

## ANNUAL REPORT FOR IN-STATE PUBLIC AND PRIVATE INSTITUTIONS RECEIVING STATE FUNDS FOR COURT ORDERED PLACEMENTS

### Instructions

1. This report is to be submitted by each institutional/facility school.
2. The school is to **submit the following items with this report**: a daily instructional schedule, an annual calendar, a current fee schedule, a list of names and locations of any external programs to which the institution sends students, and a current financial statement audited by a certified public accountant to verify the facility is operating in accordance with generally accepted accounting principles.
3. Documents should be electronically sent to: [jo-ann.numoto@wyo.gov](mailto:jo-ann.numoto@wyo.gov)
4. An original signed copy of this page **AND** supporting documentation too lengthy to send electronically should be mailed to: Wyoming Department of Education; attn: Jo Ann Numoto; 2300 Capitol Avenue, 2<sup>nd</sup> Floor; Cheyenne, WY 82002 by August 5, 2015.

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Institution Name and School ID Number

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Facility Director or Designee (Print Name and Title)

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Facility Director or Designee Signature and Date

### **ADHERENCE TO STATUTES, RULES, REGULATIONS, POLICIES, AND PROCEDURES**

**IMPORTANT NOTE:** The signature above indicates that this institution is in compliance with ALL education laws of Wyoming and ALL rules and regulations related to education in Wyoming.

The institution understands that it is required to fulfill all statutory, regulatory and program requirements inherent in this assurance report and must comply with applicable Wyoming State Board of Education rules. If there is a statute or regulation with which the institution is not in compliance, please circle the numbered item and attach an accompanying explanation.

1. The institution is licensed or accredited as a private residential treatment facility by the appropriate state authority. Chapter 14, Section 5
2. The institution ensures that all structures used for the purposes of the education program meet all state and local requirements for health and safety. Chapter 14, Section 5
3. The institution maintains a written statement that identifies the types of educational services provided and the characteristics of the students to be served by the education program of the facility. Chapter 14, Section 5
4. The institution maintains a current written description of the on-grounds educational program that includes a description of the student population, including ages and any identified disabilities. Chapter 14, Section 5
5. The institution maintains a current written description of the on-grounds educational program that includes a daily instructional schedule, number of instructional hours per day and number of instructional days per year. Chapter 14, Section 5 (***Include a daily instructional schedule and an annual calendar as attachments to this report.***)
6. The institution maintains accurate case records about each student to include: date of admission, source of referral, order of the court, date of discharge should the student leave, documentation of the current custody and legal guardianship, and the student's birth date. W.S. 21-13-315 and Chapter 14, Section 5
7. The institution maintains accurate records of each student's actual attendance of the educational program. Chapter 14, Section 5

8. The institution maintains accurate reports relating to each student's education program. Chapter 14, Section 5
9. The institution maintains all records necessary to comply with the provisions of P.L. 101-376 and applicable state laws, rules and regulations concerning students with disabilities. Chapter 14, Section 5
10. The institution employs teacher(s) who are properly certified and endorsed by the Professional Teaching Standards Board (PTSB). Chapter 14, Section 5
11. The institution ensures that each student in care is provided with the transportation necessary to access the education program provided that student. Chapter 14, Section 5
12. The institution complies with the provisions of 20 U.S.C. 1400 *et seq.* and its applicable state laws and rules and regulations governing education programs for children with disabilities. Chapter 14, Section 5
13. The institution provides equal access for disabled students as required by applicable federal and state laws and related rules and regulations. Chapter 14, Section 5
14. The institution guarantees equal opportunities to all education programs regardless of the student's race, sex, religious preference, or disability. Chapter 14, Section 5
15. The institution ensures that every school-age child attends either an external or an on-grounds education program. Chapter 14, Section 6 (***Include names and locations of external programs to which students are sent as an attachment to this report.***)
16. The institution determines, through collaboration with a student's school district of residence, the appropriateness of any placement in an external education program prior to placement. Chapter 14, Section 6
17. The institution ensures that external educational service or program providers (including public, private, or parochial schools) are licensed or accredited by a national, regional, or state licensing or accrediting authority prior to student placement. Chapter 14, Section 6
18. The institution establishes a detailed written contract with any external education service or program provider prior to placing a student in the service or program. The contract will outline the obligations of the external service or program provider relative to the needs of the student in your care. A signed contract between your facility and an external educational service or program provider is on file for every student receiving an external education program. Chapter 14, Section 6
19. The institution, through collaboration with a student's district of residence, determines the appropriateness of placement in an on-grounds education program prior to student placement. Chapter 14, Section 6
20. The institution ensures that all services for which educational payments are being reimbursed are for education or educational related services as defined by the State Board of Education Rules and Regulations. Chapter 14, Section 8
21. The institution meets the minimum standards for an approved program and holds an approved status from WDE, which indicates the program is in substantial compliance with these rules and regulations. Chapter 14, Section 8
22. The institution bills the WDE for education program costs for each school-age child placed in the facility under provisions of W.S. 21-13-315. Billing is monthly and submitted on the form prescribed by the Finance Unit of WDE. The institution understands that only authorized costs will be paid from public funds. Chapter 14, Section 8
23. The institution provides a written schedule of fees charged for the education program (tuition) in which students are enrolled, including the identification of the fee for each education related service students receive. Chapter 14, Section 8 (***Include current fee schedule as an attachment to this report.***)
24. The institution annually provides to the WDE a current financial statement audited by a certified public accountant to verify the facility is operating in accordance with generally accepted accounting principles. Chapter 14, Section 9 (***Include current financial statement as an attachment to this report.***)
25. The institution welcomes on-site visits of its education program by a representative of the WDE in order to verify the approved status of the facility and information submitted for review. Chapter 14, Section 9
26. The institution's programs for students with disabilities are established according to state Rules and Regulations Governing Services for Children with Disabilities. Chapter 7, Section 7

27. The institution has adjusted graduation requirements for students receiving a diploma in 2006 and thereafter to:
- a. Four (4) school years of English;
  - b. Three (3) school years of mathematics;
  - c. Three (3) school years of science; and
  - d. Three (3) school years of social studies, including history, American government and economic systems and institutions.
- W.S. 21-2-304

28. The institution ensures that its education program includes each of the following, as prescribed by the Wyoming State Board of Education:

Common Core of Knowledge

- a. Language Arts/Reading
  - b. Social Studies ( to include Government, History, Economic Systems and Institutions, and Civics)
  - c. Mathematics
  - d. Science
  - e. Fine Arts and Performing Arts
  - f. Physical Education
  - g. Health and Safety
  - h. Humanities
  - i. Career Options/Vocational Education
  - j. Foreign Culture and Languages
  - k. Applied Technology
  - l. State and Federal Constitutions
- W.S. 21-2-304, W.S. 21-9-101, W.S. 21-9-102

29. The institution ensures that its education program includes each of the following, as prescribed by the Wyoming State Board of Education:

Common Core of Skills

- a. Problem Solving
  - b. Interpersonal Communications
  - c. Keyboarding and Computer Applications
  - d. Critical Thinking
  - e. Creativity
  - f. Life Skills including Personal Financial Management
- W.S. 21-2-304, W.S. 21-9-101

30. The institution maintains on file written documentary proof of immunization or written immunization waiver for every student enrolled. W.S. 21-4-309
31. The institution conducts fire/safety drills at least once every month that school is in session. W.S. 35-9-121
32. The institution has developed and has on file the policy for required notification of pesticide application on or within school buildings. W.S. 35-7-375
33. The institution provides annual training to all school personnel concerning discrimination, confidentiality, and occupational exposure to blood-borne pathogens. 29 CFR 1910

**OPTIONAL**

34. The institution meets all the requirements of W.S. 21-3-131 (School bus standards; Operators; Vehicle operation).