



Standard Application for Independent Schools Eligible to Receive Public Funds, Approved Therapeutic Schools, and Approved Independent Schools Ineligible to Receive Public Funds.

Section 2223 of the Rule Series 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](#).

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.

General Information 2223.1

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

fakeemail@fake.com

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

Accreditation, Residential or Boarding Option

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.

1. Residential or Boarding Option 2223.3.6

Check if the school includes a residential or boarding component.

2. Enter the school's grade levels.

9-12

3. Enter student ages.

12-18

4. Describe where attendance records are filed.

Somewhere

5. Describe how attendance is collected and maintained.

Somehow

Educational Mission 2224.1.1

1. Describe the school's mission.

mission statement

Enrollment and Governance 2226.3-2226.4

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

School Governance 2224.1.1

1. Is the school governed by a board of directors or board of trustees?

Yes

No

Describe the school's governance structure.

structure

Curriculum and Instruction 2223.3.3

If you have indicated that you're an accredited school above, please skip this section and continue to the next section (Statutory Requirements 2223.2.1).

1. Describe your curriculum by grade and subject, methods of instruction, and evaluation procedures by responding to each of the following fields:

A. Basic communication skills, including reading, writing

B. Mathematics

C. Citizenship, history, and government in Vermont and the United States

D. Physical education and comprehensive health education, including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society

E. English, American, and other Literature

F. Natural Sciences

G. Fine Arts

2. Describe the methods of instruction that your school designed in order to achieve its educational objective.

3. Describe how your school complies with the requirement to use state assessments to measure attainment of standards for student performance for all publicly funded students (16 V.S.A. §166(g)).

4. Describe how you ensure students have access to appropriate learning experiences according to age and abilities.

Statutory Requirements 2223.2.1

To demonstrate compliance with all statutory requirements for approved independent schools, provide the following evidence:

Upload and link your school's statement of nondiscrimination that, to the fullest extent

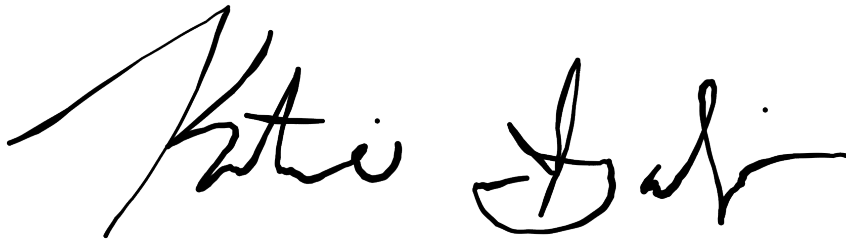
consistent with its constitutional and statutory rights, complies with the Vermont Public Accommodations Act, Title 9 Vermont Statutes Annotated, Chapter 139 and the Vermont Fair Employment Practices Act, Vermont Fair Employment Practices Act, Title 21 Vermont Statutes Annotated, Chapter 5, Subchapter 6.

Upload Nondiscrimination Statement included in application materials.

Sample Document.docx

Link to Website Nondiscrimination Statement.

2. I assure that the school complies, to the fullest extent consistent with its constitutional and statutory rights, with the Vermont Public Accommodations Act in all aspects of the school's admissions and operations.

A handwritten signature in black ink, appearing to read "Katie Smith".

You may draw or type the signature.

3. Provide a description of the facilities including the physical plant, materials, and equipment.

3a. Upload the most recent certificate of occupancy.

Sample Document.docx

4. Do you rent or lease the school property?

Yes

No

Chose one option.

5. Provide a list of materials and equipment designated for educational use.

Safe and Equitable Educational Opportunities 2223.4

Evidence of compliance with local, State, and federal requirements pertaining to the health and safety of students 2223.4

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.

Check to affirm that the school complies with the requirements relating to the Child Protection Registry and the Vulnerable Adult Abuse, Neglect, and Exploitation Registry.

If you choose "other," describe why you are not able to assure to the Staff Records Check.

2. Harassment, Hazing, and Bullying Policy Assurance (a)

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)].

If you chose "Other," describe why you are not able to assure to the HHB policy. For additional information, see the [Model Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#) on the AOE's website.

3. Hazing, Harassment, 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).

If you chose "Other," describe why you are not able to assure to the HHB notice.

Upload or provide a link to the school's Harassment, Hazing, and Bullying Policy.

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

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:

If you chose "Other," describe why you are not able to assure to the discipline plan.

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.

6. 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.

If you chose "Other," describe why you are not able to affirm to the Rule 4500 policy. For additional information, see the [Restraint and Seclusion](#) section of the AOE's website.

7. State Board of Education Rule on Concussion Policy: Choose One Option

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

Concussion Action Plan Assurance

Check here to affirm that it has developed and implemented a concussion action plan that is aligned with 16 V.S.A §1431.

8. 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 2223.3.4(j)].

If you checked "Other," describe why you can't affirm the immunization assurance. Exemptions to this rule apply as described in 18 V.S.A. §1122.

9. 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)].

If you checked "Other," describe why you can't affirm the report.

10. Emergency Drill Policy and Performance Assurance 2223.3.4(o)(r)

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.

If you checked "Other," describe why you can not affirm to the Emergency Drill Policy.

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

11. Additional Requirements for Maintaining Safe and Equitable Access to Educational Opportunities 2223.4

- Ensures student access to menstrual products (k)
- Ensures protection of educational rights for married, pregnant or parenting students (l)
- Ensures self-administration of asthma and medications (m)
- Ensures student access to dual enrollment (g)
- Confirms notification of student names/addresses to CTE programs
- Ensures compliance with 16 V.S.A. §7125 (7125)(s) equitable treatment of students and staff

Check to affirm that the school has adopted written policies consistent with the requirements for each of the following

12. Other Required Activities 2223.3.5

- Provides to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students
- Measures attainment of standards for student performance for publicly funded students and provide data related to the assessments to the Secretary 16 V.S.A. §164(9), 16 V.S.A. §166(g)
- Provides information to sending school districts related to reporting on weighting categories as requested 16 V.S.A. §4010(c)
- Complies with 16 V.S.A. §12 requiring select school officials to subscribe to an oath or affirmation to support the US Constitution, Vermont Constitution, and all state and federal laws
- Conduct exercises commemoration the birth, life, and services of Abraham Lincoln 16 V.S.A. §907
- Adopt policies related to record maintenance and retention
- Comply with other applicable state and federal requirements pertaining to approved schools

Professional Staff Qualifications, Development, and Environment 2223.3.3(a)(2)

Professional Staff Qualifications 2223.3(a)

If you have indicated that you're an accredited school above, please skip this section, unless you employ Special Education staff and/or related services staff. Please continue to the next section (Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e).

1. Provide a job description for each position or a statement describing the training, experience, and degree(s) required for each position.

Position and qualifications upload

Position and qualifications description

List the job descriptions to include the qualifications for each position.

2. Provide the required information for each staff member by completing the **Independent School Staff Qualifications** spreadsheet.

Assignment and Qualifications Upload

Download, complete, and submit the information using the [Independent School Staff Qualifications](#) spreadsheet.

Professional Staff Development 2223.3.3(a)(2)

Describe the expectations for the professional growth of staff members.

Describe in-service training opportunities including the type, frequency, duration, and content.

Describe the professional development provided to staff in the previous two years.

Enter "N/A" if this question does not apply.

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.

If you checked "Other," describe why you can't affirm the above assurance.

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.

If you checked "Other," describe why you can't affirm the above assurance.

Financial Capacity, Solvency, and Stability 2223.3.2

If you have indicated that you're an accredited school above, please skip this section and continue to the next section Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e).

For more information about meeting this requirement, please consult the Secretary of Education's [fiscal memo to independent schools, dated July 9, 2015](#). This memo is available to download from the [Independent Schools](#) page of the AOE website.

Provide evidence of financial capacity by attaching at least one of the following:

- An audit letter by a certified accounting firm from the current or previous year describing financial capacity,
- A notarized letter summarizing the financial status within the current or previous fiscal year signed by the board of directors or governing body,
- An audit from the current or previous fiscal year performed by a certified accounting firm, or
- A statement of financial capacity of a private, or state, or regional agency recognized by the State Board for accrediting purposes concerning the school's financial capacity.

Financial Capacity Evidence

Calendar, Branding, and Records Retention 2223.3.5, 2223.3.5(d), 2223.3.5(a), and 2223.3(e)

School Calendar 2223.3.5(d)

Enter the total number of school days.

99

Enter a number.

Enter the total number of annual instructional hours.

99

Enter a number.

Upload or provide a URL link to the weekly schedule.

Calendar File Upload

Calendar Website URL

Upload or provide a URL link to the weekly calendar.

Weekly Calendar File Upload

Weekly Calendar Website URL

Application Publications 2223.3.5.(a)

Upload copies of publications for distribution to applicants for admission including the statement required by 16 V.S.A. § 166(b)(3).

Application Publications Uploads

Sample Document.docx

School Branding Requirements 2223.3.5

Upload evidence and/or provide website URL to demonstrate that the school complies with legal requirements of 16 VSA § 568 concerning nondiscriminatory school branding.

Nondiscriminatory Branding Evidence

Nondiscriminatory Branding Website URL

School Record Retention Policy 2223.3.5.(j)

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

Sample Document.docx

Approval to Receive Public Tuition 2229

The following section is applicable for only certain types of Independent schools.

Approved Independent School: an independent school that meets the requirements in Rule 2223.3 as well as the requirements in SBE Rule 2228 (tuition from public funds) and SBE Rule 2224 (Application). This is an independent school eligible to receive public funds. Link 2229.1-2229.4.

Approved Independent School Ineligible to Receive Public Funds: an independent school that meets the requirements in SBE Rules 2224 (Application) and 2223.3 (Approval) but does not meet the requirements of rules concerning the delivery of special education services in SBE Rule 2229.

Therapeutic Approved Independent School (or Therapeutic Independent School or Therapeutic

School): an approved independent school that limits enrollment to students who are on an IEP or plan under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and who are enrolled pursuant to a written agreement between an LEA (Local Education Association) and the school. These schools are eligible to receive public tuition, which is inclusive of both general and special education services and is at a rate approved by the Agency of Education. Link 2228.1, 2223, 2224, 2229, 22231, 2232.

Select the appropriate type of school based on the descriptions above.

Approved Independent School Therapeutic Approved Approved Independent School
ELIGIBLE to Receive Public Funds Independent School INELIGIBLE to Receive Public Funds

Select only ONE. If you select the 'Ineligible' option, please click on 'Next' to continue through until you reach the last page (15. Sign and Submit).

Sign and Submit

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 your signature.