

**NEBRASKA DEPARTMENT OF EDUCATION  
RULE 18 COMPLIANCE CHECKLIST FOR  
INTERIM-PROGRAM SCHOOLS**

<b>Facility</b> _____
<b>Address</b> _____
<b>Phone Number</b> _____ <b>Fax Number</b> _____
<b>Type of Facility</b> _____ <b>Date</b> _____
<b>Administrator</b> _____ <b>Reviewer</b> _____

CODE SECTION	REQUIREMENTS	COMPLIANCE	COMMENTS
<b>004.01</b>	<b>Interim-Program School Operations</b>		
<b>004.01A Teachers</b>	The Interim-Program School (The School) shall use only persons certified to teach and administer the educational program pursuant to 92 NAC 21.		
<b>004.01B Grade Levels</b>	The School shall operate, offer instruction and give credit in only the grade levels for which it has been approved.		
<b>004.01C Required Instruction</b>	The School shall make available instruction in language arts, mathematics, science and social studies / history each school day for all students following admission to the facility in all grades for which the school is approved. Students may be provided instruction in other courses in addition to or in lieu of the 4 subject areas listed above based upon their academic advancement plan.		
<b>004.01D Academic Advancement</b>	The School shall initiate contact and work with accredited or approved schools to secure academic credit leading to grade promotion or graduation for student work completed while in their program, including diplomas for students who have satisfactorily completed sufficient credits to meet the graduation requirements of the student's approved or accredited high school. Interim-Program Schools shall not issue diplomas.		
<b>004.01E Instructional Time</b>	The minimum curriculum shall be available for students each school day, Monday through Friday, throughout the 12 month calendar year. The School schedules each student with a minimum of 3.5 clock hours of instructional time each school day. The School shall provide a minimum of 700 clock hours of instructional time each calendar year. The school lunch period shall not be counted in meeting instructional time requirements. Recreation periods shall not be counted in meeting instructional time requirements unless it is a physical fitness course taught by a certified teacher.		
<b>004.01F High School Credit</b>	The School shall base one hour of high school credit on 15 clock hours of instruction or shall have in writing, for each high school course, the goals, expected student performance and credit upon successful completion of the course.		

<b>004.01G Assurance Statement</b>	The School shall, by November 1 <sup>st</sup> of each year, submit to the Department of Education an Assurance Statement signed by a representative of the governing body, affirming compliance or specifically noting any noncompliance with Chapter 4 regulations.		
<b>004.01H Reports</b>	The School Administrator shall submit a Fall Personnel Report and a Curriculum Report to the Department of Education by the date indicated on the prescribed forms.		
<b>004.01H (1) Staff Additions</b>	Additions of certified staff after September 1 <sup>st</sup> , shall be reported to the Department of Education at the time of contracting.		
<b>004.01I Admissions</b>	The School shall enroll only students who have been placed in the county detention home, institution or emergency shelter in which the School is located or which operates the School and who are unable to attend public school for reasons of health or safety.		
<b>004.02</b>	<b>The Interim-Program School System</b>		
<b>004.02A</b>	<b>School Policies</b>		
<b>004.02A (1) Annual Update</b>	The governing body annually updates a written set of policies based upon the School's purposes and goals. This document is on file in each school building.		
<b>004.02A (2) Instructional Time &amp; School Calendar</b>	The School has a written policy which identifies and describes the scheduled school days and instructional time for students each school day throughout the calendar year. The School has a daily, weekly and annual calendar for student school days and scheduled vacations. The School's policies or regulations stipulate the conditions for a student to be excused from the school day.		
<b>004.02B</b>	<b>The Instructional Program</b>		
<b>004.02B (1) Purpose &amp; Goals</b>	The School's instructional program is based on a written statement of purposes and/or goals developed by the governing body. This document is on file in each school building. Each certified staff member is provided a copy.		
<b>004.02B (2) Written Guides</b>	The School has written guides or frameworks for each of its curriculum areas. The guide in each of the curriculum areas addresses instruction in written composition, as appropriate. The School may develop its own curriculum or use a curriculum approved by an accredited or approved public or private school. Additionally, the School may offer a GED preparatory program for students not seeking to graduate from an accredited or approved school.		
<b>004.02B (3) Student Records</b>	The School provides a comprehensive cumulative record of attendance, academic progress and dates of enrollment in and withdrawal from the School for each student enrolled. The School complies with Nebraska Revised Statute 79-2,105 and provides a copy of student files or records at no charge, upon request, to any public or private school to which the student transfers.		
<b>004.02C</b>	<b>Number, Preparation &amp; Assignment of Staff Members</b>		
<b>004.02C (1) System Administrator</b>	The School has a head administrator who holds a Nebraska Administrative and Supervisory Certificate with an endorsement for superintendent, principal or special education. The School may share a head administrator with other schools, a public school or an ESU. The Head Administrator's responsibilities include, but are not limited to, the evaluation of teacher performance, review of policies, programs and reports.		

<p><b>004.02C (2) Head Teacher / Principal</b></p>	<p>A School having less than 20 teachers shall have a principal or designate one teacher as Head Teacher. The Head Teacher shall hold at least an Initial, Pre-Standard, Standard or Professional Nebraska Teaching Certificate issued pursuant to 92 NAC 21. A School having 20 or more teachers shall have an administrator assigned as principal at least half-time for administration and supervision. The administrator shall hold a Nebraska Administrative and Supervisory Certificate.</p>		
<p><b>004.02C (3) Certificates</b></p>	<p>A copy of the certificate or permit of each of the School's staff members who are required to have a certificate is on file in the School's Administrative Office.</p>		
<p><b>004.02C (4) School Liaison</b></p>	<p>The School has a person designated as a school liaison. The School Liaison has a Bachelor's Degree. The School Liaison is assigned to carry out the duties described in Code Section 004.02F (1) and 004.02F (2).</p>		
<p><b>004.02C (5) Teacher Aides</b></p>	<p>The School may employ persons who do not hold a valid Nebraska Teaching Certificate / permit to serve as Teacher Aides. Teacher Aides may not assume any teaching responsibilities. Teacher Aides may be assigned duties which are non-teaching in nature if the School has specifically prepared the Aide for such duties, including the handling of emergency situations.</p>		
<p><b>004.02C (6) Professional Development</b></p>	<p>Each teacher participates in at least 10 hours of professional development activities each year.</p>		
<p><b>004.02D</b></p>	<p><b>Materials &amp; Facilities</b></p>		
<p><b>004.02D (1) Library Resources</b></p>	<p>The School's staff and students have access to library media resources at least once every other week.</p>		
<p><b>004.02D (2) Healthful Conditions</b></p>	<p>The School maintains safe, healthful and sanitary conditions within the school building and on the school grounds and meets fire, safety and health codes. The School complies with the requirements of Rule 59 (92 NAC 59; Methods for Competency Assessment of School Staff Who Provide Medications).</p>		
<p><b>004.02E</b></p>	<p><b>School System Performance – Evaluation &amp; Improvement</b></p>		
<p><b>004.02E (1) Written Report</b></p>	<p>The School annually prepares a written report for the governing body that includes, aggregate student demographics, school days of attendance, the School's progress in implementing student academic advancement plans and actual academic advancement or academic credits earned. The report shall not contain any personally identifiable student information.</p>		
<p><b>004.02E (2) Admissions Process</b></p>	<p>The School uses an uniform admissions process that examines what each student has been studying and what yet needs to be taught in that subject area for the student to receive credit for academic advancement and develops an academic advancement plan for each student. The School consults student records regarding previous assessments and works with the school the student attended or the school where the student will transfer in meeting these requirements.</p>		

<b>004.02F</b>	<b>Relationship with School Districts</b>		
<b>004.02F (1) Academic Advancement &amp; Graduation</b>	The School Liaison initiates contact with the appropriate accredited or approved school to develop an academic advancement plan intended to achieve academic progress leading to grade promotion or graduation of students. The School Liaison seeks to secure grade promotion or diplomas from schools for those students who have met their school's requirements.		
<b>004.02F (2) Special Education</b>	The School Liaison initiates contact with the school district responsible for providing special education services to each student with a disability to ensure the responsible school district provides special education and related services pursuant to 92 NAC 51. The School Liaison works with the responsible school district to ensure continuation of special education services and information.		
<b>005</b>	<b>Special Education Requirements</b>		
<b>005.01 Responsibilities Of The Public School District</b>	The duty of providing or contracting for special education services for all students with verified disabilities pursuant to 92 NAC 51 remains with the responsible public school district. The School may assist the public school district in fulfilling those responsibilities.		
<b>005.01A Determining The Responsible Public School District</b>	The school district shall provide or contract for special education programs and transportation of all resident children with disabilities who would benefit from such programs pursuant to Nebraska Revised Statute 79-1127 and 92 NAC 51.		
<b>005.01B Becoming A Special Education Service Provider</b>	The School may apply to become a provisionally approved special education service provider pursuant to 92 NAC 51.		
<b>006</b>	<b>Instructional Programs in Interim-Program Schools Offering an Elementary, Middle School or High School Program</b>		
<b>006.01</b>	<b><u>Required Elementary Instructional Program</u></b> The elementary instructional program is based on state standards for student learning and consists of at least the following:		
<b>006.01A Reading &amp; Language Arts</b>	The curriculum includes development and practice of skills and understanding of reading, writing, speaking and listening. It helps children develop appreciation of literature, creativity and expression.		
<b>006.01B Mathematics</b>	The curriculum includes development, practice and application of numeration, computation, estimation, problem solving, geometry / spatial concepts, measurement and related topics.		
<b>006.01C Social Studies</b>	The curriculum helps children develop an understanding of the world and its people. It includes experiences drawn from geography, history, economics, government, citizenship, career awareness, human relations, current affairs, cultural studies, instruction in American history, stories about the exploits and deeds of American heroes, singing patriotic songs, memorizing the Star Spangled Banner and America anthems, reverence for the flag and proper conduct for its presentation as provided in Nebraska Revised Statute 79-724.		

<p><b>006.01D Science</b></p>	<p>The curriculum helps children develop an understanding of science concepts and processes, including science as inquiry. It includes experiences drawn from physical science, life science, earth and space science, science and technology and the history and nature of science.</p>		
<p><b>006.02</b></p>	<p><b><u>Required Middle Grades Instructional Program</u></b> The middle grades instructional program is based on state standards for student learning and consists of at least the following:</p>		
<p><b>006.02A Reading &amp; Language Arts</b></p>	<p>The curriculum includes experiences designed to help students expand, develop and apply reading skills introduced in the elementary grades. It includes reading both for information and enjoyment and activities that engage students in using language for a variety of reading, writing, speaking and listening purposes.</p>		
<p><b>006.02B Mathematics</b></p>	<p>The curriculum includes practice in numeration, computation, estimation, problem solving, geometry / spatial concepts and measurement. It introduces algebraic and statistical concepts and provides opportunities for students to develop understanding of the structure of mathematics.</p>		
<p><b>006.02C Social Studies</b></p>	<p>The curriculum includes content drawn from geography, history, economics, citizenship, government, cultural studies and current events. It includes instruction in American history that makes the course interesting and attractive, designed to instill a love of country as provided in Nebraska Revised Statute 79-724. All history courses stress contributions of all ethnic groups in the development and growth of America.</p>		
<p><b>006.02D Science</b></p>	<p>The curriculum includes elements of life science, physical science, earth and space science, science as technology and the history of science. Learning activities emphasize science as inquiry and scientific processes and concepts.</p>		
<p><b>006.03</b></p>	<p><b><u>Required High School Instructional Program</u></b> The high school instructional program is based on state standards for student learning and consists of at least the following:</p>		
<p><b>006.03A Language Arts</b></p>	<p>The curriculum includes written composition, critical reading, interpretation of fiction and non-fiction, oral presentation and application of listening skills.</p>		
<p><b>006.03B Mathematics</b></p>	<p>The curriculum includes communicating, reasoning, problem solving, numeration, computation, estimation, measurement, geometry, data analysis, probability, statistical concepts and algebraic concepts.</p>		
<p><b>006.03C Social Science</b></p>	<p>The curriculum includes content drawn from American and world history, geography, economics, civics, government and citizenship and may also include content from other social science areas such as sociology, psychology and anthropology. It includes instruction in the United States and Nebraska Constitutions; the benefits and advantages of our government; the dangers of Nazism, Communism and similar ideologies; the duties of citizenship; and the appropriate patriotic exercises, including Lincoln's birthday, Washington's birthday, Flag Day, Memorial Day and Veteran's Day as provided in Nebraska Revised Statute 79-724. All history courses stress contributions of all ethnic groups in the development and growth of America.</p>		
<p><b>006.03D Science</b></p>	<p>The curriculum includes science concepts and processes, science as inquiry, physical science, life science, earth and space science, science and technology and the history and nature of science.</p>		

<p><b>006.03E Other Topics</b></p>	<p>Subject fields may include foreign language, career and technical education, computer education, personal health, physical fitness and visual and performing arts.</p>		
<p><b>006.04 Utilizing Different Curricula</b></p>	<p>The School may continue the curriculum of the school from which the student came or the school where the student will attend upon leaving; or use their own courses; or use a performance-based curriculum as described in Code Section 006.004A; or some combination to assist students in continuing to make academic progress toward grade promotion or graduation.</p>		
<p><b>006.04A Performance- Based Curriculum</b></p>	<p>The performance-based curriculum for each course is defined in writing and includes goals, representative instructional experiences, assessments and expected student performance. The written description is approved by the governing body and is on file at the School. The performance-based curriculum provides learning opportunities for students equivalent to or greater than similar courses provided in approved or accredited schools.</p>		
<p><b>006.05</b></p>	<p><b>Local Options for Providing High School Courses</b></p>		
<p><b>006.05A Integrated Courses</b></p>	<p>Schools providing high school courses may provide integrated courses, as defined in Code Section 002.14, if the School has a description of the curriculum or course on file, including a list of goals and explanation of the subjects included.</p>		
<p><b>006.06</b></p>	<p><b>Multi-Site &amp; Distance Learning Options For Providing High School Courses</b> Curriculum requirements for high school may be provided through one or more of the following course options:</p>		
<p><b>006.06A Synchronous Course Option</b></p>	<p>Synchronous courses are multi-site or distance learning courses where the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately. This includes teacher sharing and interactive audio-visual options.</p>		
<p><b>006.06A (1) Teacher Sharing</b></p>	<p>Instruction is provided through contractual or cooperative arrangements with other schools, ESU's and/or post-secondary institutions where either the teacher(s) or student(s) move to be located at the same site for classroom instruction, provided:</p> <ul style="list-style-type: none"> <li>(a) each course is taught by a teacher holding a valid Nebraska Teaching Certificate;</li> <li>(b) each course is shown on the high school class schedule along with the name of the teacher;</li> <li>(c) at least one high school student is enrolled and participating in each course; and</li> <li>(d) each course is made available to all students at the school's expense.</li> </ul> <p>A copy of the written agreement with the cooperating school / agency is on file at the School.</p>		

<p><b>006.06A (2) Interactive Audio-Visual Options</b></p>	<p>Multi-site or distance learning instruction may be met through synchronous interactive audio-visual instruction provided:</p> <ul style="list-style-type: none"> <li>(a) each course is taught by a teacher holding a valid Nebraska Teaching Certificate;</li> <li>(b) each course is shown on the high school class schedule along with the name of the teacher;</li> <li>(c) at least one high school student is enrolled and participating in each course;</li> <li>(d) each course is made available to all students at the school's expense; and</li> <li>(e) a teacher holding a valid Nebraska Teaching Certificate monitors student progress and general appropriateness of the course and is present in the classroom while the course is being taught unless:</li> </ul> <p>006.06A (2a) The off-site interactive teacher holds a valid Nebraska Teaching Certificate and a school employee is present in the receiving classroom; or</p> <p>006.06A (2b) the off-site interactive teacher holds a valid Nebraska Teaching Certificate, maintains two-way audio and video communication with the distance learning classroom and has a direct telephone connection with a supervising adult at the School.</p>		
<p><b>006.06B Asynchronous Course Options</b></p>	<p>Asynchronous courses are those multi-site or distance learning courses where communication between teacher and student is delayed, as is the case with written correspondence courses and many computer-delivered courses. This includes options described in 006.06B(1) &amp; (2).</p>		
<p><b>006.06B (1) University of Nebraska Independent Study High School Options</b></p>	<p>High school courses may be provided by teachers of the University of Nebraska Independent Study High School, provided that:</p> <ul style="list-style-type: none"> <li>(a) each course is shown on the high school class schedule;</li> <li>(b) at least one high school student is enrolled and participating in the course;</li> <li>(c) each course is made available to all students at the school's expense; and</li> <li>(d) a teacher holding a valid Nebraska Teaching Certificate is present during the assigned period (one teacher may supervise more than one course) to monitor and assist with instruction.</li> </ul>		
<p><b>006.06B (2) Other Distance Learning Technology Options</b></p>	<p>Distance learning multi-site instructional units may be met through sources delivered by other methods of distance technology provided that each course is reviewed in advance and recommended for school use by a committee of at least one local teacher and one local school administrator, is approved by the governing body of the School and the written review and statement of approval are on file at the School, provided:</p> <ul style="list-style-type: none"> <li>(a) each course is shown on the high school class schedule;</li> <li>(b) at least one high school student is enrolled and participating in the course;</li> <li>(c) each course is made available to all students at the school's expense;</li> <li>(d) a teacher holding a valid Nebraska Teaching Certificate is present during the assigned period (one teacher may supervise more than one course) to monitor and assist with instruction; and</li> <li>(e) each student enrolled in such a course is assigned to a local teacher holding a Nebraska Teaching Certificate who monitors student progress and general appropriateness of the course.</li> </ul>		

<b>007</b>	<b>Loss of Approval</b>
<b>007.01</b>	Section 004.01 lists the requirements that must be met at all times by Interim-Program Schools as a condition of approval. Failure to meet the provisions of Section 004.01 may result in the Board of Education terminating approval of the School during the school year. Noncompliance with other regulations in this Chapter will result in the assessment of violations, which if not corrected, will result in a recommendation to the Board of Education for probation or loss of approval.