



Attn: Independent Schools
219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

Approved Independent School: Northern New England Conference Application

The Approved Independent School: Northern New England Conference (NNEC) Application is required for all persons and entities desiring to operate an approved independent elementary and/or secondary school, pursuant to State Board of Education (SBE) Rule 2222. This application is specifically for:

- All applicants for renewal who currently have a NNEC accreditation, or who anticipate having a NNEC accreditation by their date of renewal.

All Other Applicants: All other applicants seeking approval, renewal, or a General Education amendment (additional grades or ages served, etc.) should complete the Approved Independent School: General Education Application.

Completing the Application

The completed application may be submitted electronically and emailed as a Word document to pat.pallasgray@vermont.gov; or may be printed, completed by hand, and sent by US mail using the above address. Please retain a copy for your records. Incomplete applications will not be processed.

Application must include:

- A completed copy of this form and
A NNEC school's application will not be considered to be complete until the AOE has received and reviewed a copy of the Recommendation for Term of Accreditation from NNEC indicating that the applying school continues to be NNEC-accredited.

This application may be subject to disclosure under the Vermont Public Records Act, as codified at 1 V.S.A. § 315 et seq.

Questions about the Application Process

Please contact Pat Pallas Gray, pat.pallasgray@vermont.gov, (802) 479-1199 for assistance.

Application

Form with sections: 1. School Information (with fields for School Name, Address, City/State, Zip, Website, Head of School, Title, Phone, Fax, Email) and 2. Assurances (with text: Head of School: please sign below to assure the State Board of Education that:)

1. Your school shall use the assessment or assessments required under 16 VSA §164(9) to measure attainment of standards for student performance for all publicly-funded students (16 VSA §166(g)), if applicable;
2. Your school shall provide the AOE data related to the assessment or assessments as required by the Secretary of Education (per 16 VSA §166(g)) if applicable;
3. Your school will provide to the Secretary of Education, on October 1 of each year, the names, genders, dates of birth, and addresses of your enrolled students (Rule 2225.3; 16 VSA §166(b)(4));
4. Within seven days of the termination of a student's enrollment, the approved independent school shall notify the Secretary of Education of the name and address of the student (Rule 2225.3; 16 VSA §166(b)(4));
5. Your school has adopted a Harassment, Hazing, and Bullying policy that reflects, at a minimum, the most current model policy or policies published by the Secretary of Education. This requirement is described further in 16V.S.A. §570;
6. Pursuant to 16V.S.A. §570, your Harassment, Hazing, and Bullying policy has been provided to students, custodial parents or student guardians, and staff;
7. Your school has implemented a Discipline Plan that includes, at a minimum, each of the following components:
  - a. The school's approach to classroom management and response to disruptive behavior;
  - b. The provision of information and training to students concerning conflict resolution, peer mediation, and anger management;
  - c. Procedures for informing and working with parents;
  - d. The school's response to significant disruptions, such as threats or use of bombs or weapons;
  - e. The periodic training of staff and contractors on the maintenance of the safe, orderly, civil, and positive learning environment;
  - f. A description of behaviors on and off school grounds that constitute misconduct;
  - g. Due process procedures for student suspension and expulsion.These requirements are described further in 16 VSA §1161a;
8. Your school has implemented a State Board of Education (SBE) Rule 4500-compliant policy for the use of restraint and seclusion, or that your school has chosen to adopt Rule 4500 as its restraint and seclusion policy;
9. Pursuant to 16 V.S.A. §255, your school has a current user's agreement with the Vermont Crime Information Center (VCIC);
10. Pursuant to 16 V.S.A. §255, your school has filed a criminal records request for:
  - a. Any person a superintendent or headmaster is prepared to recommend for any full-time, part-time, or temporary employment;

- b. Any person directly under contract to an independent school or school district who may have unsupervised contact with school children;
  - c. Any employee of a contractor under contract to an independent school or school district who is in a position that may result in unsupervised contact with school children;
  - d. Any student who is working toward a degree in teaching who is a student teacher in a school within the superintendent's or headmaster's jurisdiction.
11. Pursuant to 16 V.S.A. §563a, adults employed within your school have received an orientation, information, or instruction related to the prevention, identification, and reporting of child sexual abuse and sexual violence. Parents, guardians, and other interested persons have also been provided with opportunities to receive this information;
  12. If your school offers student athletics programs, that it has developed and implemented a concussion action plan that is aligned with 16 V.S.A. §1431, along with all other related requirements described in 16 V.S.A. §1431;
  13. Pursuant to Rules 2225.7 and 2226.8, each student enrolling in your school, regardless of whether the student has been enrolled in the school during a previous school year, has provided the school with a record or certificate of immunization issued by a licensed health care practitioner or a health clinic that the person has received required immunizations appropriate to age as specified by the Vermont Department of Health. Exemptions to this Rule apply as described in VSA 18 §1122;
  14. Pursuant to Rules 2225.7 and 2226.8, your school shall annually, on or before January 1, submit its standardized form containing the student body's aggregated immunization rates to the Department of Health;
  15. Pursuant to Rule 16 V.S.A. §1481, your school shall drill students so that they are able to leave the school building or perform other procedures described in the school's emergency preparedness plan;
  16. Pursuant to Rule 16 V.S.A. §1481, a drill shall be held at least once a month during the school year, and a record of the date and time of the drill, together with the time consumed in completing the procedure, shall be open at all times for inspection by representatives from the Fire Safety Division of the Department of Public Safety or the Agency of Education.
  17. If your school is a residential school, that it:
    - a. has a current copy of an annual fire safety inspection by the Department of Public Safety or its designee;
    - b. has a certificate executed by the inspecting entity, declaring satisfactory completion of the inspection and identifying the date by which a new inspection must occur, posted at the school in a public location;
    - c. shall provide a copy of the certificate to the Secretary of Education after each annual inspection;
    - d. shall pay the actual cost of the inspection unless waived or reduced by the inspecting entity;
  18. Your school has a current Certificate of Occupancy for any facilities used for educational purposes (Rule 2225.6);

19. Copies of all publications distributed to applicants for admissions, including public relations materials, parent student handbooks, staff handbooks, policy manuals, informational brochures, etc., will be available for review by the AOE upon request (Rule 2225.11);
20. Pursuant to Rule 2225.11, if your school is a renewal applicant, that the following appear in at least one of the publications described assurance 17 of this application, as required under 16 VSA §166 (b)(3), and that this information has been provided to parents:
- a. A statement of the school's approval status
  - b. A copy of 16 VSA §166 (b)(3)

Head of School: by signing below, I hereby affirm I am an authorized officer or administrator of the applying school, and certify the information contained herein is true and accurate to the best of my knowledge.

Name: Click here to enter text.	Signature: Click here to enter text.	Date: Click here to enter text.
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**Approval (for AOE use only)**

The AOE has received a letter from NNEC indicating that this school continues to be NNEC-accredited, and is in good standing.

This school has met all of its state requirements for approval or renewal, and is ready to proceed to the SBE for review.

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

Initial: \_\_\_\_\_

Date: \_\_\_\_\_