



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

## **Approved Independent School: General Education Application**

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

- All first-time applicants for approval and
- All applicants seeking a general education-related amendment (additional grades or ages served, etc.)
- Applicants seeking renewal of approval who are **not currently accredited** by New England Association of Schools and Colleges (NEASC).

**Special Education Applicants:** All applicants who are also seeking Special Education approval, renewal, or amendment must complete and submit the *Approved Independent School: Special Education Application* concurrently with this document.

**NEASC School Applicants:** Please use the *Approved Independent School: NEASC Application*.

### **Completing the Application**

The completed application may be submitted electronically and emailed as a Word document to [pat.pallasgray@vermont.gov](mailto: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;
- A completed Table 7.1 describing the qualifications of your school's staff members (see section 7.1 for more information); and
- One or more of the SBE-required documents that provide evidence of financial capacity (see section 8 for more information).

**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**

Contact Pat Pallas Gray, [pat.pallasgray@vermont.gov](mailto:pat.pallasgray@vermont.gov), (802) 479-1199 for assistance.

<b>1. School Information</b>		<i>Vermont Rule 2225.1</i>
School Name: <a href="#">Click here to enter text.</a>	Head of School: <a href="#">Click here to enter text.</a>	
Address: <a href="#">Click here to enter text.</a>	Title: <a href="#">Click here to enter text.</a>	
City/State: <a href="#">Click here to enter text.</a>	Phone: <a href="#">Click here to enter text.</a>	
Zip: <a href="#">Click here to enter text.</a>	Fax: <a href="#">Click here to enter text.</a>	
Website: <a href="#">Click here to enter text.</a>	Email: <a href="#">Click here to enter text.</a>	

<b>2. School Philosophy and Educational Objectives</b>		<i>Vermont Rule 2225.2, 2225.5</i>
2.1	2225.2: Briefly state the school’s philosophy: <a href="#">Click here to enter text.</a>	
2.2	2225.5: Briefly state the school’s educational objectives: <a href="#">Click here to enter text.</a>	

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<i>Reviewer notes:</i>
<i>Requests for additional information and/or revisions:</i>

<b>3. Student Enrollment</b>		<i>Vermont Rule 2225.3, 16 VSA §166(b)(4)</i>
<p>Briefly describe the school’s enrollment. This could include any or all of the following information: enrollment by grade, enrollment by gender, total enrollment, DCF-licensed maximum enrollment, or any other demographic information that the school believes would provide student enrollment insights. If requesting an amendment to a current approval, include desired changes to enrollment.</p> <p><a href="#">Click here to enter text.</a></p>		
<p>Is the school designed to serve children with a particular disability or with disabilities generally?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

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<i>Reviewer notes:</i>

*Requests for additional information and/or revisions:*

**4. Governance**

*Vermont Rule 2225.4*

4.1 Briefly describe your school's plan of organization, including its governance , faculty, and the student body:  
Click here to enter text.

4.2 Provide the name and mailing address for the head of your governing board:  
Head of Governing Board: Click here to enter text.  
Address of Governing Board: Click here to enter text.

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*Reviewer notes:*

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**5. Minimum Course of Study and Required Assessments**

*Vermont Rule 2225.5  
16 VSA §§166, 906*

16 VSA §906 describes the minimum course of study as learning experiences adapted to a pupil’s age and ability in the fields of: basic communication skills, including reading, writing, and the use of numbers; citizenship, history, and government in Vermont and the United States; physical and comprehensive health education including tobacco, alcoholic drinks, and drugs on the human system and on society; English, American, and other literature; the natural sciences; and the fine arts.

SBE Rule 2225.5 asks that an application for independent school approval or renewal include a description of the curriculum, methods of instruction, evaluation procedures, and special services which a school designed to achieve its educational objectives and to provide a minimum course of study in the following fields.

**With this in mind, briefly answer the questions below.**

Please note that the VT Agency of Education (AOE) is seeking to ensure that Vermont’s independent school minimum course of study requirements are being met, without mandating independent school curriculum or instructional methodology.

5.1	<p>Briefly describe your curriculum— what it is, and/or what it is derived from (examples: Common Core State Standards, the Vermont Framework of Standards, etc.) —for each of the following fields:</p> <ul style="list-style-type: none"><li>a. Basic communication skills, including reading, writing: <a href="#">Click here to enter text.</a></li> <li>b. Mathematics:  <a href="#">Click here to enter text.</a></li> <li>c. Citizenship, history, and government in Vermont and the United States:  <a href="#">Click here to enter text.</a></li> <li>d. Physical education and comprehensive health education, including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society:  <a href="#">Click here to enter text.</a></li> <li>e. English, American, and other Literature:  <a href="#">Click here to enter text..</a></li> <li>f. Science:  <a href="#">Click here to enter text.</a></li></ul>
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g. Fine Arts:

[Click here to enter text.](#)

Briefly describe any additional special services (ex: supplemental instruction, enrichment or extracurricular activities, etc.) that you use to support the following content areas:

a. Basic communication skills, including reading and writing:

[Click here to enter text.](#)

b. Mathematics:

[Click here to enter text.](#)

c. Citizenship, history, and government in Vermont and the United States:

[Click here to enter text.](#)

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

[Click here to enter text.](#)

e. English, American, and other Literature:

5.2

	<p>Click here to enter text.</p> <p>f. Science:</p> <p>Click here to enter text.</p> <p>g. Fine Arts:</p> <p>Click here to enter text.</p>
5.3	<p>Briefly describe the methods of instruction that your school designed in order to achieve its educational objectives:</p> <p>Click here to enter text.</p>
5.4	<p>How do you adapt your methods of instruction to reflect differences in students' ages and abilities?:</p> <p>Click here to enter text.</p>
5.5	<p>Briefly describe the evaluation procedure your school designed in order to achieve its educational objectives:</p> <p>Click here to enter text.</p>
5.6	<p>How do you adapt students' learning experiences to reflect differences in students' ages and abilities?:</p> <p>Click here to enter text.</p>
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**6. Facilities**

*Vermont Rule 2225.6*

6.1	Briefly describe your school's physical facilities. This could include a description of the facilities themselves, and/or a description of how they will be used in the provision of educational services and supports:  Click here to enter text.
6.2	Briefly describe your school's materials and equipment. For example, this could include materials designated for educational use by staff and students: computer equipment and electronic tablets; books; science or lab equipment; recreational equipment; etc.  Click here to enter text.

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**7. Professional Staff**

*Vermont Rule 2225.8*

7.1	Complete Table 7.1 at the end of this application, addressing the qualifications of each of your current professional staff members.
7.2	Briefly describe your school's expectations for the professional growth of its staff. This could include descriptions of how professional development opportunities are identified, approved, and evaluated for efficacy:  Click here to enter text.

7.3	Describe your school's in-service training(s). This could include information about in-service frequency, length, and/or content:  Click here to enter text.
7.4	Describe the professional development of staff in the prior two years:  Click here to enter text.

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**8. Financial Stability and Capacity**

*Vermont Rule 2225.9*

Provide evidence of financial capacity by attaching one or more of the following:

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

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 at [Secretary Holcombe memo regarding State Board action on independent schools](#)

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**9. School Calendar**

*Vermont Rule 2225.10,  
2226.10*



Complete the following table and provide a copy of the school calendar and the weekly schedule.

<b>Number of days in session per school year</b>	Click here to enter text.
<b>Total number of instructional hours offered per school year</b>	Click here to enter text.
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<i>Reviewer Notes:</i>	
<i>Requests for additional information and/or revisions:</i>	

## 10. Assurances

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));
2. Your school shall provide the AOE data related to the assessment or assessments as required by the Secretary of Education (16 VSA §166(g));
3. Your school shall 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 is at least as stringent as the most current model policy or policies published by the Secretary of Education. This requirement is described further in 16 VSA §570;
6. Pursuant to 16 VSA §570, annually, prior to the commencement of curricular and co-curricular activities, notice of your school's policies for Harassment, Hazing, and Bullying are provided to students, custodial parents or student guardians, and staff and included in any publication that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
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 who routinely have unsupervised contact with students 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 your school's practices comply with Rule 4500 in the use of restraint and seclusion;
9. Pursuant to 16 VSA §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;
10. Pursuant to 16 V.S.A. §255, your school has a current User's Agreement with the Vermont Crime Information Center (VCIC);
11. Pursuant to 16 VSA §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.
12. If your school offers student athletics programs, that it has developed and implemented a concussion action plan that is aligned with 16 VSA §1431, along with all other related requirements described in 16 VSA §1431;
13. Pursuant to Title 18 §1121 and Rule 2225.7, 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 VSA §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 facility(s) used for educational purposes (Rule 2225.6);
19. Table 7.1 represents a complete list of your school's current professional staff members (Rule 2225.8);
20. A resume or vita for each staff member are available for review by the AOE, upon request (Rule 2225.8);
21. A job description, including degree, training and experience required, for each professional staff position, are available for review by the AOE, upon request (Rule 2225.8);
22. Your school provides financial and other support to staff for professional development including inservice trainings (Rule 2225.8.2(2));
23. School staff meetings support your school in meeting its educational objectives (Rule 2225.8);
24. 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);
25. Pursuant to Rule 2225.11, if your school is a renewal applicant, that the following appear in at least one of the publications described in assurance 24 of this application, as required under 16 VSA §166 (b)(3), and that this information has been provided to parents and legal guardians:
  - a. A statement of the school's approval status

b. A copy of 16 VSA §166 (b)(3)

Name: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

## 11. Signatures

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.](#)

### For AOE use only

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: \_\_\_\_\_






