

# **Principles, Procedures and Standards for the Approval of Private Special Education Programs**



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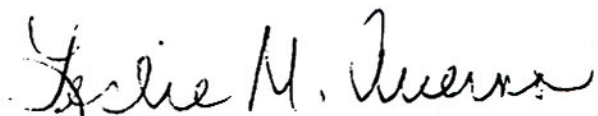
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# FOREWORD

**The Connecticut State Department of Education, Bureau of Special Education and Pupil Services, has developed this document to enable the State to discharge its statutory duties under Sections 10-76b and 10-76d of the Connecticut General Statutes, and to assist private special education program personnel in understanding the principles, procedures and standards in the approval of their special education programs.**

**Appreciation is extended to the Connecticut Association of Private Special Education Facilities (CAPSEF), Connecticut Association of Administrators of Special Education (CONNCASE) and the many others who provided suggestions, recommendations and support in developing this document.**



**Leslie M. Averna, Associate Commissioner  
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## INTRODUCTION

Sections 10-76b and 10-76d of the Connecticut General Statutes and Section 10-76d-17(d) of the Regulations of Connecticut State Agencies grant the State Board of Education the authority to regulate and supervise the education of all children requiring special education who are residing in or attending any facility, private or public, receiving money from the state. In light of these statutory powers, the Commissioner of Education has the authority and responsibility to evaluate the suitability and efficacy of such private facilities prior to the disbursement of state funds and grants to local educational agencies utilizing such facilities for special educational purposes.

As local educational agencies may find it necessary to contract with private facilities in order to meet their statutory obligations as specified under Sections 10-76a to 10-76ee, all such private special education facilities must adhere to common operational standards. To some extent, such Standards are reflected in criteria established by the State Board of Education for approval of private special education facilities.

The State Board of Education has had in place procedures and criteria for the Approval of Private Special Education Programs since 1967. These same Standards have been revised or expanded several times over the years by committees representing special educators from public and private agencies within Connecticut. These current revisions to the Standards reflect a two year study by the Bureau of Special Education and Pupil Services. The State Board of Education adopted these revised Standards in February 1998, and included them in the Board's Report on Special Education and Related Services.

This document is provided as an aid to private facilities seeking State Board of Education approval as a private special education program.



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## PRINCIPLES FOR THE APPROVAL OF SPECIAL EDUCATION PROGRAMS IN PRIVATE FACILITIES

The principles adopted by the Connecticut State Board of Education are listed below and serve as the basis on which special education programs in private facilities in the State of Connecticut shall be approved. They are applicable to special education programs in private day and residential schools, hospitals, rehabilitation centers and treatment centers.

### APPROVAL PRINCIPLES

A private facility that seeks approval status for its special education program from the State Board of Education shall be in operation with at least ten children for one school year prior to the submission of an application to the State Board of Education.

Upon receipt of a written application for approval and a review of the application, a site visit to the private facility shall be conducted by representatives of the State Board of Education or by an organization recognized by the State Board of Education for purposes of monitoring the implementation of the Standards for the Approval of Private Special Education Facilities. This site visit shall include a review of children's files and the monitoring of the facility's implementation of the Standards. Based upon the written application and the site visit, a written recommendation for approval shall be submitted to the State Board of Education for action.

Following the initial approval, representatives from the State Board of Education or its designee shall review the approval status of the private special education facility for one additional year to ensure the facility's continual compliance with the implementation of the Standards. Thereafter, a review shall take place once every five years.

Between approval cycles, an approved private special education facility shall submit in writing to a representative of the State Board of Education or its designee a request for approval when the facility proposes to: 1) a change in program location(s), 2) a change in the ages of students served, 3) a change in the type of educational program 4) a change in the disabling condition of students served. and, 5) a change in the number of students served when the change is more than 10% in one academic year. Subsequent to a receipt of the request, a representative of the State Board of Education or its designee shall visit the facility to monitor the implementation of the Standards.

When the change in the number of students served is less than 10% in one academic year, the facility should notify the State Board of Education or its designee in writing. In this instance a site visit to the facility is not necessary.

Each private facility seeking approval or maintaining approval shall meet, but not be limited to, the following Standards as approved by the State Board of Education:

## APPROVAL PRINCIPLES, CONT'D.

1. The governing body of a private facility shall ensure that the facility is in compliance with all relevant federal and state laws and regulations and local requirements;
2. The private facility shall maintain an accurate accounting system including an annual audit report prepared by a certified public accountant and shall provide, on request, to the contracting local school districts and to the State Department of Education fiscal information on the operation of the school on such forms as the State Department of Education may require.
3. The private facility shall carry adequate insurance covering fire and general liability as protection for the children enrolled.
4. The private facility shall ensure that the IEP for each enrolled child, as developed by the local or regional board of education, is fully implemented. The school year and hours of actual school work for each child in the private facility shall be the same as those required for children attending public schools of the child's local or regional board of education unless specified in the IEP of the child.
5. The private facility shall participate in the administration of the Connecticut Mastery Test and the Connecticut Academic Performance Test for each child enrolled in grades 4, 6, 8, and 10 in that facility.
6. The private facility shall submit a signed statement of assurances, on such form as the State Department of Education shall require, to a representative of the State Board of Education or its designee. (by October 15 each year)
7. All administrators, instructional and related services personnel shall hold proper state certification for the position held. This information shall be provided on a certified staff data form (ED 163) to representatives of the State Board of Education in a timely manner.
8. The private facility shall have a written plan for ongoing personnel development including a CEU policy.
9. The private facility shall require, within 90 days from the date of employment, fingerprinting and criminal records checks of staff who work directly with children.
10. The private facility shall have a written policy regarding smoking which conforms with Section 1-21b of the Connecticut General Statutes.
11. The private facility shall not terminate the enrollment of any child without consulting with the child's parent(s) or guardian, the sending agency, and any other agencies which have the responsibility for the child's educational program.

The State Department of Education or its designee, in consultation with representatives from the private facilities and the public schools shall develop procedures which shall be used to monitor the implementation of the Standards by private facilities.

## APPROVAL PRINCIPLES, CONT'D.

In the event that an approved private special education facility is found deficient in the implementation of the Standards, the State Board of Education or its designee may issue the status of conditional approval to the private special education facility. The State Board of Education or its designee shall notify all LEAs of the conditional status of the private facility. A facility that has been issued a conditional approval may not accept any new LEA placed children and must notify the parents of each child enrolled in that facility of the reasons why the facility has been issued the conditional approval. Parents who are seeking to enroll their child in the private facility shall also be notified of the reasons why the facility has been issued a conditional approval.

When an approved private special education facility violates the Standards, the State Board of Education may seek to revoke the approval status of the facility. When a condition exists which endangers the life, health, or safety of the children, the Commissioner of Education may seek an emergency revocation of the facility's approval status.

Any facility aggrieved by the action of the State Board of Education may appeal such action under the provisions of Chapter 54 of the Connecticut General Statutes, the Uniform Administrative Procedures Act.

A facility seeking reapproval must follow the same procedures as in the application for initial approval. Request for reapproval shall be submitted to a representative of the State Board of Education or its designee no earlier than one year following the date of revocation of its approval.

The State Board of Education shall maintain a list of approved private special education facilities that shall be made available to the public upon request.



## APPROVAL PROCEDURES

1. A private facility which is seeking approval of its special education program must request the necessary forms for approval in writing from:

Bureau of Special Education and Pupil Services  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, Connecticut 06457

2. To initiate the approval process, the private facility must prepare and submit the completed forms (See Appendix) and other material as required by the State Department of Education.
3. Upon receipt of the completed application forms, the State Department of Education will contact the director of the private facility to arrange a site visit to review the application and become acquainted with the facility.
4. A private facility must obtain the appropriate licensure and approvals from other agencies prior to the on-site evaluation by the State Department of Education. These include, but may not be limited to:
  - certification of the physical plant by local fire and health officials that the facility meets all applicable state fire and health code requirements; and
  - for residential facilities, licensure from the Department of Children and Families and/or Department of Mental Retardation or licensure as a hospital.
5. Prior to conducting an on-site evaluation, the State Department of Education will determine whether the facility applying for approval has the fiscal resources to carry out the educational program for one (1) year. In order to do so, the State Department of Education may request a certified audit of the facility's finances for the previous year, or at any other time it deems necessary.
6. The on-site evaluation team shall consist of individuals with appropriate qualifications who have no financial or personal interest in the facility seeking approval or reapproval. The evaluation team shall be comprised of representatives from the State Department of Education or its designee, an approved private special education facility, and a public school district.

The on-site evaluation visit shall include:

- verification of the information submitted with the application;
  - selected classroom observations;
  - staff interviews;
  - review of student records;
  - inspection of buildings and grounds; and
  - an exit conference with the director.
7. A preliminary evaluation report shall be sent to the private facility and an opportunity will be provided for response to issues which could affect the granting of approval.
  8. If the private facility disagrees with the preliminary evaluation report, a letter to that effect may be sent to the Chief, Bureau of Special Education and Pupil Services, who will review it and inform the private facility of the status of the application for approval.
  9. A final evaluation report shall be forwarded, with recommendation to approve or deny approval, to the Commissioner of Education for appropriate action by the State Board of Education.
  10. The Connecticut State Board of Education shall make one of the following dispositions concerning the facility's status:
    - Approved - a status given the facility by the State Board of Education subsequent to the program, fiscal, and on-site evaluation. This status indicates that the facility meets the Standards established by the State Board of Education for educating children with disabilities and allows local boards of education to be reimbursed pursuant to Sec. 10-76q of the Connecticut General Statutes. This status requires one annual renewal of approval following the initial approval and then approval may be granted for a maximum of five (5) years.
    - Conditional Approval - a status given only to a facility which holds current approval by the State Board of Education but has been found deficient in the implementation of these Standards. This status is granted for a period of one (1) year or less to correct the deficiencies noted. This status allows local school districts to be reimbursed under the state special education grant for students enrolled in the program at the time conditional approval was given, but not for placements made subsequent to this action.
    - Disapproved - a status given the facility when the State Board of Education finds on inspection, the facility not to be in compliance with relevant federal and state laws and regulations or local requirements or if, on inspection, any condition endangering the life, health, or safety of children is discovered, or the facility fails to meet criteria specified in this document. Under exceptional circumstances, the Commissioner of Education, Connecticut State Department of Education, may seek an emergency revocation of a facility's approval. Local school districts cannot place students in a program that has been disapproved by the State Board of Education.

11. Any facility aggrieved by the action of the State Board of Education may appeal such action under the provisions of Chapter 54 of the Connecticut General Statutes, the Uniform Administrative Procedures Act.
12. An approved facility seeking reapproval must follow the same procedure as in the application for initial approval. Request for reapproval must be submitted to the State Department of Education no earlier than one year after the expiration of its current approval.
13. Annually, by October 15th, each private facility shall submit a signed statement of assurances, on such form as the State Department of Education shall require. Failure to do so may result in a conditional or disapproval status.

## APPROVAL STANDARDS

These standards are applicable to special education programs in private day and residential schools, hospitals, rehabilitation centers and treatment centers.

- A. GOVERNANCE
- B. ADMINISTRATION
- C. FISCAL MANAGEMENT
- D. ADMISSIONS
- E. INDIVIDUAL STUDENT RECORDS
- F. PROGRAM REQUIREMENTS
- G. EVALUATION OF STUDENT PROGRESS AND REPORTING RESPONSIBILITIES
- H. STUDENT MANAGEMENT TECHNIQUES
- I. QUALIFICATIONS AND REQUIREMENTS FOR INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL
- J. HEALTH AND SAFETY
- K. TERMINATION OF ENROLLMENT



## PROCEDURES FOR REQUESTING CHANGES IN PROGRAM BETWEEN COMPLIANCE CYCLES

Changes in a program which require prior notification and approval from the Bureau of Special Education and Pupil Services are as follows: 1) a change in program location(s), 2) a change in the age of students served, 3) a change in the type of educational program 4) a change in the disabling condition of students served and, 5) a change in the number of students served when the change is more than 10% in one academic year. Pertinent standards affected by the change will be reviewed.

The Director of a private facility shall notify the Bureau of Special Education and Pupil Services, in writing, when it plans to increase student enrollment by 10% or less in an academic year. An approval from the Chief, Bureau of Special Education and Pupil Services, is not required for such a change.

1. The Director of the private facility shall send a letter (see enclosed form letter) to the Chief, Bureau of Special Education and Pupil Services, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. This letter indicates that the private facility is considering a program change and describes the change. The letter requests that the Bureau Chief assign a consultant to meet with the director to discuss the scope of the change as it relates to the Principles, Procedures and Standards for the Approval of Private Special Education Programs.
2. The assigned consultant will call the private facility director to set a mutually agreed upon date and time to meet. This call should be made within two weeks of the Bureau's receipt of the letter of request and the meeting should be set as soon as possible thereafter.
3. At the meeting, the consultant and the director of the private facility will discuss the scope of the change. A work plan, as it relates to the standards, will be mutually developed by the consultant and the facility director and a time frame will be established.

This plan will address the following:

- a) the program standards which are impacted by the change;
- b) the necessary documentation as related to standards which the facility must submit to the Bureau;
- c) a projected date for the Bureau to render a decision on the request for changes to the program; and
- d) the projected date for implementation of program change.

Procedures for Requesting Change in Program Between  
Compliance Cycles

4. When the documentation is received by the consultant, it is reviewed to ensure that it complies with the Standards. The Chief of the Bureau of Special Education and Pupil Services will approve the request for the change(s) when the facility complies with the requirements of the Standards. An addendum will be attached to the current Report of Evaluation. A copy of the addendum will be sent to the private facility and a copy placed in the front section of the facility's current policies and procedures manual along with a revised and dated Program Summary sheet. Receipt of the addendum will enable the private special education program to implement the change.

**TO:** Chief, Bureau of Special Education and Pupil Services

**FROM:** Director: \_\_\_\_\_

Name of Private Special Education Facility: \_\_\_\_\_

Address: \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE: REQUEST FOR CONSULTATION CONCERNING PLANNED PROGRAM CHANGES**

The above private facility is planning the following program changes (provide specific details of plans):

PROGRAM LOCATION:

NUMBER OF STUDENTS SERVED:                      Current \_\_\_\_\_                      New \_\_\_\_\_

DISABLING CONDITIONS OF STUDENTS SERVED:

AGES OF STUDENTS SERVED:

TYPE OF EDUCATIONAL PROGRAM:

STATEMENT OF REASON FOR PROGRAM CHANGE:

## A. GOVERNANCE

1. A private facility shall have a clearly identifiable governing body which is responsible for the policies and activities of the school. The governing body of a private facility shall ensure that the facility is in compliance with all relevant federal and state laws and regulations and local requirements and shall be responsible for ensuring the facility's continual compliance with the facility's charter, constitution or other organizational document or agreement.
2. The governing body of a private facility shall appoint a person to act as chief administrator of the special education program and delegate sufficient authority to this person to effectively manage the affairs of the program.
3. The governing body of a private facility shall ensure that the special education program is fiscally sound and that the facility's finances are handled according to standard accounting practices. To this end, the governing body shall be responsible for:
  - the review and approval of the program's annual budget;
  - the review and approval of an annual report completed by an independent auditor; and
  - the approval of any capital investment, expansion or reduction of services or significant contractual obligation affecting the special education program undertaken by the facility.

## B. ADMINISTRATION

1. A private facility shall have a written policy to assure that it complies with the provisions of the Individuals with Disabilities Education Act, Public Law 101-476; Section 504 of the Rehabilitation Act of 1973; The Family Educational Rights and Privacy Act, Sections 10-76a to 10-76q, inclusive, of the Connecticut General Statutes and the regulations adopted thereunder; Public Act 96-246 (reporting of child abuse); and all other relevant federal and state laws and regulations and local requirements.
2. The private facility shall maintain policies and procedures on file as specified in these standards and make them available for review by the State Department of Education evaluation team or designee, local school districts, state child-caring agencies and parents/guardians of children enrolled or seeking enrollment. These policies and procedures shall ensure the following student rights:
  - to be free from physical, mental or monetary exploitation;
  - to maintain privacy; and
  - to maintain personal dignity.

Such procedures shall include gaining informed written consent of the parent(s) or guardian for a student's participation in any activity which might encroach upon personal liberty.



### C. FISCAL MANAGEMENT

1. A private facility shall maintain an accurate accounting system including an annual audit report prepared by a certified public accountant and shall provide, on request, to the contracting local school districts and to the State Department of Education fiscal information on the operation of the school, on such forms as the State Department of Education may require.
2. A private facility shall carry adequate insurance covering fire and general liability as protection for students enrolled. The private facility shall have insurance that covers liability to third parties or students enrolled arising through the use of any vehicle, whether owned or not owned by the facility, used by any of the facility's staff or agents conducting the facility's business. Worker's compensation insurance shall also be maintained.
3. A private facility shall have on permanent file its conflict of interest policy.

### D. ADMISSIONS

1. A private facility shall maintain on permanent file a written description of its admission procedures including:
  - description of all admissions criteria;
  - identification of disabling conditions of the students it serves;
  - the age and gender of students it serves;
  - description of the education program;
  - criteria for termination of enrollment;
  - collaboration with LEAs to ensure that students placed for non-educational reasons are educated in the least restrictive environment.
2. When a student who presents serious disruptive behavior is admitted to the facility, the Individualized Education Program shall include a behavior management plan which includes:
  - provisions for sufficient staffing and supervision to prevent, with reasonable assurance, harm by the student to self or others; and
  - provisions for appropriate monitoring and review of the student's emotional and behavioral status.

### E. INDIVIDUAL STUDENT RECORDS

A private facility shall maintain a written record for each student which shall include administrative, treatment and educational data from the time of admission until the time the student leaves the facility. When children placed by a local school district or other public agency are discharged from a private facility, that facility shall ensure that all records are forwarded to that public agency.

2. When a copy of a student's education record is maintained by the facility, the facility must inform the parents/guardians that a copy of their student's records is maintained within the agency and must provide the parents/guardians access to the copy. The private facility must also inform the local education agency that they are maintaining a copy of the student's record.
3. A student's individual record shall contain, as a minimum, the following:
  - a copy of the Individualized Education Program (IEP);
  - consent forms signed by the parent(s) or guardian allowing the facility to authorize all prescribed medical care and emergency medical treatment. When a private facility conducts routine screenings, i.e., hearing/vision or provides immunizations required by statute to students, consent forms must also be maintained.
  - cumulative health records; and
  - evaluation records and at least two reports per year of student progress toward achieving the objectives in the IEP.

#### F. PROGRAM REQUIREMENTS

1. Unless otherwise specified in the IEP, the school year shall consist of no less than 900 hours of actual school work, and a minimum of 180 days for grades one through twelve inclusive, as provided in Sections 10-15 and 10-16 of the Connecticut General Statutes.
2. The local school district is responsible for the development and appropriateness of a student's IEP and any changes made in that IEP. Each private facility shall request from the placing LEA an individualized education program (IEP) prior to the enrollment of the student in the private facility. For students placed by other agencies, the private facility should obtain an IEP as soon after placement as feasible from the district having educational jurisdiction. The IEP shall serve as the basis for instruction for each student.
3. A private facility shall have a written description of the education program for each student and shall have a written curriculum and sufficient instructional materials, supplies and equipment, in accordance with state requirements for educational programs, for full implementation of the IEP.
4. A private facility that participates in the administration of the Connecticut Mastery Test (CMT) and/or the Connecticut Academic Performance Test (CAPT) shall have in place a policy and procedures which address the administration of said test(s) to students whose IEPs require it. The facility's policy and procedures shall address the following issues:
  - the appointment of a CMT/CAPT test coordinator;
  - the timely notification to the Bureau of Special Education and Pupil Services of the name of the test coordinator;
  - the required attendance of the CMT/CAPT test coordinators at an annual workshop for test coordinators sponsored by the State Department of Education;

- the immediate notification to the Bureau of Special Education and Pupil Services of any problems that might impact the test (e.g., in the shipping, test security, test administration, or in the dissemination of test scores);
  - the establishment of protocols to ensure test security; and
  - the provision of test modifications/accommodations as recommended in the student's IEP or 504 plan.
5. A private facility shall provide safe and appropriate transportation required for the implementation of the IEP.
  6. Private facilities shall have means of transporting students in cases of emergency.
  7. Any staff member of a private facility or other person acting on behalf of the facility operating a vehicle for the purpose of transporting students shall be properly licensed to operate that class of vehicle and shall be trained to care for the students in their charge.

#### G. EVALUATION OF STUDENT PROGRESS AND REPORTING RESPONSIBILITIES

1. At least two (2) reports based on the goals and objectives of the student's IEP shall be sent to the sending agency and to the parents/guardian each year. These reports must be communicated in language that is easily understood by parents/guardians. Each private facility shall notify and send written reports to parents/guardians and the sending agency regarding any disciplinary measure employed, such as in-school or out of school suspension that substantially removes the student for extended periods of time from those program activities related to the child's IEP.
2. The private facility shall provide in a timely manner the following information to the State Department of Education:
  - certified staff data form (ED 163) to the Bureau of Research and Teacher Assessment (annually);
  - current approval from local fire and health officials indicating compliance with codes (annually by October 15<sup>th</sup>);
  - immediate notification of any major legal proceedings and the reporting of any incident of child abuse by staff;
  - immediate notification of change of ownership and location;
  - immediate notification of change in chief administrator and education director;
  - immediate notification of any other conditions that might significantly alter the program and/or health and safety of the students; and
  - a copy of the appropriate licensure to operate its residential component.
3. Statement of assurances, provided by the Bureau of Special Education and Pupil Services, must be signed by the facility's executive director/chief administrator and submitted to the Bureau of Special Education and Pupil Services annually by October 15.

## H. STUDENT MANAGEMENT TECHNIQUES

1. Each private facility shall have written policies and procedures regarding the choice and use of student management approaches. These policies and procedures must be consistent with those described in SED guidelines issued by the Bureau of Special Education and Pupil Services. This policy shall list the management techniques employed including aversive techniques, if used, and shall set forth a schedule for the review of each technique, its effectiveness in changing behavior and identify less intrusive measures to be subsequently employed.
2. Each private facility shall keep thorough documentation of all management procedures prescribed in the IEP. These policies and procedures shall be made available upon request to the sending agency and the parent(s) or guardian of each student enrolled in that facility.
3. Each private facility shall make provision to train staff in acceptable behavior management techniques. The facility should ensure that such techniques are carried out with due regard for fairness, humanity and the dignity of the individual. No behavior management program which uses aversive techniques shall be instituted for any student without the written informed consent of the parents/guardian of that student and the sending school district.

## I. QUALIFICATIONS AND REQUIREMENTS FOR INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL

1. Each private facility shall ensure that:
  - All special education program administrators, instructional and related services personnel providing special education and related services who were hired after September 1, 1980, shall hold proper state certification which shall be on file with the State Board of Education.
  - Administrators of the facility's special education program shall hold either a current teacher certificate in general special education, or in an area of a specific disability, or in pupil personnel services and an intermediate administrator certificate.
2. A private facility shall have written personnel policies and job descriptions for its staff.
3. A private facility shall have established procedures for supervising and evaluating the performance of all staff members according to their job descriptions.
4. A private facility shall have a written plan(s) for ongoing personnel development including a CEU policy. Such policy shall include:
  - 18 hours at no cost requirements;
  - procedures for approving CEU equivalents;
  - the timely ability to issue CEU certificates and transcripts; and
  - the proper documentation of professional development activities for CEUs.



5. The private facility shall maintain a permanent individual personnel file for each employee and shall ensure said file is held confidential.
6. The private facility shall require personal and prior work references to be on record before hiring staff who will work directly with students. In addition, fingerprinting and criminal records checks of staff who work directly with students shall be on file 90 days from the date of employment (Section 10-221d of Connecticut General Statutes).

#### J. HEALTH AND SAFETY

1. A private facility shall formulate written policies and procedures governing the prescribing and administration of medication to students. These policies shall be approved biannually by the Department of Public Health. These policies and procedures shall be disseminated to all staff responsible for prescribing and administering medication, and shall be maintained on permanent file in accordance with Section 10-212(a) of the Connecticut General Statutes.
2. A private facility shall have a written policy regarding smoking which conforms with Section 1-21-b of the Connecticut General Statutes.
3. A private facility shall keep on permanent file written procedures for staff and students to follow in case of an emergency or disaster. These procedures shall be developed with the assistance of qualified fire and safety personnel, and shall include provisions for the evacuation of buildings and assignment of staff during emergencies.
4. A private facility shall conduct emergency drills which shall include actual evacuation of students to safe areas at least monthly in order to ensure that all personnel on all shifts are trained to perform assigned tasks; assure that all personnel on all shifts are familiar with the use of the fire fighting equipment in the facility; and evaluate the effectiveness of emergency plans and procedures. A record of such emergency drills shall be maintained in the facility's permanent files.
5. Students in a private facility shall swim only in areas posted as being safe. A certified lifeguard shall be on duty when the students are swimming. A certified individual is one who has a current life guard certificate. Certification shall be documented in the personnel records. Swimming pools on the grounds of private facilities shall be enclosed with safety fences.

## K. TERMINATION OF ENROLLMENT

1. A private facility shall not terminate the enrollment of any student without consulting with the student's parent(s) or guardian, the sending agency, and any other agencies which have the responsibility for the student's educational program. Prior to terminating the enrollment of a student, the private facility shall cooperate with the local school district or other public agency having responsibility for the child in formulating a follow-up plan for the student's education and/or welfare.
2. A private facility shall not terminate the enrollment of any student for behavioral problems or unacceptable progress in the school program without exhausting other reasonable alternatives. Such alternatives to termination of enrollment should include but not be limited to:
  - in crisis situations, a suspension of the student from the program for a maximum of ten (10) school days pending a multidisciplinary meeting involving the private facility, the parent(s) or guardian of the student, the sending agency and all other agencies which have a compelling interest in the student's educational welfare to discuss and plan alternatives to termination of enrollment; and
  - in non-crisis situations, the scheduling of a multidisciplinary meeting with all interested parties to discuss and plan alternatives to termination of enrollment. Whenever possible, a conference is to take place thirty (30) calendar days prior to the projected date of termination of enrollment. The private facility shall notify all concerned parties at least two (2) weeks prior to the date of the conference.

For a student in a hospital educational placement, assuming consents are secured, the school facility shall immediately notify the LEA of the student's discharge from the hospital. For a student placed in a private residential facility by a state agency, that facility shall notify the LEA immediately upon an unplanned discharge.

APPENDIX  
SUBMISSION REQUIREMENTS

## **Submission Requirements**

The facility's policies and procedures must reflect each standard. Document each submission by highlighting the section that corresponds to the standard. Reference the standard, by letter and number, in the left margin of the highlighted section.

In addition the following documentation must be submitted under each section:

### **Standard: A. Governance**

- List of names of the governing body

### **Standard: C. Fiscal Management**

- Single Cost Accounting Report (if applicable) and annual audit report
- Insurance-fire, general liability, vehicles, workers' compensation
- Conflict of interest policy

### **Standard: D. Admissions**

- Admissions' Packet

### **Standard: F. Program Requirements**

- Calendar
- List of students by district who will/have participated in CMT/CAPT

### **Standard: G. Evaluation of Student Progress and Reporting Responsibilities**

- Current fire and health approval
- Sample of progress reports

### **Standard: H. Student Management Techniques**

- Documentation of training in behavior management techniques
- List of Human Resource Committee members and meeting schedule



**Standard: I. Qualifications and Requirements for Instructional, Administrative and Support Personnel**

- CEU policy
- Staff development plan
- List of administrators, instructional and related services personnel, by assignment, with a copy of current certification
- Job descriptions

**Standard: J. Health and Safety**

- Letter of approval of administration of medication policy from the Department of Public Health
- Smoking policy

**Standard: K. Termination of Enrollment**

- Suspension policy

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