



COUNCIL OF BILINGUAL SCHOOLS (COBIS)

Minimum Requirements for “Self-Study”

- I. **SELF-STUDY FORM**
- II. **MAP OF SCHOOL CAMPUS**
- III. **DOCUMENTATION** (Note: Each item # should be included as a separate page).
 1. School's Philosophy and Objectives
 2. Notice of Non-Discriminatory Policy
 3. School's Code of Ethics
 4. Detailed List of Administrative Faculty
 5. Description of Faculty Teaching Conditions
 6. Description of Disciplinary Policies for each Division
 7. Description of Physical Plant improvements made in the last two years
 8. Description of present School Facilities
 9. Plans for future expansion or improvement
- IV. **Health & Safety Policies** must be described in detail.
- V. **Student Admissions Policy and Qualifications** (describe policies)
- VI. **"Qualifications of Staff"** Form must be completed.
- VII. **Last Visiting Committee Inspection Report** must be provided.
- VIII. **Extra-Curricular** Enrichment Programs offered must be described in detail.
- IX. Describe all **Instructional Aids**, including Technology.
- X. Describe each **Subject Area** by grade levels, including Early Childhood Programs.

NOTE: Schools with joint accreditation status must provide evidence that school is complying with all Standards of NIPSA and COGNIA/AdvanceEd. They must complete all forms required by these organizations.

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THE FOLLOWING ITEMS MUST BE AVAILABLE FOR REVIEW BY THE VISITING COMMITTEE:

CURRICULUM - A written, complete and well organized Curriculum must be clearly published and kept for each grade level. Each teacher should have a copy of this Curriculum in a safe place within the classroom. These must also be kept at the school office and be available for review.

LESSON PLANS - Detailed Weekly Lesson Plans must be posted within each classroom. Each teacher must have a Lesson Plan Book indicating plan for each week, using appropriate "Bloom's Taxonomy" language within the Objectives, Procedures, Materials and Evaluation. Detailed instructions for "Substitute Teachers" must also be available.

DCF REQUIREMENTS - Schools must meet all DCF requirements, per Chapter 65 (formerly 10M-20 Rules). (All Licenses, Permits and Fire Drill Reports must be properly posted).

FACULTY/STAFF REQUIREMENTS – All Employee files must include:

- Application for Employment and Resumé
- Teacher/Employee Contract
- Copies of Diplomas and College Transcripts
- Updated Medical records (including TB Test)
- Fingerprint checks (criminal background check)
- Abuse reg. checks, reference checks & affidavits of good moral character
- 30-hour Initial in-service Course/ or CDA requirements where applicable
- Annual 10-hour inservice training
- Adequate number of staff should have completed the required First-Aid/CPR Course

STUDENT FILES: These files must include annual Registration and Agreement forms signed by Parent(s), complete cumulative records from enrollment period to current date, (including grades and all Standardized test scores), and all required medical records (per DCF requirements).

MEDICATION CHART: A posted Medication Chart must be made available either in each classroom (if the teacher is allowed to dispense medication), or in a designated room. This Chart must include Name of Medication, dosage administered, date and time medication was administered and the signature of person administering medication and a witness.

CAFETERIA: Lunch menu must be posted and Alternate Nutrition Plans must be available
Menu must meet nutrition requirements (per Dade County Health Dept.)
Cooks/chefs must have completed the Food Manager's Course
Sanitary conditions of Kitchen, Appliances and Cafeteria will be observed

CAMPUS CONDITIONS and OTHER OBSERVATIONS:

Committee will review Student and Faculty Handbooks, School Brochures (with Statement of Non-Discrimination), Yearbooks and other publica-tions (these must be given to the Committee). Entire Campus will be observed for health, safety and sanitation; (including classrooms, playgrounds, athletic fields, restrooms and common areas). Classrooms must have bulletin boards exhibiting student work and age-appropriate theme-related decorations. Computer lab must contain sufficient updated hardware and software. Library (centralized or decentralized), must contain a minimum of 10 books per student, (*these cannot include encyclopedias or student basal edition school books*). Teacher and student interaction, as well as discipline, will be observed and short interviews may take place.