



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF EDUCATION

CHECKLIST FOR NONPUBLIC SCHOOL OPERATION

Please prepare the necessary documents listed below and return to the Department of Education, State Office of Curriculum and Instruction:

NAME OF SCHOOL _____

ADDRESS _____

TELEPHONE NO: _____

I. Legitimacy

Official document certifying the legal and legitimate existence of the school in accordance with Virgin Islands law. This includes articles of incorporation as required by Title 13, Chapter 1 or Chapter 3, Virgin Islands Code and certificate of good standing. All these documents must be current.

II. School and Community

Brief history of school and a sketch of the community it serves.

III. Philosophy and Objectives

Educational philosophy and objectives of school.

IV. Enrollment Data

Total Enrollment _____

Grade levels _____

V. Curriculum Subject Areas

Description of subjects taught, curriculum objectives, and the instructional techniques and methods employed to meet varying learning needs of the students. See section VI Code, Chapter 19, Section 192 (b) (2).

VI. Promotion and Grading Policy

A description and explanation of the promotion and grading policy, including its intended objectives and adequate records to show student's attendance, progress, and grades. This would include sample report cards, transcripts, progress reports and cumulative folders.

VII. Guidance Services

A description and explanation of the nature and scope of the guidance services involving written records of student's previous education and training with appropriate recognition of honors and awards.

VIII. Educational Media Services-Library and Audio-Visual

Scope of educational media, library and audio-visual programs provided and their relationship to the total instructional program.

IX. Student Activities

Scope, philosophy, and objectives of the student activity program and their relevance to the instructional program.

X. Assessment

A description and evidence of assessments both formal and informal, used at the schools (achievement, diagnostic, curriculum, etc.)

XI. School Staff and Administration

Academic and professional profiles of family, staff and administration, including past experience and also administrative and supervisory policies and practices employed.

XII. Finances

A copy of the most recent financial statement.

Tuition and fee schedules.

XIII. School Facilities

- A. Classrooms-regular and special subjects
 - i. Furnishings
 - ii. Materials and supplies
 - iii. Ratio of students to size of room
 - iv. Lighting and ventilation
- B. Playground and physical education facilities
- C. Health and hygiene facilities
 - i. Facility and students bathrooms
 - ii. Drinking fountains
 - iii. Storage
- D. Lunch room or cafeteria and kitchen
- E. Medical aid facilities
- F. Office facilities
- G. Bus loading and unloading area
- H. Assembly area
- I. Library facilities
- J. Counseling or guidance facilities
- K. Diagram of School
- L. Current certificate of safety standards from the Fire Department
- M. Current health permit