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
Library media available all day:
- Media resources classified
- Elementary - encyclopedia 6 years old or less
- Secondary school - 2 encyclopedias 5 years old or less

Additional library resources
- 25 per teacher or 150 per school
- 100 if electronic format is available

Periodicals for students
- 10 middle and high school (6 if electronic format is available)

Safe and healthful buildings

Annual written report of student performance and demographics

Norm-referenced assessment conducted (except K-1)

Criterion-referenced assessment conducted

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

Weekly schedule for elementary school includes:
- Reading and Language Arts
- Math
- Social Studies
- Science/Health
- P.E.
- Art
- Music

Elementary teachers endorsed (90% FTE)

Elementary school has head teacher or principal appropriately endorsed (10 or more teachers have half-time principal)

Middle grades provides instruction in:
- Reading and Language Arts
- Math
- Social Studies
- Science
- Health
- Art
- Music
- P.E.

Middle grades teachers - 80% are endorsed appropriately, or taking 6 hrs/year toward middle grades endorsement

Middle school has head teacher or principal (10 or more teachers – half-time principal)

High school provides 200 instructional units

Language arts – 40 instructional units, may include world language

Social science – 30 instructional units

Mathematics – 20 instructional units

Science – 20 instructional units
- Biological and Physical sciences

Career and Technical education – 40 instructional units

Health and P.E. – 10 instructional units

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