**State of Maine Department of Education**

**Application for Initial Approval: Special Purpose Private School**

**Serving Students with Disabilities Ages Five through Twenty-One**

***All information is required and must be supplied for this application to be considered valid.***

*Please type or print responses legibly.*

*Please label all attachments.*

Today’s Date: Click or tap here to enter text.

Name of Special Purpose Private School: Click or tap here to enter text.

Administrative Unit(s) *(City, Town, RSU)*: Click or tap here to enter text.

Physical locationStreet: Click or tap here to enter text.

 Town: Click or tap here to enter text.

Mailing address Street: Click or tap here to enter text.

 Town: Click or tap here to enter text. Zip: Click or tap here to enter text.

Program Director: Click or tap here to enter text.

Contact Person for Application (if different from Director): Click or tap here to enter text.

Telephone: Click or tap here to enter text. Fax: Click or tap here to enter text.

E-mail address: Click or tap here to enter text.

Anticipated Opening Date: Click or tap here to enter text.

Start Date for Program Year: Click or tap here to enter text. End Date for Program Year: Click or tap here to enter text.

Estimated Initial Enrollment: Click or tap here to enter text. Grade Range: Click or tap here to enter text. Age Range: Click or tap here to enter text.

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Signature of School Director Date

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| *For office use only:* *[ ]*  All documents received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Staff Person |

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| **Part i: PROGRAM DESCRIPTION** |

1. Describe the need in the community for the development of this special purpose private school (SPPS):

 Click or tap here to enter text.

1. Describe your proposed program: *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(a))*

*(Attach additional sheets of paper, if necessary)*

* 1. General Description:
* Maximum student capacity: Click or tap here to enter text.
* Anticipated staff:child ratios (*Maine Unified Special Education Regulations Ch. 101 X.2.C(2)(c), XII.2.A(1)(g)*): Click or tap here to enter text.
* Age range of children to be served: Click or tap here to enter text.
* Types of disabilities to be served: Click or tap here to enter text.
* Educational and behavioral characteristics of students to be served: Click or tap here to enter text.
* Description of services and specialized programming to be provided: Click or tap here to enter text.
	+ Program philosophy, goals, and objectives: Click or tap here to enter text.
	+ Admission procedures and criteria: Click or tap here to enter text.
	1. Describe the adequacy of facilities to meet the needs of the children to be served by the school *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(d))* Click or tap here to enter text.
1. **Manuals and Handbooks**
	1. **Attach** a copy of your administrative policy manual *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(l))*.
	2. **Attach** a copy of your parent handbook *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(k)).*

(*Note: All approved SPPSs shall provide a copy of the parent handbook to parents, foster parents and surrogate parents/ guardians ad litem of enrolled students, and shall maintain onsite a policy manual accessible to parents, foster parents, surrogate parents/ guardians ad litem, case managers, sending/local SAUs of enrolled students.)*

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| **Part iI: Legal and financial documentation** |

1. **Legal Documentation**

Please provide the following information *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(j))*:

* + - Name of Corporation: Click or tap here to enter text.
		- State and Date of Incorporation: Click or tap here to enter text.
		- Tax Exempt Number: Click or tap here to enter text.
		- Location of Corporate Records: Click or tap here to enter text.
1. **Financial Management**
	1. **Attach** copy of your annual budget *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(m)).*
	2. Anticipated Daily Tuition Rate: Click or tap here to enter text.

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| **PART III: COLLABORATION WITH SCHOOL ADMINISTRATIVE UNITS** |

*(Note: Public school SAUs have the lead responsibility for convening the IEP Team that makes the determination to place a child out-of-district, develops the IEP, and decides upon an appropriate placement. Private school programs, however, play a major role in determining whether a proposed placement in the program will meet a student’s needs. Private school programs have the responsibility of providing representative attendance at IEP Team meetings, implementing a child’s IEP, and assessing and communicating progress. (Maine Unified Special Education Regulations Ch. 101 IX.3.H and I.))*

1. Describe how your program will address the following with your local or sending SAU: (Attach additional sheet(s) of paper, if necessary)

a. Participation in IEP team and other key meetings, including involvement with reviewing/revising the IEP and conducting evaluations/ reevaluations: Click or tap here to enter text.

b. Alignment with the general curriculum: Click or tap here to enter text.

c. Shared professional development: Click or tap here to enter text.

d. Communication regarding student-related developments: Click or tap here to enter text.

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| **PART IV: LEAST RESTRICTIVE ENVIRONMENT (LRE)** |

 *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(h))*

1. Describe how you will support movement on the educational continuum for each child, including planning and preparation for student re-entry to public school or transition to a less restrictive setting: Click or tap here to enter text.

1. Describe how you will coordinate transition with the sending or receiving school: Click or tap here to enter text.

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| PART V: INSTRUCTION  |

(*Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(c))*

1. **Daily Instructional Time**

1. Elementary: Click or tap here to enter text. hours per school day (except for kindergarten)

 Secondary: Click or tap here to enter text. hours per school day

 Start time for your school day: Click or tap here to enter text.

 End time for your school day: Click or tap here to enter text.

1. **Attach** a copy of the following:
* Calendar for the up-coming school year depicting 180 days of which at least 175 are instructional days.
* Instructional schedule, representative of a week’s activities, depicting at least 25 hours per week average of instructional time over a 2-week period.
1. **Plan of Instruction**

 Describe your plan of instruction (what you will teach, and how you will teach it) to enable students to continue to make progress during the time they are with you towards meeting the graduation requirements of their sending schools or, where graduation is not a realistic expectation, towards optimally independent and successful adult living.

 Click or tap here to enter text.

1. **Curriculum**

* 1. **Attach** copy of curriculum in alignment with the proficiency standards of the system of Maine learning results:

Click or tap here to enter text.

* 1. Describe how you will provide access to the general curriculum and extracurricular activities:

Click or tap here to enter text.

* 1. Describe the programming, services, and activities you will provide to students, beginning in their 9th grade school year, to help prepare them for post-secondary education, employment, and adult life:

Click or tap here to enter text.

1. **Assessment**
	1. Describe your process to ensure that all enrolled Maine students participate in state- and/or SAU-wide assessments:

 Click or tap here to enter text.

* 1. Describe how you will provide accommodations to students in state- and/or SAU-wide assessments and/or administration of alternate assessments as determined by each student’s IEP Team:

 Click or tap here to enter text.

* 1. Describe other assessments and techniques you will use to assess students’ academic progress:

 Click or tap here to enter text.

1. **Progress Reports**
2. Describe how you will provide progress reports to the parents, foster/surrogate parents, guardians ad litem and sending/local SAU at least as often as progress is reported in the SAU:

 Click or tap here to enter text.

*(Note: Such reports must provide information on the student’s progress toward the annual goals in the IEP. (Maine Unified Special Education Regulations Ch. 101 IX.3.A(1)(c)).**Copies of progress reports shall be maintained in student records, including documentation of persons or agencies receiving such reports.)*

**PART VI: RELATED SERVICES**

 *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(e). Note: Related services are defined as special education transportation and such developmental, corrective and other related services pursuant to IDEA 20 US Code Sec 1401(26) and as defined by the Commissioner, as required to assist children with disabilities to benefit from special education. Maine Unified Special Education Regulations Ch. 101* XI)

 Specify how you will provide the following related services if indicated on a child’s IEP:

Audiology: Click or tap here to enter text.

Counseling services: Click or tap here to enter text.

Hearing aids, interpreting services: Click or tap here to enter text.

Medical services: Click or tap here to enter text.

Orientation/mobility training: Click or tap here to enter text.

 Occupational therapy: Click or tap here to enter text.

Physical therapy: Click or tap here to enter text.

Psychological services: Click or tap here to enter text.

Recreation services: Click or tap here to enter text.

Rehabilitation counseling services: Click or tap here to enter text.

School health and school nursing services: Click or tap here to enter text.

Social work services: Click or tap here to enter text.

Assistive technology devices/services: Click or tap here to enter text.

Speech and language pathology: Click or tap here to enter text.

 Transportation: Click or tap here to enter text.

 Behavior Analysis: Click or tap here to enter text.

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| PART VII: POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS |

*(Maine Unified Special Education Regulations Ch. 101 IX.3.C(2)(a))*

**1. Attach** or describe the following**:**

* 1. Student code of conduct: Click or tap here to enter text.
1. Plan to implement school-wide and individual positive behavior supports: Click or tap here to enter text.

**c.** Policy on the use of physical restraint and seclusion: Click or tap here to enter text.

 (NOTE: *The SPPS shall not terminate the enrollment of any student, even in emergency circumstances, until the enrolling public school SAU has been informed and an IEP Team Meeting has been held and the SAU has assumed responsibility for the student.)*

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| AREA VIII: LEARNING ENVIRONMENT |

*(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(o))*

1. Indoor Space
	1. Describe your instructional spaces in relation to the number of students, age of students, and students’ specific educational needs, physical capabilities and educational activities: *(Attach additional sheets of paper, if necessary)*

 Click or tap here to enter text.

* 1. Describe the availability of computers for student use in and outside of class:

 Click or tap here to enter text.

* 1. Describe other educational technology available (e.g., multi-media equipment, software):

Click or tap here to enter text.

1. Describe how you will assure that students with limited mobility have access, free from barriers to their mobility, to those areas of the school buildings and grounds to which such access is necessary for the implementation of their IEPs *(Note: All schools receiving federal funds shall meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act):*

 Click or tap here to enter text.

1. **Outdoor Space**
	1. Describe your outdoor space:

 Click or tap here to enter text.

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| **PART IX: PROFESSIONAL SUPERVISION** |

1. **Educational Administrator Qualifications** *(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(f))*

Educational administrator’s name and certification: Click or tap here to enter text.

If the educational administrator is certified as a special educator (282 or 286):

 a. State that person’s graduate degree(s) and years of administrative experience:

 Click or tap here to enter text.

b. Identify the special education administrator who will supervise that person and state the supervisor’s certification (030 or 035): Click or tap here to enter text.

c. State the number of hours per month supervision will be provided: Click or tap here to enter text.

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| **PART X: STUDENT RECORDS** |

*(Note: The Family Education Rights and Privacy Act (FERPA) is the federal statute that delineates parents’ rights to confidentiality and to access educational records. The program should have a copy of FERPA available for reference when questions arise about child records.)*

**Attach** a copy of your record keeping policies and procedures including the following:

* Maintenance of student files
* Record of each child’s attendance and absence throughout the program year
* Procedure for forwarding student records upon transfer to another school
1. **Attach** a copy of your confidentiality policy including:
* Use of a sign-out sheet for each child’s file
* List of staff authorized for file access

*(Note: Parents, foster/surrogate parents and/or guardians have access to all program records on their child)*

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| **PART XI: PARENT INVOLVEMENT** |

Describe how you will maintain communication with parents and foster engagement in their child’s educational experiences:

 Click or tap here to enter text.

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| **PART XII: HEALTH AND MEDICAL SERVICES**  |

1. Health Care Plan
	1. Attach plan for health care of students including the following:
* Provisions made for medical, nursing and infirmary care of students.
* Training by a physician or registered nurse to all staff that provides medication to students.
1. Emergency First Aid
	1. Attach policy for emergency first aid and care to include the following:
* Training of all direct service staff in emergency first aid.
* Secure storage of adequate first aid supplies.
* Posting of telephone numbers for the fire department, police station, poison prevention center, hospital emergency room and ambulance service serving the school.
* Procedures to be followed in the case of illness or emergency such as motor vehicle accident, including methods of transportation and notification of parents.
* Procedures to be followed in the case of fire or other emergency.
* Procedures for informing parents of any medical care administered to their child or of any injury or illness that requires care other than basic first aid.
* Procedures to be followed in the case of illness or emergency if parents cannot be reached.

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| **PART XIII: NOTIFICATION OF MAINE DEPARTMENT OF EDUCATION** |

*(Maine Unified Special Education Regulations Ch. 101 XII.2.A(1)(n) and XII.2.D)*

Attach your policy for notification and reporting to the Department of issues that would impact the approval status of your school/program including:

* Any substantial changes in the school’s program(s)
* Any changes in the certification and/or credentials of its staff
* Any action taken by a federal, state or local agency that might jeopardize the school’s approval with the Department, or any legal proceeding brought against the school or its employee(s) arising out of circumstances related to the care or education of any of its students regardless of their state of residency
* Any new, or revisions to existing, policies that replace or revise policies described or provided with this application
* Any changes to the program/facility that impact the overall health or safety of students, or the ability to deliver services
* Any changes in services or staff, including temporary staff shortages, that alter the previously approved staff: child ratios and/or affect the ability to deliver services to students per their IEPs
* Change in the Program Director
* Policy for immediate notification and reporting of serious events. In the event of serious injury or death of a child, criminal activity on the part of a child or staff member, or other serious incident affecting the well-being of any child, the approved special purpose private school shall immediately notify, by telephone and by letter, the parents, the sending school district(s), any state agency involved in child care or program placement, and the Department of Education