



**Pembroke Public Schools
School Committee Policy Manual**

SECTION L

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**POLICY LBCA: POLICY AND PROCEDURES FOR APPROVAL OF
PRIVATE SCHOOLS**

In accordance with the Massachusetts Compulsory Attendance Laws (General Laws C. [76 § 1](#)), private schools within the Pembroke School District must operate with the approval of the Pembroke School Committee. The process, procedures and criteria for approval is left to the School Committee. As private schools are apt to be established on relatively short notice, a standard process for considering applications should be established by the School Committee.

Procedurally, the following are the steps for approval of a private school by the Pembroke School Committee:

1. The private school applies, in writing, for approval. The letter of notice and application is sent to the Superintendent of Schools.
2. The Superintendent of Schools provides the private school with a copy of the "Checklist for Approval of a Private School."
3. The private school will submit to the Superintendent of Schools a written proposal/plan which addresses each of the criterion listed in the "Checklist for Approval of a Private School." Supplemental materials may also be submitted with the written proposal/plan.
4. A team of educators selected by the Superintendent of Schools will visit the private school as a follow-up on the written responses submitted to the "Checklist for Approval of a Private School."
5. Upon completion of steps 1-4, the Superintendent of Schools will present a recommendation for approval to the Pembroke School Committee.
6. The Superintendent of Schools will notify the private school of the School Committee's decision.
7. The private school must report in writing to the Superintendent of Schools within thirty (30) days of occurrence any substantive change in the school which relates to the criteria listed in the "Checklist for Approval of a Private School." Failure to maintain the checklist standards may result in withdrawal of approval.

1ST Reading: June 7, 2016

2nd Reading:

ADOPTED: