

**OSSE Nonpublic School Monitoring Tool (8/31/2012)**

Name of Nonpublic School		Record Review Completed By			Date of Record Review	
Item # Regulation/ Authority	Item Text	Response Criteria	Y	N	N A	Corrective Actions
<p>STA – 1</p> <p>§300.146 and 5 DCMR §A- 2805.2</p>	<p>The nonpublic school teaches in accordance with District of Columbia Standards of Learning.</p>	<p><b>Yes</b> = Nonpublic school provides data which demonstrates that the nonpublic school teaches in accordance with District of Columbia Standards of Learning.</p> <p><b>No</b> = Nonpublic school does NOT provide data which demonstrates that the nonpublic school teaches in accordance with District of Columbia Standards of Learning (e.g. the school does not offer District of Columbia History, foreign languages or community service hour support).</p>				<p>The nonpublic school must demonstrate that it teaches in accordance with the District of Columbia Standards of Learning and graduation requirements, and that all teachers at the nonpublic school have been provided training regarding the District of Columbia Standards of Learning and graduation requirements by the date listed on the front of this report.</p> <p>Provide documentation of the above to OSSE.</p>
<p>STA - 2</p> <p>§300.146 and 5 DCMR §A- 2805.3</p>	<p>The nonpublic school administers the DC CAS/DC CAS-Alt.</p>	<p><b>Yes</b> = Nonpublic school provides data which demonstrates that the nonpublic school cooperates with LEAs and OSSE to ensure that District of Columbia students participate in the DC CAS/DC CAS-Alt.</p> <p><b>No</b> = Nonpublic school does NOT provide data which demonstrates that the nonpublic school cooperates with LEAs and OSSE to ensure that District of Columbia students participate in the DC CAS/DC CAS-Alt.</p>				<p>The nonpublic school must submit documentation which demonstrates that the LEA and nonpublic school have communicated regarding the students scheduled to participate in the exam and the plan for administering the exam.</p> <p>Provide documentation of the above to OSSE.</p>

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<p>DIS – 3 5 DCMR §§2806, 2848.3</p>	<p>The school year of the nonpublic school includes a minimum of 180 regular instructional school days and the average number of instructional hours over the course of the school calendar meets or exceeds six hours per day.</p>	<p><b>Yes</b> = Review of the school calendar and other relevant information shows that the school year includes a minimum of 180 regular instructional school days, exclusive of any extended school year period; and the average number of instructional hours over the course of the school calendar meets or exceeds six hours per day.</p> <p><b>No</b> = Review of the school calendar and other relevant information shows that the school year does not include a minimum of 180 regular instructional school days, exclusive of any extended school year period; or the average number of instructional hours over the course of the school calendar is less than six hours per day .</p> <p><b>NA</b> = The school only operates a prekindergarten program or other alternative program approved by OSSE.</p>			<p>The nonpublic school must amend its school calendar to provide a minimum of 180 regular instructional school days and an average of six hours per day of instruction over the course of the school calendar.</p>
<p>DIS – 4 5 DCMR §2816.2</p>	<p>Any physical restraint is applied only by nonpublic school personnel who are trained and certified in the appropriate use of specific, authorized techniques. Copies of those certifications are maintained on file at the nonpublic school.</p>	<p><b>Yes</b> = Review of incident reports shows that all restraints were applied only by personnel with current certifications in the use of physical restraint.</p> <p><b>No</b> = There is evidence, in incident reports or elsewhere, that NOT all restraints were applied by personnel with current certifications in the use of physical restraint.</p> <p><b>NA</b> = There is no evidence that the nonpublic school employs physical restraint.</p>			<p>The nonpublic school must ensure that all staff members who apply physical restraints hold the required certification.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p>
<p>DIS – 5 5 DCMR §2817</p>	<p>The nonpublic school does not use any form of mechanical restraint on a District of Columbia student.</p>	<p><b>Yes</b> = There is no evidence of the use of mechanical restraint in incident reports, school policies, or interviews.</p> <p><b>No</b> = There is evidence of the use of mechanical restraints.</p>			<p>The nonpublic school must demonstrate that it does not employ mechanical restraints.</p> <p>Use of mechanical restraints as a policy or practice is grounds for denying or revoking a certificate of approval.</p>
<p>DIS – 6 5 DCMR §2818</p>	<p>The nonpublic school does not use any form of prone restraint on a District of Columbia student.</p>	<p><b>Yes</b> = There is no evidence of the use of prone restraint in incident reports, school policies, or interviews.</p> <p><b>No</b> = There is evidence of the use of prone restraints.</p>			<p>The nonpublic school must demonstrate that it does not administer prone restraints.</p> <p>Use of prone restraints as a policy or practice is grounds for denying or revoking a certificate of approval.</p>

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<p>DIS – 7 5 DCMR §2819</p>	<p>The nonpublic school does not use any form of seclusion on a District of Columbia student, except in emergency circumstances as defined in 5 DCMR §2816.1.</p>	<p><b>Yes</b> = There is evidence in incident reports, school policies, or interviews that seclusion is used only in case of emergency, consistent with the DCMR.</p> <p><b>No</b> = There is evidence in incident reports, school policies, or interviews that seclusion is used where there is no emergency as defined by the DCMR.</p> <p><b>NA</b> = There is no evidence that the nonpublic employs any form of seclusion.</p>			<p>The nonpublic school must amend its policies and procedures to ensure that seclusion is only used in the emergency situations.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p> <p>Use of seclusion as a policy or practice is grounds for denying or revoking a certificate of approval.</p>
<p>DIS – 8 5 DCMR §2819.2</p>	<p>Any space used for seclusion is free of objects and fixtures with which a student could self-inflict bodily harm, provides school personnel an adequate view of the student from an adjacent area, and provides adequate lighting, ventilation, and appropriate temperature controls.</p>	<p><b>Yes</b> = Inspection of a space used for seclusion demonstrates that the space meets these regulatory requirements.</p> <p><b>No</b> = Inspection of a space used for seclusion demonstrates that the space does not meet the regulatory requirements.</p> <p><b>NA</b> = There is no evidence that the nonpublic school employs any form of seclusion.</p>			<p>The nonpublic school must make adjustments to the space used for seclusion.</p>
<p>DIS – 9 5 DCMR §2819.6</p>	<p>If the space used for seclusion has a locking mechanism, it is only engaged when it is held in position by a person, or if electronically engaged, automatically releases if the building's fire alarm system is activated.</p>	<p><b>Yes</b> = Inspection of a space used for seclusion demonstrates that the space meets these regulatory requirements.</p> <p><b>No</b> = Inspection of a space used for seclusion demonstrates that the space does not meet the regulatory requirements.</p> <p><b>NA</b> = There is no evidence that the nonpublic school employs any form of seclusion or the space does not have a locking mechanism.</p>			<p>The nonpublic school must make adjustments to the space used for seclusion.</p>
<p>DIS – 10 5 DCMR §2819.3</p>	<p>The nonpublic school ensures that personnel provide the student with an explanation of the behavior that resulted in the seclusion and instructions on the behavior required to be released from the seclusion.</p>	<p><b>Yes</b> = Review of incident reports demonstrates that personnel provided the student with an explanation and instructions consistent with this section.</p> <p><b>No</b> = Review of incident reports demonstrates that personnel did not provide the student with an explanation and instructions consistent with this section.</p> <p><b>NA</b> = There were no incidents in which seclusion was employed during the period under review.</p>			<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p>

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<p>DIS – 11 5 DCMR §§2819.3, 2819.5</p>	<p>The nonpublic school ensures that personnel views and continuously monitors a student placed in seclusion, and speaks with the student every 10 minutes at minimum.</p>	<p><b>Yes</b> = Inspection of a space used for seclusion and review of incident reports demonstrates that personnel were able to continuously monitor students placed in seclusion, and spoke to each student at least every 10 minutes.</p> <p><b>No</b> = Inspection of a space used for seclusion and review of incident reports demonstrates that personnel did not or were unable to continuously monitor students placed in seclusion, or did not speak to each student at least every 10 minutes.</p> <p><b>NA</b> = There were no incidents in which seclusion was employed during the period under review.</p>				<p>The nonpublic school must make adjustments to the space used for seclusion, and to its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p>
<p>DIS – 12 5 DCMR §2819.5</p>	<p>After 30 minutes, the Director, Head of Special Education or other senior personnel personally observes the student to assess the need for continued seclusion.</p>	<p><b>Yes</b> = Review of incident reports demonstrates that 30 minutes after a student is placed in seclusion, senior personnel personally observed the student.</p> <p><b>No</b> = Review of incident reports demonstrates that 30 minutes after a student is placed in seclusion, senior personnel did not personally observe the student.</p> <p><b>NA</b> = There were no incidents in which seclusion was employed during the period under review.</p>				<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p>
<p>DIS – 13 5 DCMR §2819.5</p>	<p>No seclusion continues longer than 1 hour.</p>	<p><b>Yes</b> = Review of incident reports demonstrates that no seclusion of any student continued for longer than 1 hour.</p> <p><b>No</b> = Review of incident reports demonstrates that seclusion of a student continued for longer than 1 hour.</p> <p><b>NA</b> = There were no incidents in which seclusion was employed during the period under review.</p>				<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>OSSE must confirm that the nonpublic school is correctly implementing the specific regulatory requirement (i.e., achieved 100% compliance) based on a review of updated data.</p>
<p>QUA – 14 5 DCMR 2823.2</p>	<p>Each member of the teaching staff holds a teaching certification from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.</p>	<p><b>Yes</b> = The nonpublic school provided proof of teaching certification for each teaching staff member consistent with the requirements of the DCMR.</p> <p><b>No</b> = The nonpublic school did not provide proof of teaching certification for each teaching staff member consistent with the requirements of the DCMR.</p>				<p>The nonpublic school must provide proof of teaching certification for all teaching staff members consistent with the requirement of the DCMR.</p>

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<p>QUA – 15 5 DCMR 2823.3</p>	<p>Related service providers, whether employed or contracted by the nonpublic special education school or program are appropriately certified, licensed or registered in their professional areas in alignment with requirements from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.</p>	<p><b>Yes</b> = The nonpublic school provided proof of certification or licensure for each related service provider consistent with the requirements of the DCMR.</p> <p><b>No</b> = The nonpublic school did not provide proof of certification or licensure for each related service provider consistent with the requirements of the DCMR.</p>				<p>The nonpublic school must provide proof of certification or licensure for each related service provider consistent with the requirement of the DCMR.</p>
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