

Maine Schools Update - Sample Private School

Complete

Question

Yes

No or Partially No

1. Standards for hygiene, health and safety:

- 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)
- The school has a protocol for the management of life-threatening allergies. 20-A M.R.S. § 6305(9)
- The school has a policy regarding student immunizations consistent with 20-A M.R.S. §§ 6352-6359 and DOE Rule Chapter 126. The chief administrative officer submits a summary report regarding the immunization status of students within his or her jurisdiction by December 15 of each year, on a prescribed form, to the Department of Health and Human Services and the Department of Education.
- 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 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
- 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)

Comments

Yes

No or Partially No

2. 20-A M.R.S. § 2902 Requirements:

- 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), 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
- 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. 20-A M.R.S. § 2902
- Meets the requirements for administering reintegration planning pursuant to 20-A M.R.S. § 254(12)
- Only applies to organizations offering any secondary grades (9-12): Meets the requirements of a minimum school year under 20-A M.R.S. § 4801
- Only applies to organizations offering any secondary grades (9-12): Provides a school day of sufficient length to allow for the operation of its approved education program
- Only applies to organizations offering any secondary grades (9-12): Has a student-teacher ratio of not more than 30:1
- Only applies to organizations offering any secondary grades (9-12): Includes not less than 2 consecutive grades from 9 to 12
- Only applies to organizations offering any secondary grades (9-12): Maintains adequate, safely protected records

Comments

Yes

No or Partially No

3. 20-A M.R.S. § 2951 Requirements for the approval for the receipt of public funds:

- The school is incorporated under the laws of the State of Maine or of the United States.
- 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. § 6001, § 2951
- 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
- Upon receipt of a commissioner's notice of upcoming Comprehensive Review, the private school(s) shall ensure that the physical site of the school(s) under review is available for inspection and make available to the commissioner documents related to basic school approval standards; compliance with the Maine Human Rights Act; the statewide assessment program, and implementation of the system of learning results established under section 6202; and health and safety requirements. 20-A M.R.S. § 258-A

Comments

Yes

No or Partially No

4-1. 20-A M.R.S. § 2951(6) Requirements - Curriculum

- The school meets the requirements outlined in §6209 and has a curriculum aligned with the system of learning results.
- The school provides transcripts that comply with 20-A M.R.S. §6209 (3-A).

Complete

Question

Comments

Yes

No or Partially No

4-2. 20-A M.R.S. § 2951(6) Requirements - Assessment

- All students take the State assessment for English Language Arts and Mathematics in each grade from 3-8 and in their second year of high school; and the State assessment for Science in grades 5,8 and in their third year of high school.
- The school participates in the statewide assessment program to measure and evaluate the academic achievements of students.
- Necessary documentation, onboarding and training related to assessment administration are completed.
- Assessment platforms compatible with the required assessment are installed onto student devices. In cases where students use their own devices and do not consent to the installation of the assessment platform onto their device, the school has a plan for assessment administration using compatible alternatives.
- The school exports and imports necessary student rosters to the applicable assessment platforms.
- School staff collaborates with the sending SAU to coordinate assessment administration.
- The school verifies all necessary demographic enrollment, and assessment data.

Comments

Yes

No or Partially No

4-3. 20-A M.R.S. § 2951(6) Requirements - Facilities and Safety

- The school has developed and maintains a Chemical Hazard Communications Program.
- The school has developed and maintains a Chemical Hygiene Plan.
- The school has developed and maintains an Integrated Pest Management Policy.
- All school facilities are operated and maintained in safe, healthful and sanitary condition.
- The school building ventilation complies with applicable Maine law.
- The school maintains a written respiratory protection program that is specific to your workplace in accordance with the Maine Board of Occupational Safety and Health adopted OSHA 29 CFR1910.134, Respiratory Protection, with amendments for enforcement in Maine public sector if your school provides respirators (e.g. N95 respirators) for employee use.

Comments

Yes

No or Partially No

4-4. 20-A M.R.S. § 2951(6) Requirements - Emergency Management

- The school has developed and maintains a Comprehensive Emergency Management Plan.
- The school has adopted guidelines, policies and protocols concerning prevention of and response to school bomb threats. Bomb threat incidents are reported to the Commissioner within 2 business days of the occurrence.
- The school conducts lockdown drills and emergency evacuation drills.
- Fire and safety inspections have been conducted in the school, in compliance with State code, within the past five years and any deficiencies have been corrected in the timeframes specified.
- The school collaborates with, and shares information related to the Comprehensive Emergency Management Plan with sending SAUs.

Comments

Yes

No or Partially No

4-5. 20-A M.R.S. § 2951(6) Requirements - Health and Safety Training

- The school has a Bloodborne Pathogens Plan and trains school personnel to follow the plan.
- The school makes available the Hepatitis B vaccine and vaccination series to all employees who are at risk of occupational exposure to blood or other infectious materials.
- The school offers post-exposure evaluation and follow-up to all employees who have an exposure incident.
- The school has a plan for suicide prevention awareness education for all school personnel. This training conforms with national guidelines adopted by organizations that offer best practices, researched-based training.
- At least 2 school personnel are trained in suicide prevention and intervention. This training conforms with national guidelines adopted by organizations that offer best practices, researched-based training.
- Personnel are trained in the school's Restraint and Seclusion policy.

Complete

Question

- (For secondary schools only, please disregard if it does not apply) The school ensures that secondary health educators participate in a youth mental health first-aid training program, subject to available funding.

Comments

Yes No or Partially No

4-6. 20-A M.R.S. § 2951(6) Requirements - Health Screening and Health & Safety Policies

- 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.
- Each child in the school is screened periodically by designated school personnel for vision and hearing deficiencies, as coordinated by the school nurse, and the school informs the parents of a student suffering from a defect or health problem.
- The school has adopted a Restraint and Seclusion policy, which outlines the proper use of restraints and seclusions as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others, administered in accordance with requirements adopted by the Department.
- The school has a policy/procedure for reporting Child Abuse and Neglect.
- (Elementary schools only, please disregard if it does not apply) The school has adopted a written policy for child sexual abuse prevention education and response that is consistent with the model policy developed by the Commissioner.

Comments

Yes No or Partially No

4-7. 20-A M.R.S. § 2951(6) Requirements - School Health and Student Support Services

- The school has, or contracts with, a school physician.
- The school provides nursing and medical services (may contract) with at least one school nurse who supervises and coordinates the health services and health-related activities required by statute.
- The school provides student services, including guidance and counseling services.
- The school has a Student Dropout Prevention Plan or equivalent procedures for identifying students at risk of school failure, truancy, or dropping out. The plan includes interventions and supportive services to mitigate risk factors and promote student success.

Comments

Yes No or Partially No

4-8. 20-A M.R.S. § 2951(6) Requirements - Code of Conduct and Related Policies

- The school has adopted a student code of conduct consistent with the statewide standards for responsible and ethical student behavior.
- The school has adopted policies and procedures that prohibit and respond to incidences of bullying, harassment and hazing. Policies include a clear statement that bullying, cyberbullying, harassment, sexual harassment, hazing and retaliation are prohibited behaviors. Policies and procedures outline how students, school staff members, parents and others report incidences.
- The school provides written notice to the parents of a student when a student is suspended from school, regardless of whether the suspension is an in-school or out-of-school suspension.

Comments

Yes No or Partially No

4-9. 20-A M.R.S. § 2953 Requirements – Finance Requirements

- Within 6 months after the end of the schools annual audit period, the school submits to the State Auditor and the commissioner satisfactory proof - by the Office of the State Auditor, a public accountant licensed to practice in the State or an individual or firm the department has determined is a competent auditor by training and experience - that the books, accounts, financial documents and reports of the school for the preceding fiscal year have been examined and found to be in a satisfactory and accurate condition with proper vouchers on file.

Comments

Yes No or Partially No

5. 20-A M.R.S. § 2951(6)(D) Requirements – Schools Serving 85% or Greater Publicly Funded Students

- The municipality where the school is located does not maintain a school at the same level; the private school serves all students from the municipality
- The school serves all students, including students with disabilities, who must be served in accordance with applicable state and federal law.
- The school collaborates with the SAU to address and carry out Section 504 and Special Education programs, including policies for Referral/Pre-referral of Students with Disabilities.

Complete

Question

- The school makes required accommodations in CTE programs.
- The school collaborates with the SAU to address and make provisions for Child Find.
- The school collaborates with the SAU to implement policies and procedures regarding the Disciplinary Removal of Students with Disabilities that are consistent with IDEA.

Comments

Yes

No or Partially No

6. Special Purpose Private Schools (Rule Chapter 101):

- The education administrator for the program holds licensure either as a Special Education Administrator or as a Special Educator, has a minimum of a Masters Degree in Special Education or related field and has a minimum of one year of administrative experience (attach documentation). Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (f)
- The school has a written agreement(s) with the placement school administrative unit(s), stating that the placement school(s) will recognize work completed at the special purpose private school and issue credits from the placement school administrative unit(s). Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (i)
- The school has a written agreement(s) with the placement school administrative unit(s), stating that secondary education students will receive a diploma from the placement school administrative unit(s). Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (i)

Comments