

In-House School Compliance Statements 2016-2017

Please review this document carefully. The individual authorized by the agency should initial each of the following standards and provide any documentation requested.

Your initials and final signature serve as your guarantee that you are in compliance with the standard listed. If you are not in compliance with one or more of the standards, mark the blank with "CA" to indicate that you are completing "Corrective Action." You should submit your corrective action plan for each item along with these compliance statements and the other documentation requested. Please return this information to the DCS Education Division no later than May 31, 2016. A committee will review your submission and will issue you a letter indicating your status.

If non-compliance with any of these standards is brought to the attention of the DCS Education Division, you will be requested to take immediate steps to correct the deficiency. Failure to address the deficiency may result in your school not being allowed to serve DCS students.

Note: If you are no longer educating DCS students, please indicate this in a brief memorandum on agency letterhead.

You may scan all information requested to Jay Stetzel at the email below.

Email: jay.stetzel@tn.gov

IN-HOUSE SCHOOL COMPLIANCE DOCUMENT
INFORMATION SHEET
(Please return this sheet so we may update our database)

School Name: _____	Agency Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Telephone #: _____	Telephone #: _____
Fax #: _____	Fax #: _____

Contact Information (please print or type)

The people below will be included on a group email list. They will receive any mass email information sent from the DCS Education Division. So include anyone you would like on that list.

Primary Contact Name:	
Primary Contact Email:	
School Liaison Name:	
School Liaison Email:	
Special Education Funds Contact Name:	
Special Education Funds Email:	
EasyIEP Contact Name:	
EasyIEP Email:	
Student Management System (SMS) Contact:	
SMS Email	
Other Name and Email:	
Other Name and Email:	
Other Name and Email:	

IN-HOUSE SCHOOL STANDARDS 2016-2017

Name of School:
Name of Person Completing the Form:
Date:
This proposal is for (check all that apply): <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV

Part 1: School Approval

_____ **Standard 1:** The in-house school is approved by the State Department of Education (DOE) as Category I, II, or III. *(Submit a copy of your current school approval letter.)*

Part 2: School Personnel

_____ **Standard 2 a:** All educational personnel are qualified according to state requirements. *(List below all teachers in your facility and include a copy of their Tennessee Teaching Licenses.)*

_____ **Standard 2 b.:** The in-house school educational program has at least one teacher who is qualified to teach special education. *(Indicate below the teacher from Standard 2a.(above) and ensure that a copy of his/her license is included in your documentation.)*

Name of Special Education Teacher: _____

_____ **Standard 2 c.:** Direct service providers in the on-grounds school have: a) educational and experiential backgrounds that enable them to participate in the overall treatment program and to meet the emotional and developmental needs of the children served; and b) personal characteristics and temperament suitable for working with children with special needs.

Part 3: Educational Planning

_____ **Standard 3.a.1:** The organization assesses whether students are ready for placement in an off-campus school setting or could be mainstreamed in a regular classroom and makes such placements in accord with the goals and timetables of the students' individual educational plans. **(Your initials indicate that you are following the Education Work Plan for Levels II, III, and IV that includes holding Child and Family Team Meetings to determine whether or not the treatment needs of students permit enrollment in public school. See DCS Policy 21.20 for details.)**

_____ **Standard 3.a.2:** As appropriate, children and youth are enrolled in the local school district rather than an on grounds school. **(Your initials indicate that you are following the Education Work Plan for Levels II, III, and IV that includes holding Child and Family Team Meetings to determine whether or not the treatment needs of students permit enrollment in public school. See DCS Policy 21.20 for details.)**

_____ **Standard 3.b:** Educational personnel facilitate school transfers and provide consultation as needed to professionals in off-campus educational settings.

_____ **Standard 3.c:** An educational plan is developed for each student and is coordinated in a manner that maximizes the impact on his/her educational and treatment goals. For high school students, this includes enrollment in appropriate classes as determined by an evaluation of previous transcripts.

_____ **Standard 3.d.1:** The organization makes every effort to involve parent/guardians of students in the educational planning and educational activities, including the scheduling of parent/teacher meetings.

_____ **Standard 3.d.2:** If students are estranged from their families (making it difficult to involve family members in treatment), the organization: a) seeks to establish contacts and positive interactions between family members through activity and educational programs; and b) provides individual and group counseling to family members or significant others who are willing to accept such help.

_____ **Standard 3.e:** The agency has identified a public school liaison and a process for interaction with the public schools focusing of development of good relationships and effective communication with the local school system. **(Provide the name your school liaison below along with a written job description. A sample is provided with this document.)**

Name of liaison: _____

Part 4: Educational Programming

Standard 4.a: Educational texts and curriculum materials are current, state approved, and rotated at regular intervals.

Standard 4.b: The organization provides students with an educational program designed to lead to a Tennessee high school diploma or General Equivalency Diploma (GED). ***(Initial each of the boxes below to confirm that your school will offer the following courses required for graduation as needed.)***

	4 English credits to include English I, II, III, IV	
	3 Social Studies credits including World History and Geography (one course), U.S. History and Geography (one course), Economics, Government and Civics (one course).	
	3 Science credits to include Biology I, Chemistry or Physics, and another lab science.	
	.5 credit in Personal Finance	
	4 Mathematics credits to include:—at least Algebra I & II, Geometry, and another advanced mathematics class	
	1 credit in Lifetime Wellness	
	.5 additional credit in Physical Education	
	1 Fine Arts credit (for example, Visual Art I, II, III, IV, General Music, Theater Arts I, II)	
	2 Credits in the same foreign language	
	3-6 credits as an elective focus--may include Career/Technical Education classes (see below)	
	Computer Applications (1 credit) Introduction to Human Studies (1 credit) Family Studies (1 credit)	Business Communications (1 credit) Lifespan Development (1 credit) Career Exploration (1/2 or 1 credit)
	HiSET preparation is available for appropriate students	

Standard 4.c: The organization provides or arranges as necessary: tutoring, mentoring, and college preparation.

Standard 4.d: The on-grounds school provides a summer school program that includes an academic component.

Standard 4.e. The on-grounds school agrees to a) maintain an up-to-date student management system that the DCS education division has purchased for use and b) will provide student transcripts from this system.

Standard 4.f: The school provides a) a 6.5 hour student school day as required by the State Department of Education, and b) a school schedule that will allow a high school student to earn at least 5 credits during a given school year. ***(On the template provided below, please complete a daily student schedule AND a daily school schedule to document at least a 6.5 hour school day--excluding lunch periods.)***

Daily School Schedule

Period Number	Period start and end time	Subject Offered
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Please note: A 6.5 HOUR ACADEMIC DAY IS REQUIRED BY THE STATE DEPARTMENT OF EDUCATION. DO NOT INCLUDE LUNCH PERIODS IN THE 6.5 HOURS.

Daily Student Schedule

Student's Name	Period #	Period start and end	DOE Subject Offered

Please note: A student should have the opportunity to earn at least 5 credits in a school year. Course names should be chosen from DOE's list of approved courses.

Standard 4.g: Teachers in the on-grounds school receive a minimum of 30 hours per year of approved in-service activities as required by the State Department of Education.

Standard 4.h: Teachers in on-grounds schools are evaluated using the "Frameworks for Evaluation and Professional Growth" or another state approved evaluation model.

Standard 4.i: Students are provided access to computers and library/research materials comparable to that provided to students in public schools. ***(Complete the following chart to indicate your compliance.)***

YES	NO	The on-grounds school library provides the following:
<input type="checkbox"/>	<input type="checkbox"/>	A minimum of 12 items per student excluding texts and periodicals.*
		NEW: Beginning next school year (2017-18), you will need to have an inventory of books in your library.
<input type="checkbox"/>	<input type="checkbox"/>	An unabridged dictionary and a foreign language dictionary if ESL students are present
<input type="checkbox"/>	<input type="checkbox"/>	One set of encyclopedias copyrighted in the last 5 years (may be software based)
<input type="checkbox"/>	<input type="checkbox"/>	A local newspaper
<input type="checkbox"/>	<input type="checkbox"/>	A newspaper presenting events on both the local and national levels
		Indicate the number of computers provided by the on-grounds school for student use.
		Indicate the number of computers with internet access provided by the on-grounds school.

Part 5: Special Education Services

_____ **Standard 5.a:** Facilities and programs are accessible to students with disabilities (restrooms, water fountains, cafeterias, parking spaces, access signs to building).

_____ **Standard 5.b:** Students are screened and/or assessed for special education eligibility and receive appropriate services. **(Initial each of the following statements to indicate your compliance.)**

- _____ 1. Students are screened upon entry at the agency to determine if they are eligible for special education services.
- _____ 2. If a student is in need of a psycho-educational evaluation/re-evaluation at entry or during the student's enrollment with the in-house school, the agency ensures that the evaluation is completed within legal timelines as determined by the Department of Education, Division of Special Education.
- _____ 3. The agency provides instructional services to special education students via a certified special education teacher.
- _____ 4. The agency provides related services to special education students.

_____ **Standard 5.c:** The agency has a list of the appointed, trained surrogate parents.

_____ **Standard 5.d:** The organization continues child-find throughout the school year as evidenced by an established procedure for employees to make a referral to the special education teacher or other designated staff.

_____ **Standard 5.e.** The school agrees to maintain an up to day special education student management system (EdPlan/EasyIEP).

As my initials indicate, I have carefully reviewed each of the standards, and I certify that to the best of my knowledge, the information included here is accurate. I understand that if non-compliance with any of these standards is brought to the attention of the DCS Education Division, I will be requested to take immediate steps to correct the deficiency. I further understand that failure to address the deficiency may result in my school not being allowed to serve DCS students.

Signature

Title