APPLICATION FOR NONPUBLIC SECONDARY SCHOOL REGISTRATION

The Board of Regents registers nonpublic secondary schools based upon a review of the school program by New York State Education Department (Department) staff. The review addresses compliance with applicable laws, rules, and regulations and achievement of certain academic standards. Once registered, the nonpublic secondary schools are admitted to the University of the State of New York and are thus granted the privilege of administering Regents examinations and awarding diplomas.

The normal process to consider a school for registration that registration is granted when a school has a class of students who have completed the school’s entire high school program, e.g. students now in grade 12 who have attended the school continuously since starting grade 9. This is to ensure the school has sufficient history and experience to warrant the awarding of registration status.

To review the criteria for nonpublic school educational equivalence, with public school programs and applicable laws and regulations; please refer to the Office of Nonpublic Schools website, entitled Handbooks and Manuals: (<http://www.p12.nysed.gov/nonpub/handman.html>). Applications will be reviewed using these criteria; additional information may be requested.

A site visit will be scheduled after the application is completed and reviewed by Department staff. If criteria are met, a recommendation to register the school will then be submitted to the Board of Regents for action at a future meeting. If the necessary criteria are not met, the school will be provided with information on necessary changes, and the school may then reapply the following year.

Complete information should be given for each item. Use additional pages if necessary. Please submit the completed application, additional correspondence, and requests for technical assistance to:

State Office of Religious and Independent Schools (SORIS)

New York State Education Department

Room 1078 EBA

Albany, New York 12234

Telephone: (518) 473-8202

Fax: (518) 474-9200
E-mail: SORIS@nysed.gov

The deadline for submitting the application for 2017-2018 school year registration is

**Friday, March 30, 2018**.

Sincerely,

Christina Coughlin

Assistant Commissioner

Office of School Governance, Policy, and Religious and Independent Schools

APPLICATION FOR NONPUBLIC SECONDARY SCHOOL REGISTRATION

|  |  |
| --- | --- |
| Name of School |  |
| Address |  |
| Name of Principal or Head |  |
| Phone |  |
| Email |  |
| Grade Levels Served |  |
| Religious Affiliation (If any) |  |
| Date/No. of Charter, Consent, or Other Type of Incorporation |  |
| Type of Charter (Provisional or Absolute) or Other Incorporation |  |
| Name and Address of Parent Corporation (if any) |  |
| School’s BEDS Code  |  |
| School’s SORIS Code  |  |

To locate your BEDS and/or SORIS Code, access our SEDREF system at the following link: [https://portal.nysed.gov/pls/sedrefpublic/SED.sed\_inst\_qry\_vw$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw%24.startup)

It is the priority of the State Education Department to ensure that students are attending a school that provides a positive and safe learning environment. Therefore, it is necessary to gather materials from schools seeking registration status to demonstrate that required curriculum and graduation requirements are being met and that required safety procedures are being followed. In addition, there will be a review to ensure that essential procedures are in place that align to the laws and regulations that are required by the Commissioner of Education, New York State Education Law, and the State Legislature. These include but are not limited to requirements regarding attendance taking, emergency drills and the like.

# PART A: DESCRIPTION OF SCHOOL

Please provide a description of the school in narrative form addressing the topics listed below and attach a copy of any school brochures or catalogs. When necessary, additional pages may be used.

1. **Historical Overview:** Include place and date that the school was established; founders; philosophy/purposes; **all** present and past locations, and affiliated schools and corporations.
2. **Programs**: Describe **all** programs, including full-time, part-time, satellite, online, or other programs for adults and children. (Only full-time programs leading to a high school diploma for students under age 21 are eligible for registration, but please submit information about all programs offered.)
3. **Buildings and Grounds**: Provide a brief description and diagrams of the building(s) and campus. Please include scanned photographs to aid descriptions. Also include copies of the Certificate of Occupancy from local a governmental jurisdiction and a recent fire inspection report.
4. **Staffing**: Include the names of all teachers and other academic and administrative staff. For each, list subjects taught other duties such as coaching or supervision of student clubs, education, experience, and other credentials such as teacher certification, licenses, and specialized training. Resumes may be substituted for this list. Please note that Health Education must be taught by a NYS certified teacher.
5. **Curricular Program**: Include a list and description of all courses offered; you may attach a school brochure, highlighting any unique offerings or major programs.
6. **School Year Calendar:** Include a school calendar for2017-18 showing all days of attendance, vacation, conference days, and early dismissal. Calculate the number of school days students attend per year.
7. **Daily and Weekly Schedule:** Provide a daily and weekly schedulefora typical student in each grade, showing classes taken, class times, arrival and dismissal times, science labs, recess, lunch, study halls, and passing time. Calculate the number of hours per day of direct instruction in secular and academic subjects.
8. **Extracurricular Program:** Include a list and description of programs offered, highlighting special activities, e.g., community service programs, interscholastic athletics, or other programs.
9. **Accreditation/Memberships/Affiliations**: For awards/honors/scholarships: include dates, sources and other relevant information.
10. **BEDS Report**: Include a copy of your 2017-18 BEDS report.
11. **Other:** Any additional information useful in describing the school.

\*When the application is received, SORIS staff will contact applicants to schedule a site visit and discuss additional required information.

# PART B: COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

This section allows both the secondary school and the State Education Department to determine the extent to which the school meets the requirements established by New York State Education Law, the Regulations of the Commissioner of Education, and other relevant laws and regulations.

The basis for each law or regulation is provided below as a reference for more information. State Education Laws (Ed.L., Section) are on the web at [http://public.leginfo.state.ny.us/navigate.cg](http://public.leginfo.state.ny.us/navigate.cg%20%20) ; Commissioner’s Regulations (CR Part) are at <http://www.p12.nysed.gov/part100/> or <http://www.dos.ny.gov/info/nycrr.html> (Click on View the Unofficial NYCRR, then Title 8 Education Department, then Chapter 2 Regulations of the Commissioner, then Subchapter E Elementary and Secondary Education, Subchapter G Health and Physical Education, or Subchapter H Vocational and Industrial Education).

|  |  |
| --- | --- |
| *Check the appropriate response below for EACH statement to indicate whether or not your school is in compliance. If the answer to any question is No, please explain in the space labeled “Comments.”* | YES/NO & Comments |
| 1. | Has each pupil been immunized, is in process, or has an accepted medical exemption or request for religious exemption to immunizations in accordance with the requirements of **Public Health Law §2164**?<http://www.nyhealth.gov/publications/2370.pdf>See the following guidelines for details:<http://www.p12.nysed.gov/sss/documents/2017-2018IMMUNIZATIONGUIDELINESFORSCHOOLS.pdf> | [ ]  Yes[ ]  No |
| 2. | Appropriate licensed health professionals administer over the counter and prescription medications to students in accordance with Ed.L. Title VIII.Students who are able to take their own medications with assistance or independently are not required to have a licensed health professional assist.See the following guidelines:<http://www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf> | [ ]  Yes[ ]  No |
| 3. |  Are daily attendance records maintained in accordance with [§104.1(c-h)](https://govt.westlaw.com/nycrr/Document/I3653c882c22211ddb29d8bee567fca9f)?  | [ ]  Yes[ ]  No |
| 4. | Has a Comprehensive Attendance Policy compliant with Commissioner’s Regulation [§104.1(i)](https://govt.westlaw.com/nycrr/Document/I3653c882c22211ddb29d8bee567fca9f) been developed and adopted? | [ ]  Yes[ ]  No |
| 5. | Is instruction provided in patriotism and citizenship; the significance, meaning and effect of the Constitution of the United States, the Declaration of Independence, and Constitution of New York State? **Ed.L. §801**; **CR §100.2(c)** | [ ]  Yes[ ]  No |
| 6. | Are the following subjects or their equivalent offered as per CR §100.5? Updated diploma requirements are at: <http://www.p12.nysed.gov/ciai/gradreq/intro.html>. Education Law and Commissioner’s Regulations state that nonpublic schools should offer a similar amount of instruction to that required in public schools. In public schools, 1 unit = 180 minutes of instruction per week for one school year, e.g. 4 units of English = 180 min. of instruction per week for 4 years, grades 9-12. Nonpublic schools do not need to meet this exact standard, but are expected to offer a similar amount. |
| a. | English............................... 4 units | [ ]  Yes[ ]  No |
| b. | Social studies..................... 4 units (including 1 unit of American History, ½ unit Economics, and ½ unit Participation in Government and for students beginning grade 9 in 2016 and thereafter 2 units of Global History and Geography) | [ ]  Yes[ ]  No |
| c. | Mathematics...................... 3 units  | [ ]  Yes[ ]  No |
| d. | Science............................... 3 units (at least 1 unit each in life and physical sciences; 1 unit life science and 1 unit physical science; 3rd unit may be either life or physical) | [ ]  Yes[ ]  No |
|  | In order to qualify to take a Regents examination in any of the sciences, a student must complete 1,200 minutes of actual hands-on (not simulated) laboratory experience with satisfactory documented laboratory reports. The 1,200 minutes of laboratory experience must be in addition to the required classroom instruction time of at least 180 minutes per week required to earn 1 unit of credit. If a student wishes to use a Department approved alternative examination in lieu of a specific Regents examination, the student must also complete the 1,200 minute laboratory requirement.Science courses that do not culminate in a Regents examination must include laboratory experiences. There is no minimum amount of time required with respect to these experiences and that time does not have to be in addition to the instructional time of 180 minutes per week required to earn 1 unit of credit. **CR §100.5(b)(7)(iv)(d)**Department staff will review documentation of 1,200 minutes at the site visit. |
| e. | Health education................ 1/2 unit | [ ]  Yes[ ]  No |
| f. | Is the health education course taught by a teacher holding a certificate to teach health? **CR §135.3(2)(i)** | [ ]  Yes[ ]  No |
| g. | Has the health education curriculum been updated regarding the misuse and abuse of alcohol, tobacco, and other drugs/substances that are more prevalent among school-aged youth; specifically including but not limited to heroin and opioids? **Ed.L. §804 and 804-a** | [ ]  Yes[ ]  No |
| h. | Is appropriate instruction concerning the acquired immune deficiency syndrome (AIDS) part of the required health education course? **CR §135.3(2)(i)** | [ ]  Yes[ ]  No |
| i. | Are all high school students provided instruction in hands-only cardiopulmonary resuscitation and the use of an automated external defibrillator as outlined in **CR §100.2(c)(11)**, except for a student with a disability whose individualized education program or Section 504 accommodation plan exempts the student from this requirement? | [ ]  Yes[ ]  No |
| j. | Physical education.............. 2 units**CR §135.1 and CR §135.4**PE program is a minimum of three periods per calendar week during one semester of each school year and two periods during the other semester, or a comparable time each semester if the school is organized in other patterns. | [ ]  Yes[ ]  No |
| k. | Arts..................................... 1 unit (This requirement may be met in Visual Arts, Music, Theater or Dance.) | [ ]  Yes[ ]  No |
| l. | Languages Other Than English (LOTE) …….….1 unit | [ ]  Yes[ ]  No |
| 7. | Are courses available aligned to commencement level standards which will enable students to select at least 3.5 units to use as electives in order to meet the requirement of 22 units of credit for graduation, e.g. additional units in Science, Math, Social Studies, English, LOTE, Career and Technology Education (CTE), PE, Health or the Arts? **CR §100.5(b)** | [ ]  Yes[ ]  No |
| 8. | Have all courses leading to diploma credit been aligned to commencement level learning standards? **CR §100.5(a)(3)** | [ ]  Yes[ ]  No |
| 9. | Does the school ensure that students are not denied membership or participation in any curricular or extracurricular activities on the basis of race, sex, marital status, color, religion, national origin, or disability, except as otherwise provided in the regulations? **CR §100.2(k)** | [ ]  Yes[ ]  No |
| 10. | Has a statement of nondiscrimination been made available? **IRS Code 501(c)(3)** | [ ]  Yes[ ]  No |
| 11. | Does the school provide a guidance and counseling program? **CR §100.2(j)(2)** | [ ]  Yes[ ]  No |
| 12. | Does safety education include highway, traffic, bicycle, home, recreational, industrial, occupational, and school safety? **Ed.L. §806**; **CR §100.2(c)** and **CR §107.1(a)** | [ ]  Yes[ ]  No |
| 13. | Is safety education instruction integrated with other curricula? If so, how? | [ ]  Yes[ ]  No |
| 14. | Is instruction in fire and arson prevention given for a minimum of 45 minutes each month or equivalent? **Ed.L. §808** | [ ]  Yes[ ]  No |
| 15. | Do students wear appropriate eye safety devices when activities present a potential eye hazard? **Ed.L. §409-a**; **CR §141.10** | [ ]  Yes[ ]  No |
| 16. | If the school uses hypodermic needles and syringes for educational purposes, has the school filed a certificate of need with the State Education Department? **CR §137.1** | [ ]  Yes[ ]  No [ ]  None Used |
| 17. | Have all pupils who anticipate receiving a New York State Regents diploma or local diploma met the requirements set by **CR §100.5**? Updated requirements are at <http://www.p12.nysed.gov/ciai/gradreq/intro.html> . | [ ]  Yes[ ]  No |
| 18. | Are all students entering for the first time with no available records (math, reading and writing) screened to determine the need for academic intervention services? **CR §100.2(r)(1)** | [ ]  Yes[ ]  No[ ]  N/A |
| 19. | Are students who score below the State designated performance level on a New York State Assessment or who are at risk of not meeting the state learning standards provided academic intervention services? **CR §100.2(ee)** | [ ]  Yes[ ]  No[ ]  N/A |
| 20. | Are all provisions related to academic intervention services (e.g., identification, provision and notification) being implemented? **CR §100.2(ee)** | [ ]  Yes[ ]  No[ ]  N/A |
| 21. | Has the Comprehensive Assessment Report (CAR) been made available to parents upon request? **CR §100.2(m)(5)** | [ ]  Yes[ ]  No[ ]  N/A |
| 22. | Is a school library maintained? **CR §91.1** | [ ]  Yes[ ]  No[ ]  N/A |
| 23. | Does the school library contain the minimum number of titles required for the average daily attendance (ADA) of pupils, as follows? Circle ADA and number of titles. **CR §91.1** |
|  | **ADA** **Titles** Under 200 1,000200-500 3,000 501 - 1,000 5,000 1,001 or over 8,000 | [ ]  Yes[ ]  No[ ]  N/A |
| 24. | If the school awards certificates to students with disabilities (SWD): |
| a. | Has the school adopted written policies and procedures so that, prior to awarding local certificates, such students are ensured appropriate opportunities to earn a regular high school diploma (i.e., local diploma or Regents diploma)? | [ ]  Yes[ ]  No[ ]  N/A |
| b. | Are certificates awarded only to students who have met the requirements for the Skills and Achievement Commencement Credential as outlined in **CR** **§100.6(a)** or the Career Development and Occupational Studies (CDOS) Credential outlined in **CR** **§100.6(b)?** | [ ]  Yes[ ]  No[ ]  N/A |
| c. | Is each certificate accompanied by a written statement of assurance that the student continues to be eligible to attend the public schools of residence until the student has earned a high school diploma or until the end of the school year of such student's 21st birthday, whichever is earlier? **CR §100.6(c)** | [ ]  Yes[ ]  No[ ]  N/A |
| 25. | Are eight fire drills conducted and 4 safety drills conducted each school year and are eight of these drills conducted between September 1 and December 31 of each year? **Ed.L. §807** | [ ]  Yes[ ]  No |
| 26. | If the building has fire escapes, do at least one third of the drills involve use of the escapes? **Ed.L. §807** | [ ]  Yes[ ]  No[ ]  N/A |
| 27. | For schools outside of New York City, Yonkers, Buffalo, Rochester, and Syracuse, is a fire inspection report filed annually with the New York State Education Department? **Ed.L. §807-a** | [ ]  Yes[ ]  No[ ]  N/A |

# PART C: STUDENT COMPETENCY AND RETENTION RATES

STUDENT COMPETENCY

In order to graduate from high school, students must demonstrate competency by **required** Regents Examinations. Such examinations shall include one Regents examination or Department approved alternative (see <http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf> ) in each discipline: English Language Arts, Social Studies, Mathematics, and Science. In addition, students must successfully pass one pathway assessment or complete the requirements for the CDOS Commencement Credential. See Multiple Pathways at <http://www.p12.nysed.gov/ciai/multiple-pathways/>.

Students with disabilities who entered grade 9 prior to September 2011 and are unsuccessful in passing a Regents Examination may graduate with a local diploma based on passing one or more Regents Competency Test (RCT). Consistent with the provisions set forth in **§**100.5 of the Regulations of the Commissioner of Education, all students with disabilities shall be given access to the low pass (55-64) safety net, the low pass safety net with appeal, and the compensatory safety net options on Regents Examination scores for purposes of graduating with a local diploma. In addition, upon parent request the principal of a registered nonpublic school is responsible for considering an eligible student with a disability who does not meet all the assessment requirements for graduation through the existing appeal and safety net options, but is otherwise eligible to graduate, for a local diploma through the superintendent determination option.

For this section, please complete the table on pages 10 and 11 to provide data for Regents examinations already taken by your current Grade 12 students.

| *Subject and Exam* | *Number of Students* | *% of students who passed of those who took exam* |
| --- | --- | --- |
| *In prep. course* | *Who took exam* | *Identified as having disability that took the exam* | *Who passed exam with a 65 or greater* | *Identified as having disability who obtained a passing score using a safety net* |
| 1. General Education Students: Regents Examinations
 |
| 1. English: Regents Examination in English Language Arts
 |  |  |  |  |  |  |
| 1. Social Studies:
 |
|  Global History & Geography |  |  |  |  |  |  |
|  U.S. History & Government |  |  |  |  |  |  |
| 1. Mathematics:
 |
|  Algebra I  |  |  |  |  |  |  |
|  Geometry  |  |  |  |  |  |  |
|  Algebra II  |  |  |  |  |  |  |
| 1. Science:
 |
|  Physical Setting/Earth Science |  |  |  |  |  |  |
|  Physical Setting/Chemistry |  |  |  |  |  |  |
|  Physical Setting/Physics |  |  |  |  |  |  |
|  Living Environment |  |  |  |  |  |  |
| 1. Languages Other Than English: (LOTE) Locally developed Checkpoint A LOTE examinations
 |
| French |  |  |  |  |  |  |
| German |  |  |  |  |  |  |
| Hebrew |  |  |  |  |  |  |
| Italian |  |  |  |  |  |  |
| Latin |  |  |  |  |  |  |
| Spanish |  |  |  |  |  |  |
| Other:  |  |  |  |  |  |  |
| 1. Languages Other Than English: (LOTE) Locally developed Checkpoint B (LOTE) examinations
 |
| French  |  |  |  |  |  |  |
| German |  |  |  |  |  |  |
| Italian |  |  |  |  |  |  |
| Latin |  |  |  |  |  |  |
| Spanish |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
| 1. Students with Disabilities: Regents Competency Tests (RCT) For SWD who entered grade 9 prior to September 2011
 |
| Reading |  |  |  |  |  |  |
| Writing |  |  |  |  |  |  |
| Global Studies |  |  |  |  |  |  |
| U.S. History & Government |  |  |  |  |  |  |
| Mathematics |  |  |  |  |  |  |
| Science |  |  |  |  |  |  |

STUDENT RETENTION

Compare the current senior class to the same group that started 9th grade three years ago. How many students have dropped out? How many students have transferred; do not include students who have entered a High School Equivalency Program?

|  |  |
| --- | --- |
| No. of students in grade 12 |  |
| No. of students expected to earn a Regents at the end of the school year |  |
| No. of students expected to earn a or Local diploma at the end of the school year |  |
| No. of students who transferred to another educational program |  |
| No. of students who have dropped out (between grades 9 and 12): |  |
| If the school has a dropout concern, how is this being addressed? |  |

**Person completing this form (Please type or print clearly.)**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Phone |  |
| Email |  |