



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF SPECIAL EDUCATION, COMPLIANCE SECTION  
 P.O. BOX 480  
 JEFFERSON CITY, MO 65102  
 STANDARDS TO APPROVE PRIVATE EDUCATION AGENCIES**

|  |        |                            |       |          |
|--|--------|----------------------------|-------|----------|
| DATE OF REVIEW   |        | LEGAL NAME OF ORGANIZATION |       |          |
| ADDRESS  |        | CITY                       | STATE | ZIP CODE |
| CHIEF ADMINISTRATIVE OFFICER/DESIGNATED CONTACT          |        |                            | TITLE |          |
| TELEPHONE NO   | FAX NO | EMAIL ADDRESS              |       |          |
| LOCATION OF SCHOOL IF DIFFERENT <input type="checkbox"/> |        |                            |       |          |
| ADDRESS  |        | CITY                       | STATE | ZIP CODE |
| TELEPHONE NO   |        |                            |       |          |
| WEB ADDRESS  |        |                            |       |          |

**A. EDUCATIONAL PROGRAMMING: Programs shall be in compliance with applicable local ordinances, state, and federal law, regulations and policies governing public education, licensing, program and teacher certification requirements.**

|   |   | CURRICULUM  | DESE COMMENTS |
|---|---|---|---------------|
| Y | N | The agency has a written curriculum in place that is appropriate for the students being served. (At least one must be checked).   |               |
|   |   | <ul style="list-style-type: none"> <li>• Uses the local district's curriculum.</li> <li>• Uses a specialized curriculum. Explain:</li> <li>• Uses another curriculum. Explain:</li> </ul> |               |
|   |   | INSTRUCTIONAL RESOURCES AND EQUIPMENT   |               |
| Y | N | The agency has instructional resources and equipment that support and extend curriculum readily available to teachers and students.   |               |
|   |   | <ul style="list-style-type: none"> <li>• Up-to-date resources and equipment are readily available.</li> <li>• Instructional resources support curriculum objectives.</li> </ul>           |               |
|   |   | THE AGENCY IS ORDERLY AND SAFE  |               |
| Y | N | A written code of conduct for students is in place which contains all of the following:   |               |
|   |   | <ul style="list-style-type: none"> <li>• Acceptable behavior</li> <li>• Discipline procedures</li> <li>• Consequences</li> </ul>  |               |
| Y | N | Copies of the disciplinary policy are distributed to all of the following:  |               |
|   |   | <ul style="list-style-type: none"> <li>• Parents</li> <li>• Students</li> <li>• School district</li> </ul>  |               |
|   |   | PROFESSIONAL DEVELOPMENT  |               |
| Y | N | Professional development is an integral part of the educational program:  |               |
|   |   | The agency has a written plan for professional development.   |               |
|   |   | The agency provides substantial time and resources for the professional development of staff members.   |               |

**B. DIFFERENTIATED INSTRUCTION AND SUPPLEMENTAL PROGRAMS**

|   |   | COMPREHENSIVE SERVICES FOR CHILDREN WITH DISABILITIES   |  |
|---|---|---|--|
| Y | N | The agency maintains all of the following:  |  |
|   |   | <ul style="list-style-type: none"> <li>• Copies of current IEPs and Evaluation Reports for all contractual students.</li> <li>• Sufficient and accurate records to document the delivery of appropriate special education and related services.</li> <li>• Attendance logs.</li> <li>• Documentation of progress toward goals/reports of progress.</li> </ul> |  |

| <b>C. SCHOOL SERVICES</b>  |          |   | <b>DESE COMMENTS</b> |
|----------------------------|----------|---|----------------------|
| <b>PROGRAM EVALUATION</b>  |          |   |                      |
| <b>Y</b>                   | <b>N</b> | The agency has a written procedural plan which coordinates the evaluation of all programs and services. This evaluation plan includes:  |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Program goals and objectives for the programs and services offered.</li> <li>• Evaluation criteria and procedures for the programs/services.</li> </ul>  |                      |
| <b>EQUAL OPPORTUNITY</b>   |          |   |                      |
| <b>Y</b>                   | <b>N</b> | Records are available that show the agency ensures equal employment/educational opportunities regardless of race, color, creed, national origin, or sex, in compliance with Title VI and Title IX, or disability, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Equal employment opportunity practices are implemented.</li> <li>• Equal educational opportunities are provided.</li> </ul>  |                      |
| <b>ADEQUATE FACILITIES</b> |          |   |                      |
| <b>Y</b>                   | <b>N</b> | Facilities are adequate and appropriate for specific programs and ages of students.   |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Adequate classroom space.</li> <li>• Classroom lighting is sufficient.</li> <li>• Ventilation and temperature can be controlled.</li> <li>• An adequate number of sanitary drinking facilities are provided.</li> </ul>  |                      |
| <b>Y</b>                   | <b>N</b> | The building and classrooms are accessible to and usable by the non-ambulatory.   |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Two separate exits to the exterior are provided on every floor.</li> <li>• One exit to the exterior is provided at grade level.</li> <li>• Handrails are provided at all stairs, as needed.</li> </ul>   |                      |
| <b>Y</b>                   | <b>N</b> | Accessible/adequate toilet and hand washing facilities are provided.  |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Restroom facilities are accessible for wheelchairs.</li> <li>• Restroom facilities are equipped with grab bars.</li> </ul>   |                      |
| <b>Y</b>                   | <b>N</b> | Adequate maintenance services are provided.   |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Good housekeeping is maintained throughout the building.</li> <li>• Restrooms are maintained in sanitary condition.</li> <li>• The facility is in good repair and orderly.</li> </ul>  |                      |
| <b>SAFE FACILITIES</b>     |          |   |                      |
| <b>Y</b>                   | <b>N</b> | Adequate safety equipment and safeguards are in place and operational.  |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Lighted exit signs are in place at all outside exits.</li> <li>• Emergency exiting procedures are properly posted in each instructional area.</li> <li>• Exit doors are equipped with anti-panic hardware.</li> </ul>  |                      |
| <b>Y</b>                   | <b>N</b> | Outdoor play area is safe.  |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Equipment is properly maintained and in safe operating condition.</li> <li>• Fencing is provided, as needed.</li> </ul>  |                      |
| <b>Y</b>                   | <b>N</b> | Security and crisis management plans are in place for each building which includes:   |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Fire</li> <li>• Tornado</li> <li>• Earthquake</li> <li>• Intruder alerts</li> <li>• Bomb Threats</li> <li>• Environmental Hazards</li> <li>• Other threatening situations</li> </ul>   |                      |
| <b>Y</b>                   | <b>N</b> | Training  |                      |
|                            |          | Training on the use of safety/emergency devices has been conducted, where applicable.   |                      |
| <b>Y</b>                   | <b>N</b> | Safety procedures have been developed, implemented, and documented, which include:  |                      |
|                            |          | <ul style="list-style-type: none"> <li>• Safety inspections for buildings and grounds.</li> <li>• Appropriate safety/emergency drills.</li> <li>• Violence-prevention training for staff.</li> </ul>  |                      |

| <b>MEDICAL POLICIES</b>                |          |  | <b>DESE COMMENTS</b> |
|--|----------|--|----------------------|
| <b>Y</b>                               | <b>N</b> | The agency has written health/medical policies on:   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Administration of medications.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Contagious and infectious diseases.</li> </ul>  |                      |
|  |          | <ul style="list-style-type: none"> <li>• Child-abuse reporting.</li> </ul>   |                      |
| <b>Y</b>                               | <b>N</b> | The agency has procedures for first aid and emergency care.  |                      |
|  |          | <ul style="list-style-type: none"> <li>• Locked storage for medications.</li> </ul>  |                      |
|  |          | <ul style="list-style-type: none"> <li>• First Aid kits</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Accident-reporting procedures.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Emergency contact information.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Locked storage of health records.</li> </ul>  |                      |
|  |          | <ul style="list-style-type: none"> <li>• Training of staff on first aid, CPR, and blood-borne pathogens/bodily fluids.</li> </ul>  |                      |
| <b>STUDENT RECORDS/CONFIDENTIALITY</b> |          |  |                      |
| <b>Y</b>                               | <b>N</b> | The following procedures are in place to ensure confidentiality:   |                      |
|  |          | <ul style="list-style-type: none"> <li>• An individual record of access with signature, date, and purpose of the access is maintained in each student's file.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• All confidential student records are maintained in secure, designated location(s) and are readily available to authorized personnel.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• Current list of names and positions of staff having access to student files is maintained and in the vicinity of where students' files are stored.</li> </ul>   |                      |
|  |          | <ul style="list-style-type: none"> <li>• There are written procedures, which specify how parental rights, per state and federal statues and regulations, concerning the confidentiality of student records will be afforded to guardians of students.</li> </ul> |                      |
| <b>FOOD SERVICES</b>                   |          |  |                      |
| <b>Y</b>                               | <b>N</b> | <b>NA</b> The agency's food service program is operated in accordance with all applicable regulations and guidelines.  |                      |
| <b>TRANSPORTATION</b>                  |          |  |                      |
| <b>Y</b>                               | <b>N</b> | <b>NA</b> Safe transportation to and from school and for field trips is provided in compliance with Missouri statutes and regulations.   |                      |
|  |          | <ul style="list-style-type: none"> <li>• The agency complies with all regulations and safety procedures related to the transportation of school children.</li> </ul>   |                      |