

**Maine Department of Education  
Annual School Approval Form**

**Public School - 2006-2007**

Status Options  
 I - Incomplete  
 N - Not Applicable  
 T - Task is complete  
 W - Waiver Granted by MDOE

ID	Question	Status
1	The school has been included in the completed LEA Comprehensive Education Plan that reflects current educational research and practices that relate to student achievement of the content standards of the system of Learning Results focused on the learning of all students, and oriented to continuous improvement.	
2	The team convened to develop the Plan included the required representation of members.	
3	A written curriculum that is aligned with the system of Learning Results specified in Chapter 131 and which provides courses of study that comply with the requirements of Chapter 127 has been adopted by the school board for this school.	
4	For grades K-8 (elementary or middle level) if taught in this school, instructional requirements are being met.	
5	For grades 9-12 (secondary level) if taught in this school, instructional requirements are being met.	
6	Parents and students are informed of the curriculum, instructional expectations and assessment system.	
7	The approved Gifted and Talented Educational Program is being fully implemented during the current school year.	
8	The school has established a separate dropout prevention committee to address the needs of at risk students.	
10	A summary of individual student performance is provided to parents at least three times each school year.	
11	Parents have the opportunity to meet individually with their student's teachers about their student's performance at least once each year.	
12	Student assessment data is used to evaluate, develop, and improve school instructional programs.	
13	For every K-12 student enrolled in an alternative program, a Personal Learning Plan aligned with the system of Learning Results has been developed.	
14	Maine Studies, including the required component of Maine Native American Studies, is taught and complies with the requirements.	
15	Instructional time requirements are met.	
16	As nearly as is practicable, the school provides one calendar for the secondary school students in the unit, including the Career & Technical Education centers or regions attended by students in the unit. (Attach a copy of adopted prior school year calendar that includes the graduation date for seniors.)	

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17	The grade and program organization of the school provides a developmental continuum that gives students the opportunity to meet the content standards of the system of Learning Results.	
18	Required staffing ratios are in place.	
20	All staff, including the superintendent, building administrators, professional personnel, and support personnel are properly certified or licensed in accordance with Chapter 115.	
21	The school has an attendance coordinator who is certified or registered in the mental health, social welfare, or education systems and approved by the Commissioner.	
22	The school, as a member of the school unit, has and uses a System for Training and Development of all personnel that focuses on continuous improvement and practices that raise the academic performance of students on the content standards of the system of Learning Results.	
23	The school maintains a library-media program that includes books, written materials, online Internet resource materials, multimedia materials, and information technology that supports the curriculum and which are appropriate to the ages of the children served by the school.	
24	A certified library-media specialist oversees the library-media program.	
25	The library-media resources, including access to the Internet, are available to all enrolled students and personnel during school hours.	
26	The school administrative unit has a policy governing access to library resources by students in approved equivalent instruction programs in accordance with state law.	
27	The Comprehensive Education Plan addresses updating and maintaining library-media resources.	
28	Guidance and counseling services are available to all students.	
29	The school is part of the district Comprehensive Guidance Program which is either complete or on target for completion to be implemented by the end of the 2006-2007 school year.	
30	Instructional materials, appliances, and apparatus meet all requirements.	
31	The school has available and maintains technology hardware and software and implements staff development plans as described in the unit's Technology Plan.	
32	The school has a board appointed school physician and school nurse.	
33	The school informs the parents of a student suffering from a health problem.	
34	Student medications are administered in accordance with Title 20 -A, Section 254, Subsection 5.	
35	Each child in the school is screened periodically for vision and hearing deficiencies by designated school personnel.	

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36	Each child in grades 5-8 is screened for scoliosis by designated school personnel.	
37	Each child, in order to enroll in school or to be allowed to remain in school, shall be in compliance with provisions of Chapter 126 and Maine Department of Health and Human Services Regulation 261.	
38	The superintendent of the school administrative unit keeps immunization records as part of each student's confidential education records.	
39	The school has a Crisis Response Plan.	
40	Fire drills are conducted annually and fire drill procedures are posted in all rooms.	
41	The school has first aid medical supplies available for the treatment of minor injuries.	
42	The school distributes to all school personnel a written procedure governing the handling of serious health emergencies, including accidents and school personnel receive orientation to this process.	
43	All school personnel have and use appropriate protective devices when handling bodily fluids or other hazardous materials in accordance with OSHA.	
44	Systematic procedures have been established for the safe operation of all school equipment and school personnel are instructed in their proper use.	
45	Instruction in safety pertaining to all potentially dangerous activities conducted in school programs such as industrial arts, physical education, fine arts, and science laboratories, is the responsibility of the teachers assigned to the program and they are fully informed of this responsibility.	
46	Sanitized industrial quality eye protective devices are available and required for student use in shops, laboratories and any other programs involving the use of hot molten metals; the milling, sawing, turning, grinding, cutting or stamping of any solid materials; the heat treatment, tempering or kiln firing of any metal or other materials including gas or electric welding; the repairing or servicing of any vehicle; the use of caustic or explosive materials; or chemical-physical laboratory work, including the use of acid, caustic or explosive chemicals or hot liquids or solids.	
47	The use of separate, isolated timeout rooms and the use of therapeutic restraint is in compliance with Maine Department of Education Regulation 33 and is limited to occurrences when the behavior of a student presents a risk of injury or harm to the student or others, causes or is likely to cause significant property damage, or seriously disrupts the educational process and other less intrusive interventions have failed.	
48	Each child, in order to enroll in school or to be allowed to remain in school, shall be in compliance with provisions of Chapter 126 and Maine Department of Health and Human Services Regulation 261.	

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49	The school implements the school unit's policies and procedures relating to the use of timeout rooms and therapeutic restraint.	
50	The school does not use aversive therapy or treatment in order to modify or change a student's behavior. Aversive therapy or treatment includes the application of unusual, noxious, or potentially hazardous substances, stimuli or procedures to a student. Such substances, stimuli, and procedures include but are not limited to: water spray, hitting, pinching, slapping, noxious fumes, extreme physical exercise, costumes or signs.	
51	The school has a student code of conduct.	
52	The school has a bomb threat policy that is consistent with the prototypical policies developed by the Commissioner.	
53	The student handbook contains an explanation of the educational and legal consequences of making a threat of violence against a school.	
54	The school uses the school unit's procedure for reporting each bomb threat to the Commissioner within two school days of the occurrence of the threat.	
55	The district has and the school implements the district policy for reintegration of juveniles reentering from juvenile correctional facilities and the district policy addresses access to confidential criminal justice information.	
56	Training is provided for school counselors and other personnel who administer the reintegration policy.	
57	The school board provides a safe and efficient transportation system for resident students.	
58	The school board provides transportation for special education students in accordance with Maine Department of Education Regulation 81.	
59	The school provides non-profit school nutrition program for its elementary and middle school students.	
60	The school makes available the hepatitis B vaccine and vaccination series to all employees who have risk of occupational exposure to blood or other infectious materials and offers post-exposure evaluation and follow-up to all employees who have had an exposure incident.	
61	The school requires parental authorization to transfer to another SAU any records concerning a person's HIV status, alcohol, and other drug abuse treatment, confidential health information not defined as 'educational record', and mental health treatment.	
62	The school facilities have adequate space with respect to student enrollment, the instructional program, and necessary administrative and supporting services.	
63	Each classroom or laboratory is adequate to serve the specific purpose for which it is intended and has sufficient area to accommodate each student.	
64	The school maintains a designated area that affords access library-media resources as appropriate to the age of the students in the school.	

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65	Storage space is provided so that maintenance materials and equipment are securely stored in a space other than in student instructional areas.	
66	Storage of hazardous materials is in accordance with OSHA requirements and Department of Education rules.	
67	The district has a plan for maintenance and a plan for capital renewal of school facilities using the template and software provided by the Commissioner, as specified in Maine Department of Education Regulation 64.	
68	All school facilities, which shall include buildings, grounds, and equipment necessary for the provision of instructional programs are operated and maintained in safe, healthful, and sanitary condition.	
69	Drinking water from sanitary fountains is available.	
70	Water obtained from a private sources has been tested. (Date of last test)	
71	The school has an adequate number of toilets that are clean, private, well supervised, of the flush water type and connected to a sewage disposal system approved by the Department of Health and Human Services.	
72	Toilet rooms have wash sinks connected to an adequate, pressurized water supply.	
73	The sanitary conditions of the school and the sewer system are inspected annually and meet Department of Human Services approval standards.	
74	The school's boiler inspection is in compliance with Me. Dept. of Prof. And Fin. Reg. 174.	
75	Inspections are made by the State Fire Marshal or other authorized personnel, and the Department of Labor.	
76	The school is in compliance with all applicable health and safety laws and regulations.	
77	Each room used for instructional purposes has sufficient air changes to produce healthful conditions and to avoid odors or concentrations of toxic substances or dust particles, subject to applicable rules. Temperatures are at a level that provides a comfortable environment for employees and students. If the heating, ventilating, and air-conditioning system is mechanically driven, it is in compliance with statute and related rules.	
78	Each school shall have a school board approved Integrated Pest Management Plan in accordance with Department of Agriculture Board of Pesticide Control Rules Chapter 7.	
79	Each school shall manage its asbestos containing materials in accordance with an up-to-date plan.	
80	Student records, as defined in FERPA as academic records, disciplinary records, and other information including directory information, are accurate and up to date and stored in fire resistant files or are duplicated and stored in a different building.	

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81	The academic records include information relating to the student's educational performance including student performance on the local assessment system and on other assessments as may be require for an individual student.	
82	The high school transcript includes a summary of the student's academic records for grades 9-12.	
83	Disciplinary records include, but are not limited to, a record of suspensions, and expulsions, and other violations of the Student Code of Conduct adopted by the school board.	
84	Records are entrusted to designated personnel who are knowledgeable about the confidentiality provisions applicable to the records.	
85	All records are safeguarded from unauthorized access.	
86	The high school transcripts are kept in perpetuity by the district.	
87	Parents are notified annually of their rights concerning student records according to the Family Educational Rights and Privacy Act (FERPA).	
88	A copy of the FERPA regulations is posted in the school.	
91	The district superintendent maintains a roster of all resident and tuition students attending schools operated by the district; a roster of all students eligible to attend school within the district who are receiving equivalent instruction in an approved or compulsory attendance private school, or in an approved equivalent instruction program; a roster of all students who have been expelled by school board action, who have dropped out of the district, who have withdrawn from the district, or who are truant; and a roster of all students who have been approved for transfer within the district or to another district.	
92	The school administrative unit maintains the required employee directory information and keeps confidential any records beyond the directory information.	
93	The superintendent keeps an accurate account of school finances and provides a written report to the school board on school finance at least quarterly.	
94	The school board provides for an annual independent audit of the school administrative unit finances.	
95	What action have you taken in response to the moratorium on the Local Assessment System? If you select 'Did not adhere to the moratorium' please explain below.	

A - Adhered to the Moratorium  
D - Did not Adhere to the Moratorium  
(Please Explain)