

## APPLICATION FOR NONPUBLIC SECONDARY SCHOOL REGISTRATION

This form is to be used by nonpublic high school authorities to apply for registration by the New York State Education Department. Registered nonpublic schools are admitted as members of the University of the State of New York, with full benefits and privileges, including administering Regents examinations and awarding Regents diplomas.

A nonpublic high school is eligible to apply for registration **only** when it 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.

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

Office of Nonpublic School Services  
 New York State Education Department  
 Room 475 EBA  
 Albany, New York 12234.  
 Telephone: (518) 474-6541  
 Fax: (518) 474-1983  
 E-mail: [nonpublics@mail.nysed.gov](mailto:nonpublics@mail.nysed.gov)

Criteria for registration include educational equivalence with public school programs and compliance with applicable laws and regulations; see the Office of Nonpublic Schools website for more details (<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 complete. 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.

<b>Name of School</b>			
<b>Address</b>			
<b>BEDS Number</b>		<b>Grade levels</b>	
<b>Name of Principal or Head</b>			
<b>Phone</b>			
<b>Email</b>			
<b>Date/No. of Charter, Consent, or Other Type of Incorporation</b>		<b>Religious Affiliation (If any)</b>	
<b>Type of Charter or Other Incorporation</b>			
<b>Name and Address of Parent Corporation (If any)</b>			

## **PART A: DESCRIPTION OF SCHOOL**

Please provide a description of the school in narrative form addressing the topics listed below. Please attach a copy of any school brochures or catalogs. Please use additional pages if necessary.

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:** Please describe **all** programs, including full-time, part-time, satellite, online, or other programs for adults and children. (Only full-time programs 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 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.
5. **Curricular program:** Include a list and description of all courses offered, or attach a school brochure, highlighting any unique offerings or major programs.
6. **School year calendar:** for 2013-14 showing all days of attendance, vacation, conference days, and early dismissal. Calculate the number of days of school students attend per year.
7. **Daily & weekly schedule for a 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.
7. **Extracurricular program:** Include a list and description of programs offered, highlighting special activities, e.g., community service programs, interscholastic athletics, or other programs.
8. **Accreditation/memberships/affiliations; awards/honors/scholarships:** Include dates, sources and other relevant information.
9. Any additional information useful in describing the school.

## 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://law.onecle.com/new-york/education/>; 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).

Circle 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.”

		Y/N & Comments
1.	Has each pupil been immunized against all of the following: poliomyelitis, rubella, diphtheria, mumps, measles, varicella, pertussis, tetanus, Hepatitis B, and Haemophilus influenzae type b (Hib)? <b>Public Health Law 2164</b> ( <a href="http://www.health.ny.gov/prevention/immunization/docs/2164.pdf">http://www.health.ny.gov/prevention/immunization/docs/2164.pdf</a> )	Y/N
2.	Are daily attendance records maintained? <b>Ed.L. 3211(4)</b>	Y/N
3.	Is instruction provided in patriotism and citizenship; the significance, meaning and effect of the <u>Constitution of the United States</u> , the <u>Declaration of Independence</u> , and <u>Constitution of New York State</u> ? <b>Ed.L. 801; CR 100.2(c)</b>	Y/N
4.	Are the following subjects or their equivalent offered? <b>CR 100.5 Updated diploma requirements are at: <a href="http://www.p12.nysed.gov/ciai/gradreq/intro.html">http://www.p12.nysed.gov/ciai/gradreq/intro.html</a>. 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.</b>	
	English..... 4 units	Y/N
	Social studies..... 4 units (including 1 unit of American History, ½ unit Economics, and ½ unit Participation in Government)	Y/N
	Mathematics..... 3 units	Y/N
	Science..... 3 units (At least 1 unit each in life and physical sciences; 3 <sup>rd</sup> unit may be either):	Y/N
	<p>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.</p> <p>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.</p> <p><b>CR 100.5(b)(7)(iv)(d)</b></p>	

	Health education..... 1/2 unit	Y/N
	Physical education..... 2 units	Y/N
	Arts..... 1 unit (This requirement may be met in Visual Arts, Music, Theater or Dance.)	Y/N
	Languages Other Than English (LOTE) .....1 unit	Y/N
5.	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), or the Arts? <b>CR 100.5(b)</b>	Y/N
6.	Have all courses leading to diploma credit been aligned to commencement level learning standards? <b>CR 100.5(a)(3)</b>	Y/N
7.	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? <b>CR 100.2(k)</b>	Y/N
8.	Has a statement of nondiscrimination been made available? <b>IRS Code 501 (c)(3)</b>	Y/N
9.	Does the school provide a guidance and counseling program? <b>CR 100.2(j)(2)</b>	Y/N
10.	Does the school provide physical education experiences for all pupils? <b>CR 135.4</b>	Y/N
11	Does safety education include highway, traffic, bicycle, home, recreational, industrial, occupational, and school safety? <b>Ed.L., 806; CR 100.2(c) and CR 107.1(a)</b>	Y/N
	Is safety education instruction integrated with other curricula? If so, how?	Y/N
12.	Is instruction in fire and arson prevention given for a minimum of 45 minutes each month or equivalent? <b>Ed.L. 808</b>	Y/N
13.	Does the health education program include instruction concerning: misuse of alcohol, tobacco and other drugs; methods of prevention and detection of certain cancers, including but not limited to breast, skin, testicular and other cancers where certain preventive and detection measures have become generally accepted and recommended generally to the public; and interpersonal violence prevention education? <b>Ed.L., 804 and 804-a</b>	Y/N
	Is the health education course taught by a teacher holding a certificate to teach health? <b>CR 135.3(2) (i)</b>	Y/N
	Is appropriate instruction concerning the acquired immune deficiency syndrome (AIDS) part of the required health education course? <b>CR 135.3 (2) (i)</b>	Y/N
14.	Do students wear appropriate eye safety devices when activities present a potential eye hazard? <b>Ed.L., 409-a; CR 141.10</b>	Y/N
15.	If the school uses hypodermic needles and syringes for educational purposes, has the school filed a certificate of need with the State Education Department? <b>CR 137.1</b>	Y/N/ None Used
16.	Have all pupils who received a New York State Regents diploma or Special Education diploma met the requirements set by <b>CR 100.5</b> ? <b>Updated requirements are at</b> <a href="http://www.p12.nysed.gov/ciai/gradreq/intro.html">http://www.p12.nysed.gov/ciai/gradreq/intro.html</a> .	Y/N/NA

17.	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? <b>CR 100.2(r)(1)</b>	Y/N/NA
18.	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? <b>CR 100.2(ee)</b>	Y/N/NA
19.	Are all provisions related to academic intervention services i.e. identification, provision and notification being implemented? <b>CR100.2(ee)</b>	Y/N/NA
20.	Has the Comprehensive Assessment Report (CAR) been made available to parents upon request? <b>CR 100.2(m)(5)</b>	Y/N/NA
21.	Is a school library maintained? <b>CR 91.1</b>	Y/N/NA
22.	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. <b>CR 91.1</b>	Y/N/NA
	<b>ADA</b> <b>Titles</b>	
	Under 200                      1,000	
	200-500                      3,000	
	501 - 1,000                      5,000	
	1,001 or over                      8,000	
23.	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 high school diploma?	Y/N/NA
	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 CR100.6(b)?	Y/N/NA
	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? <b>CR 100.6(c)</b>	Y/N/NA
24.	Are twelve fire drills conducted each school year and are eight of these drills conducted between September 1 and December 1 of each year? <b>Ed.L., 807</b>	Y/N
	If the building has fire escapes, do at least one third of the drills involve use of the escapes? <b>Ed.L., 807</b>	Y/N/NA
25.	Except for schools in New York City, is a fire inspection report filed annually with the New York State Education Department? <b>Ed.L., 807-a</b>	Y/N/NA

**PART C: STUDENT COMPETENCY AND RETENTION RATES**

**STUDENT COMPETENCY**

In order to graduate from high school, students must demonstrate competency by passing at least **five required** Regents Examinations (English Language Arts, Global History and Geography, US History and Government, 1 examination in Mathematics and 1 in Science). Only students with disabilities who enter grade 9 in September 2010 or prior and are unsuccessful in passing a Regents Examination may substitute Regents Competency Tests (RCT)'s for the purpose of earning a local diploma. All students with disabilities shall be given access to the low pass (55-64) safety net and the Compensatory Safety Net outlined in CR 100.5 on Regents Examinations for the purpose of earning a local diploma. For this section, please complete data for Regents examinations already taken by your current Grade 12 students.

<i>Subject and Exam Name:</i>	<i>Number of students in preparatory course</i>	<i>Number of students who took exam</i>	<i>Number of students who passed exam</i>	<i>% of students who passed, of those who took exam</i>
<b>a. General Education Students: Regents Examinations</b>				
1. English: Comprehensive English or Common Core English				
2. History:				
Global History & Geography				
U.S. History & Government				
3. Mathematics:				
Integrated Algebra or Algebra 1 Common Core				
Geometry or Geometry Common Core				
Algebra 2/Trigonometry or Algebra 2 Common Core				
4. Science:				
Physical Setting/Earth Science				
Physical Setting/Chemistry				
Physical Setting/Physics				
Living Environment				
5. Languages Other Than English: (LOTE)				
Comprehensive Regents Examinations: French				
German				
Hebrew				
Italian				
Latin				
Spanish				
Second Language Proficiency Examinations: French				
German				
Italian				
Latin				
Spanish				
Local Examinations in LOTE (please specify Language)				
<b>b. Students with Disabilities: Regents Competency Tests (RCT)</b>				
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? Do not include students who have transferred to other schools, or students who have entered a General Equivalency Degree (GED) Program. If the school has a dropout problem, how is this being addressed?

No. of students in grade 12	
No. of students who have dropped out (between grades 9 and 12):	
% of students who have dropped out (between grades 9 and 12):	%

### Person completing this form (Please type or print)

<b>Name</b>	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	