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| --- | --- | --- | --- | --- |
|  |  | White star beaming down in a blue box next to blue lettering spelling "Maine Department of Education." **Annual School Approval Report****\*PRIVATE SCHOOL\*** |  | DOE Use Only |
|  |  | **2018-2019** |  |  |
|  |  |  |  |  |  |  |
| PRIVATE SCHOOLS SEEKING BASIC SCHOOL APPROVAL IN ACCORDANCE WITH TITLE 20-A M.R.S.A. SECTIONS 2901-2906 AND SECTIONS 2951-2955 AND OTHER APPLICABLE REQUIREMENTS MUST SUPPLY THE INFORMATION REQUESTED IN THIS ANNUAL APPLICATION. |
|  |  |  |  |  |  |  |
| Person Completing Form: |  | Phone: |  |
|  |  |  |  |  |  |  |
| **PART I:**  |  **GENERAL INFORMATION** |
|  |  |  |  |  |  |  |
| 1. | Name of School |  | Phone: |  |
|  |  |  |  |  |  |  |
| 2. | Location |  |
|  |  |  (Street/Route) |  (Town/City) | (Zip) |
| 3. | Physical/Mailing Address |  |
|  |  |  (P. O. Box/Street/Route) | (Town/City) | (Zip) |
|  |  |  |  |  |  |  |
| 4. | Primary Contact(s): Email: |  | FAX: |  |
|  |  |  |  |  |  |  |
| 5. | Name of head of school for school year 2018-19 |  |
|  |  |  |
| 5. | Name of legal owner of the school (person/org.) |  |
|  |  |  |  |  |  |  |
| 6. | Type of School: (check as many as apply) |
|  |  |  |  |  |  |  |
| a. | Elementary  |  |   |  | f. | Sectarian |  |  |
| b. | Middle School  |  |  |  | g. | Non-Sectarian |  |  |
| c. | High School  |  |  |  | h. | Boarding |  |  |
| d. | Middle/High School  |  |  | i. | Semester School |  |  |
| e. | Elementary/Secondary Combined |  |  | j. | Non-profit |  |  |
|  |  |
| k. | **Receiving publicly funded students** **🞎 yes 🞎 no** |
| l. | **Receiving 60% or more publicly funded students** **🞎 yes 🞎 no** |
|  |  |
| 7. | Grade span(s) (do not include pre-K) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  (see Pre-K licensing requirements at [the Childcare Licensing, Subsidy & Food Program webpage.](http://www.childcarechoices.me/childcarelicensingandsubsidy.aspx)) |
|  |  |  |  |  |  |  |
| 8. | Total enrollment as of April 1, 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |
|  |  | **CERTIFICATE** |  |  |
| I certify that the written statements herein are complete, true, and correct, and that I am authorized to represent the school submitting this report. |  |
|   |  |  |  |  |  |  |
| (Date) |  |  (Signature of Head Administrator) |
|  |  |  |  |  |  |  |
| **RETURN ELECTRONICALLY WITH ALL DOCUMENTATION ATTACHED TO:**  |  |  **OR** | **RETURN ORIGINAL AND ACCOMPANYING DOCUMENTATION TO:** |
| School Approval Consultant |  |  | School Approval Consultant, Maine DOE |
| SchoolQuestions.DOE@maine.gov |  |  | 23 State House Station, Augusta, ME 04333-0023 |

**DUE NO LATER THAN August 15, 2018**

**PART II: REQUIREMENTS**

**DIRECTIONS: This form is required of each school as an annual report on the school’s operation and educational program. A response to all indicators is required and must be supplied for a valid report, unless otherwise indicated. Failure to demonstrate applicable school approval standards can lead to the revocation of school approval status.**

**BASIC SCHOOL APPROVAL FOR ATTENDANCE PURPOSES 20-A (M.R.S. § 2901)**

**Must complete Numbers 1 and *either* 2 or 3 below.**

1. \_\_ Meets the standards for hygiene, health and safety established by applicable law and rule.

\_\_ The school’s facilities are in compliance with applicable state and municipal health, safety and fire codes.

\_\_ The school has a written policy and procedure for administering medication. 20-A M.R.S. § 254(5)(B). (attach policy)

\_\_ The school has a protocol for the management of life-threatening allergies. 20-A M.R.S. § 6305(9). (attach policy)

\_\_ The school has a policy regarding student immunizations consistent with 20-A M.R.S. §§ 6352-6358. (attach policy)

\_\_ All personnel employed by the school as regular or substitute employees hold a clearance\* issued by the MDOE. 20-A M.R.S. 13024(1)(A). The NEO Information System, Maine Schools and Staff modules are completed/updated for all employees.

\_\_ The school files a certificate of attendance with the superintendent of each student’s school administrative unit of residence, signed by school officials, showing the name, residence and attendance of the student. 20-A M.R.S. §5001-A(3)(A)(2).

\_\_ Dissemination of student education records and personally identifiable student information is governed by the provisions of 20-A M.R.S. §6001 and in accordance with the Family Education Rights and Privacy Act (FERPA).

\* The term “clearance,” whereby school personnel undergo fingerprinting and a criminal history record check, replaces the term “approval” in 20-A M.R.S. §13024, as of 7/1/18.

**AND**

1. \_\_Currently accredited by NEASC. (attach documentation)

**OR**

1. ­­­\_\_ Meets the state requirements pursuant to 20-A M.R.S. § 2902.

\_\_ Uses English as the language of instruction except as specified under 20-A M.R.S. § 4701.

\_\_ Provides instruction in elementary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706 and 4711 and in secondary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706, 4722 (including establishing a CTE pathway to graduation), 4722-A, 4723 and 4724.

\_\_ Provides instruction in the basic curriculum established by rule [Chapter 127] and in alignment with the system of learning results established in 20-A M.R.S. § 6209.

\_\_ Employs only certified teachers and administrators. 20-A M.R.S. § 13003 and § 13019-I. The NEO Information System, Maine Schools and Staff modules are completed/updated for each teacher.

\_\_ For secondary schools only:

\_\_ Meets the requirements of a minimum school year under 20-A M.R.S. § 4801. (attach school calendar)

\_\_ Provides a school day of sufficient length to allow for the operation of its approved education program.

 \_\_ Has a student-teacher ratio of not more than 30:1.

 \_\_Includes not less than 2 consecutive grades from 9 to 12.

 \_\_ Maintains adequate, safely protected records. (attach policy)

\_\_ Upon request of a school administrative unit, releases copies of all student records for a student transferring from the private school to the school administrative unit. (attach policy)

\_\_ Meets the requirements for administering reintegration planning pursuant to 20-A M.R.S. § 254(12).

**APPROVAL FOR THE RECEIPT OF PUBLIC FUNDS (20-A M.R.S. § 2951)**

**Must complete Numbers 1 and *either* 2 or 3 above, and Number 4 below.**

1. \_\_ The school is nonsectarian.

\_\_ The school is incorporated under the laws of the State of Maine or of the United States. (attach documentation)

\_\_ Upon request of a school administrative unit, releases copies of all student records for a student transferring from the private school to the school administrative unit. (attach policy if not already provided in #3)

\_\_ The school works with the school administrative units of residence to ensure that all publicly-funded students take the State assessment for English Language Arts and Mathematics in each grade from 3-8 and in their third year of high school; and the State assessment for Science in grades 5, 8 and in their third year of high school. Every Student Succeeds Act (ESSA).

\_\_ The school works with affiliated units in its career and technical education center or school administrative units in its career and technical education region to develop and approve a regional school calendar. 20-A M.R.S. § 4801(2-A). (attach calendar if not already provided in #3)

\_\_ The school, in accordance with time schedules established by the commissioner, reports to the commissioner the information the commissioner may require. 20-A M.R.S. § 2952.

**APPROVAL FOR SCHOOLS ENROLLING 60% OR MORE PUBLICLY FUNDED STUDENTS**

**Must complete Numbers 1, *either* 2 or 3, and 4 above, and Number 5 below.**

1. \_\_ All students take the State assessment for English Language Arts and Mathematics in each grade from 3-8 and in their third year of high school. 20-A M.R.S. § 6202; and the State assessment for Science in grades 5, 8 and in their third year of high school. 20-A M.R.S. § 6202.

\_\_ The school participates in the system of learning results. 20-A M.R.S. § 6209.

\_\_ The school provides transcripts that comply with 20-A M.R.S. § 6209(3-A).

NOTE: Beginning with the 2020-2021 school year, a diploma indicating graduation from the school must meet the requirements of 20-A M.R.S. § 4722-A(1).

\_\_ The school has a policy for the management of concussive and other head injuries that is consistent with the model policy developed by the Commissioner. 20-A M.R.S. § 1001(19). (attach policy)

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| **PLEASE DO NOT WRITE BELOW THIS LINE - FOR MDOE USE ONLY** |
|  |  |  |  |  |  |  |  |
| **This is a complete and acceptable report and the school is granted a renewal of basic school approval for the period commencing September 1, 2018 and ending August 31, 2019.** |
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|  |  |  |
| **(Date)** |  | **(School Approval Specialist)** |