



# NEBRASKA

## DEPARTMENT OF EDUCATION

DOCUMENTATION REPORT  
Checklist of  
Compliance with Accreditation Regulations in Rule 10  
(*Regulations and Procedures for the Accreditation of Schools*)

**Approved Nonpublic Elementary Schools**  
Applying for Accreditation  
in 2024-25

Purpose: Completion of this report provides partial documentation of compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Legal Operation of Schools*). This Documentation Report, along with a Visitation Team Report, will be used to prepare a recommendation to the State Accreditation Committee and the State Board of Education to reclassify your school as accredited for school year 2024-25.

Directions: Read Rule 10 in full, then please attach copies of specified documents and provide other information requested herein. **The information and documentation provided for this report should pertain to the 2023-24 school year.**

**Date Due: November 1, 2023**

Submit to: [nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)

Name of School System: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PART I. ATTACHMENTS**

PLEASE ATTACH AND LABEL COPIES OF THE FOLLOWING DOCUMENTS:

**A. Mark as Exhibit A: (Certification)**

**See Rule 10:**

Certificate held by the School Administrator .....(008.05B)  
Certificate held by library/media staff (if applicable) .....(007.04A1)

**B. Mark as Exhibit B: (Board Policies)**

Policy that describes the 1032 hour school year ..... (012.01B)  
(400 hours for kindergarten, if applicable)  
Policy for excusing students .....(012.01B)  
Instructional program based on written purposes or standards .....(004.01A)  
If applicable, athletic policy (See page 3) ..... (004.02C)

**C. Mark as Exhibit C: (School Schedules for 2023-24)**

The calendar for school year ..... (003.06)  
In-service schedule for teachers.....(007.07A)  
Classroom schedule for each elementary teacher.....(004.02A – 004.02A8)  
(Be sure each subject area is included)

**D. Mark as Exhibit D: (Curriculum Guide Sample Pages)**

Sample pages from the school curriculum guides for **each**  
curriculum area. Include curriculum guide samples showing  
written composition objectives and technology integration .....(004.01C, 004.01D, and 004.01E)

**E. Mark as Exhibit E: (Library Media)**

List of library media titles acquired this year  
(or within the past year).....(006.01B)

**F. Mark as Exhibit F: (School Performance)**

The local written report of student performance and school system  
demographics (include norm referenced **and** criterion referenced  
student performance) .....(010.01A and 005.01B)

**PART II. OTHER**

As you review Rule 10, this checklist will serve as a guide to assure that the school is meeting the regulations. If you have any questions, please do not hesitate to contact our office.

004.01A Is a copy of the instructional program in the school?..... \_\_\_\_\_  
Is a copy of the instructional program provided to staff? ..... \_\_\_\_\_

004.01D Are writing experiences incorporated in all curricular areas..... \_\_\_\_\_

4.1 Is educational/computer technology incorporated  
in the instructional area? ..... \_\_\_\_\_

4.2 Does the elementary school provide instruction in **each** grade,  
**each** year, in **each** of the following subject areas? ..... \_\_\_\_\_

- |  |                                 |
|--|---------------------------------|
| ___ 004.02A1 Reading and Language Arts | ___ 004.02A5 Health             |
| ___ 004.02A2 Mathematics               | ___ 004.02A6 Physical Education |
| ___ 004.02A3 Social Studies            | ___ 004.02A7 Visual Arts        |
| ___ 004.02A4 Science                   | ___ 004.02A8 Music              |

4.2 Are fifth and sixth grade students allowed to participate in  
interscholastic athletic competition with the seventh and  
and eight grade? ..... \_\_\_\_\_  
If yes, this policy must be a part of Exhibit B (See page 2)

4.3 Do seventh and eighth grade students participate in  
athletic contests? ..... \_\_\_\_\_  
If so, list each sport and the number of games per sport:

\_\_\_\_\_

005.01B What norm-referenced assessment is being used? \_\_\_\_\_

Which grades take the assessment? \_\_\_\_\_

006.01A Does each school building have a library media area or (areas)  
available to students during the entire school day?..... \_\_\_\_\_

Are all the library books marked properly? ..... \_\_\_\_\_

Is a standard classification system used to catalog, mark, and  
shelve library/media resources?..... \_\_\_\_\_

List the name and the copyright date of the newest encyclopedia:

\_\_\_\_\_

007.01A List the name, teaching assignment, and endorsement of each teacher:  
(Attach additional page, if necessary.)

Teacher	Assignment(s)	Endorsement(s)

What is the percentage of teachers assigned to areas for which they have appropriate endorsement? ..... %

007.04A1 **If your school has 70 to 249 students**, which of the following options is your district using to provide library media services?

\_\_\_(a) Our school has a library media specialist. The amount of time she/he is assigned to library media duties is: \_\_\_\_\_

\_\_\_(b) Our school has a library media aide. The amount of time she/he is assigned to library media is: \_\_\_\_\_. The aide is under the supervision of:

\_\_\_\_\_

008.02A What is the time assignment (FTE) for the administrator? \_\_\_\_\_

008.02B When does the head administrator/principal meet with the governing body? \_\_\_\_\_

008.05C Are copies of the certificate for each staff member who is required to have a certificate on file in the school? ..... \_\_\_\_\_

008.05D Does your school contract with another school(s) for administrative leadership? \_\_\_\_\_  
If yes, please name other school(s)

\_\_\_\_\_

012.01A Is a written set of policies in each school building?..... \_\_\_\_\_

012.01C What is the ratio of certificated staff to pupils? ..... \_\_\_\_\_