endorsement

Other administrators hold appropriate endorsements

Certificates on file in school administrative office

Continuous school improvement includes each five years:

___mission and vision statements
___data collection including student performance, demographics, learning climate, former high school students
___improvement goals (at least 1 for academic achievement)
___action plan with an aligned professional development plan
___evaluation of progress
External team visit each 5 years

Written report of performance, demographics, improvement goals

Policy for performance report(s)

Safe, healthful, and sanitary conditions in each building

Safety and security plan

Safety and security committee

Safety and security visit

Seclusion and restraints policy

Bullying prevention and education policy

Written board policies – accessible in each building

Policy on instructional hours (400 hours for kindergarten, 1032 for elementary, 1080 for high school (9-12))

Ratio (pupils to certificated staff) no more than 25 to 1

School Board has an Americanism Committee to carry out § 79-724