



Independent School TA Review

Section 2226 of the Rule 2200 Independent School Program Approval requires the following information to be part of the application for the renewal, initial approval, or an amendment of approved independent schools and approved independent schools ineligible to receive public funds. This includes approved therapeutic schools. For specific information, review [Rule 2200 Independent School Program Approval](#). Additional information can be found on the [Independent School Website](#).

This form is due by March 18, 2024.

General Information 2226.1

1. Name of School

2. School Phone Number

3. Address

Address Line 1

Address Line 2

City

State

Zip Code

4. Website URL

5. Name of Head of School (HOS) or Principal

First

Last

6. HOS or Principal Email

7. Name of Director of Special Education (if applicable)

First

Last

Leave this question blank if the school does not have a Special Education Director on staff.

8. Director of Special Education Phone Number

Leave this question blank if the school does not have a Special Education Director on staff.

9. Special Education Director Email

Leave this question blank if the school does not have a Special Education Director on staff.

10. Check the appropriate box

The school is a non-profit corporation.

The school is a for-profit corporation.

Association Accreditation

Select the applicable accreditation association for the school

New England Association of Schools and Colleges (NEASC)

Association of Independent Schools in New England (AISNE)

Northern New England Conference (NNEC)

Leave this section blank if the school is not accredited by one of these associations.

Upload your current accreditation letter OR a letter from the accrediting entity that indicates the school's intention to remain accredited.

Enrollment Policy 2226.3

Upload or provide the link to the school's enrollment policy.

Enrollment Policy Upload

Website URL

Upload or provide the link to the student application.

Student Application Upload

Website URL

Evidence of compliance with local, State, and federal requirements pertaining to the health and safety of students 2226.7.

1. Staff Records Check Assurance

Check to affirm that the school complies with the requirements of 16 V.S.A. § 255. relating to criminal record checks and checks of the Child Protection Registry and the Vulnerable Adult Abuse, Neglect, and Exploitation Registry.

Upload current user agreement with VCIC.

Agency Name.pdf

2. Harassment, Hazing, and Bullying Policy Assurance

- Check to affirm that your school has adopted a policy on the Prevention of Hazing, Harassment and Bullying that is at least as stringent as the most current model policy published by the Secretary of Education (16 V.S.A. § 166(e)).

Upload or provide a link to the Harassment, Hazing, and Bullying Policy:

Harassment, Hazing & Bullying Policy Document Harassment, Hazing & Bullying Policy URL

3. Harassment, Hazing, and Bullying Notice Assurance

- Check to affirm that, annually, prior to the commencement of curricular and co-curricular activities, your school provides notice of your school's policies for Harassment, Hazing, and Bullying to students, parents and staff and includes the policy in any publication that sets forth the comprehensive rules, procedures, and standards of conduct for the school (16 V.S.A §570).

4. Discipline Plan Assurance

- Check here to affirm that your school has implemented a discipline plan required by 16 V.S.A. § 1161a that includes, at a minimum, each of the following components:

1. The school's approach to classroom management and response to disruptive behavior;
2. The provision of information and training to students concerning conflict resolution, peer mediation, and anger management;
3. Procedures for informing and working with parents;
4. The school's response to significant disruptions, such as threats or use of bombs or weapons;
5. The periodic training of staff and contractors who routinely have unsupervised contact with students on the maintenance of the safe, orderly, civil, and positive learning environment;
6. A description of behaviors on and off school grounds that constitute misconduct;
7. Due process procedures for student suspension and expulsion.

5. State Board of Education Rule 4500 Policy Assurance

- Check here to affirm that your school has implemented a policy required by SBE Rule 4500 for the use of restraint and seclusion, or your school's practices comply with Rule 4500 in the use of restraint and seclusion.

For additional information, see the [Restraint and Seclusion](#) section of the AOE's website

6. Choose One Option

- The school offers an athletic or interscholastic sports program. The school does not offer an athletic or interscholastic sports program.

7. Immunization Assurance

- Check here to affirm that 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 (18 V.S.A. §1121, SBE Rule 2225.7).

Exemptions to this rule apply as described in 18 V.S.A. §1122.

8. Immunization Rates Report Assurance

Check here to affirm that the school complies with the requirement to annually, on or before January 1, submit its standardized form containing the student body’s aggregated immunization rates to the Department of Health (18 V.S.A. § 1121(c)).

9. Emergency Drill Policy and Performance Assurance

Check here to affirm that the school performs emergency drills as required in 16 V.S.A. § 1481 and has adopted a written policy consistent with the requirements of that section.

Upload safety policy and copies of drill logs for the current school year to date.

Professional Staff Qualifications, Development, and Environment 2226.8.

Prevention, Identification, and Reporting of Child Abuse and Sexual Violence Assurance

Check to affirm that all 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 as required by 16 V.S.A §563a.

Provide the dates of staff orientation, information, or instruction related to the above assurance. You may enter the information in the text box or upload a document.

File Upload

Written Description

Caregiver information on the Prevention, Identification, and Reporting of Child Abuse and Sexual Violence assurance.

Check to affirm that parents, guardians, and other interested persons have also been provided with opportunities to receive the information or instruction.

Describe when and how this information is provided to caregivers during the current school year.

School Branding Requirements 2227.13

Upload evidence and/or provide website URL to demonstrate that the the school complies with legal requirements concerning nondiscriminatory school branding.

Nondiscriminatory Branding Evidence

Nondiscriminatory Branding Website URL

School Record Retention Policy 2227.14

Upload the school's policy on record maintenance and retention that, at minimum, provides for the timely and confidential disposition of student records in the event of the school's closure.

Upload school record policy

Enrollment Requirements 2229.1

The minimum standards for services include the following essential supports for special education. During site visits for the approval and/or renewal process, evidence such as documents, interviews, and observations may be requested and need to be provided.

Enrollment Policy Assurance 2229.1(a)

- I assure that the school publishes, maintains and follows a written enrollment policy which, at minimum, provides the following:

Enrollment Policy

- That the student or the parent of a student seeking to attend the approved independent school shall voluntarily submit an application.
- Any special considerations or requirements for a student's acceptance for enrollment, none of which shall disadvantage a student based on the student's membership in a protected class, the student's actual or suspected disability, or the student's socioeconomic status.
- The school's process for making enrollment decisions when the number of applicants exceeds capacity.
 - That a student shall be accepted for enrollment in a non-discriminatory manner and consistent with the school's written enrollment policy. No student shall be denied acceptance for enrollment if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is eligible for special education or undergoing the comprehensive evaluation process for special education. No student shall be denied acceptance for enrollment on the basis of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity or any other classification protected by federal or State law.

Upload Enrollment Policy

Upload the file

- I assure that upon the student's acceptance for enrollment, the school shall provide notice to the student's LEA to enable the student's IEP team to meet to determine how the student's services shall be provided.

Provisional Enrollment Assurance 2229.1(c)

- When a publicly-funded student seeks to attend an approved independent school after the start of the school year, upon the student's acceptance for enrollment, the student shall be provisionally enrolled consistent with the procedures in Rule 2229.4.

Staffing Assurances 2229.2

Staffing Assurance

I assure that the school does one of the following:

Select the applicable option(s).

Choose the appropriate option:

- Employing or contracting with a licensed special educator
- Providing records of at least one staff member completing the required module series for provisional special education license

Demonstrating the Ability to Serve All Students with Disabilities Assurances 2229.3

I affirm that appropriate personnel at the school understand and can demonstrate understanding of special education requirements including the following 2229.3(a):

- Provision of a free and appropriate public education in accordance with federal and State law.
- Provision of education in the least restrictive environment in accordance with federal and State law.
- Characteristics and educational needs associated with any of the categories of disability or suspected disability under federal and State law.
- Procedural safeguards and parental rights, including discipline procedures, specified in federal and State law.

During site visits for the approval and/or renewal process, evidence such as documents, interviews, and observations may be requested and need to be provided.

IEP Implementation Assurance 2229.3(b)

I affirm a commitment to implementing the IEP of an enrolled student with special education needs, providing the required services, and appropriately documenting the services and the student's progress.

Staffing Assurance 2229.3(c)

I assure employing or contracting with staff who have the required licensure to provide special education services.

I agree to communication with the responsible LEA concerning the following 2229.3(d)

- Development of, and any changes to, the IEP.
- Services provided under the IEP and recommendations for a change in the services provided.
- The student's progress.
- Maintenance of the student's enrollment in the independent school.
- Identification of students with suspected disabilities.

Dispute Resolution Assurance 2229.3(e)

I assure participation in dispute resolution as provided under federal and State law.

During site visits for the approval and/or renewal process, evidence such as documents, interviews and observations may be requested and need to be provided.

Special Education Service Provision Procedures 2229.4

Provision of Special Education Services 2229.4(a)

I assure the school complies with the procedures for ensuring the provision of special education

services to publicly-funded students in Rule 2229.4 and cooperates with the LEA to ensure the procedures are followed.

- I assure that the school will designate personnel to participate in each IEP or 504 meeting convened by a student's LEA.

Service provision assurance 2229.4(b)

- I assure to collaborate with the LEA and the student's IEP team to ensure the student's services are provided in accordance with State and federal law. Services shall be provided in a timely manner, beginning with the first day of the school year when possible.

Least Restrictive Environment assurance 2229.4(d)

- I assure the student's special education and related services shall be provided in the least restrictive environment.

Service Provision Methods 2229.4(e)

- I assure the school will use any or all of the below methods to ensure the provision of students' IEP services:

- The approved independent school recruiting and hiring special education or other professional or paraprofessional staff
- The approved independent school contracting directly with service providers to provide the services at the independent school if the services are not otherwise available at the independent school.
- The approved independent school contracting with the LEA to provide the services.
- The LEA providing the services at a public school operated by the LEA or another public school.

Dispute Resolution Initiation 2229.4(f)

- I agree to pay half the cost of an independent hearing officer in the case of a dispute with the LEA over the provision of special education services being provided in accordance with a student's IEP.

If there is a dispute between the LEA and the approved independent school over whether the student's special education services can be provided in accordance with the student's IEP at the independent school or otherwise, the LEA shall initiate a hearing before an independent hearing officer, the costs of which shall be borne equally between the LEA and the independent school, within 30 days of the impasse.

Qualified Staff and IEP Services 2229.4(g)

- I understand that if the school is found by the hearing officer to be unable to provide IEP services due to a lack of qualified staff, the LEA will immediately convene an IEP meeting.

The approved independent school shall not be subject to any disciplinary action or revocation of its approval by the Board under Rule 2223.8 due to its failure to enroll or continue to enroll the student.

Evidence of Special Education Provision Procedures and Records Maintenance

Record Maintenance Assurance

- I affirm that the school maintains education records for all students who are eligible for special education services.

The education records may include, but are not limited to the following:

1. Enrollment agreement defining LEA and independent school responsibilities for the provision of special education services
2. The student's most recent comprehensive evaluation
3. The student's current Individualized Education Plan (IEP)
4. Progress monitoring
5. Current behavior plan (if applicable)
6. Any document communication with family/other professionals
7. Evidence of data collection/provision of services (can include but is not limited to daily data collection, student records or service logs) that include:
 - o Student name
 - o Service provided
 - o Service provider
 - o Date
 - o Time

The questions below relate only to students who require provision of special education services as described by an Individual Education Plan (IEP). If the school does not currently have students with IEPs, describe the plan for storing and maintaining the records.

Describe the process for storing student IEP and associated documents.

Describe the process by which staff are able to access student IEP or other relevant documents.

Describe how access to student IEP or related documents is tracked.

Describe who is responsible for maintaining and updating student IEP and related documentation. Include how often maintenance is scheduled to occur.

Authorized Signature

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.

Signature *You may type or draw the signature.*