

Vermont Agency of Education  
**Independent School GenEd Checklist**

School Name: \_\_\_\_\_

Onsite Reviewer: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

	Yes	No	Comments
<b>Philosophy/Mission:</b>			
Can the administration/staff articulate the school's philosophy?			
Is the description of the school in the application and on its website accurate?			
<b>Governance:</b>			
Is the description of the governance model in the application is correct?			
<b>Admissions:</b>			
Are admissions decisions made by a committee?			
Have any students not been admitted within the last 2 years; reason?			
<b>Enrollment:</b>			
Is the description of the enrollment provided in the application accurate?			
<b>Attendance/School Census:</b>			
Is student's daily attendance kept electronically?			
Are student withdrawals after October 1 <sup>st</sup> reported to the AOE?			
<b>MCOs (curriculum):</b>			
Is the curriculum age and ability appropriate?			
Can the administration and staff describe how the curriculum is adapted to reflect differences in students' ages and abilities?			
Can the administration and staff describe the methods of instruction and how the instruction is adapted to reflect differences in students' ages and abilities?			
<b>Facilities:</b>			
Does the school own the building/facility? (If the school does not own the building please note in the comments section who is responsible for the building/facility's structural maintenance)			
Are ADA classroom(s) available?			
Is the heating/cooling systems inspected regularly?			
Was the CO from VT Division of Fire Safety granting occupancy for <u>educational</u> purposes available for review?			

	Yes	No	Comments
<b>Health/Safety:</b>			
Does the school have a safety plan and/or prevention/response plan?			
Are staff and students aware of the safety plan?			
Are fire drills practiced monthly?			
Was the hazing, harassment, and bullying policy available for review?			
Does the school employ a nurse or other health professional or have a plan for medical emergencies?			
Are any staff members trained in CPR or First Aid?			
Is immunization information or signed exemptions on file for all students?			
Does the school have a policy on storage and dispensing of prescription or over-the-counter meds?			
Does the school have a policy on notifying parents/guardians about communicable disease or other medical concerns identified?			
Does the school have a policy for parents/guardians about ill students attending school?			
Have all staff members gone through a fingerprint-supported criminal records check?			
Has the staff received information/training that they are mandated reporters?			
Does the school have a policy on the use of electronics; personal or school purchased?			
Does the school have a concussion action plan (only for schools with athletic programs)?			
<b>Discipline:</b>			
Is the staff knowledgeable about the school's discipline policy?			
Does the school have a process for making students and parents aware of the school's discipline policy?			
Have any students been suspended or expelled within the last two years?			
Does the school use restraint or seclusion?			
If school uses restraint or seclusion is staff trained?			
Does the school have a policy on search and seizure?			
<b>Professional Staff:</b>			
Are job descriptions available for review at visit?			
Are staff resumes/vitae available for review?			
Is the staff evaluated on a regular basis?			

	Yes	No	Comments
Is the staff given clear expectations regarding communication with parents or guardians?			
Does the school have clear expectations for professional growth of the staff?			
Does the school provide in-service training or other support to staff for PD?			
Does the school have a policy on staff and student interaction?			
Have any staff members been asked to leave in the past two years?			
Does the school have regularly scheduled staff meetings?			
Is the staff assigned other duties not related to teaching or administrative duties?			
<b>State Assessments:</b>			
Do all publicly funded students undertake the state assessment? (If there are no publicly funded students the reviewer should note N/A)			
<b>Financial Capacity:</b>			
<p>Did the school provide evidence of financial capacity deemed acceptable to determine capacity?</p> <p>Please circle or highlight below the verification method used:</p> <ol style="list-style-type: none"> <li>Audit letter by certified public accountant from present or prior year describing financial capacity</li> <li>Audit from the prior fiscal year performed by a certified accounting firm.</li> <li>Notarized letter summarizing the financial status within the present or prior fiscal year signed by the board of directors or governing body. Please note if choosing this option additional on-site information must be reviewed to confirm financial capacity. If the reviewer is not satisfied, the reviewer may request the school satisfy option a or b per SBE May 2015 action addressed in the July 9, 2015 memo from Secretary Holcombe.</li> </ol> <p><a href="http://education.vermont.gov/documents/memo-state-board-action-on-independent-school-rules">http://education.vermont.gov/documents/memo-state-board-action-on-independent-school-rules</a></p>			
<b>Summary and Recommendation:</b>			
<p>I recommend initial / renewal for Independent School Approval for _____ years.</p>			
<p>_____</p> <p><b>Signature of Reviewer</b></p>		<p>_____</p> <p><b>Date</b></p>	