



NEW HAMPSHIRE DEPARTMENT OF EDUCATION
 101 PLEASANT STREET
 CONCORD, NEW HAMPSHIRE 03301-3860

NONPUBLIC SCHOOL APPLICATION FOR INITIAL APPROVAL

(Please Print)

Today's Date: _____

1. Name of School: _____

2. Street Address: _____

3. Mailing Address: _____

4. Name/title of the director or the person authorized to represent the school: _____

5. Telephone Number: _____ Fax Number: _____

Email: _____ Website: _____

6. Approval is requested for Grade _____ to Grade _____ and Age _____ to Age _____.

Please provide the school's current number of students in the table below.

Include the number of infants and toddlers in the I-T column.

NOTE: The NH Department of Education ONLY approves grades K-12 per RSA 186:6-a.

GRADES	I-T	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Non Special Education Students																
International Students																
Special Education Students																
Home Education Students																
Total Number of Students																

7. Will the school combine different grades in one classroom? YES ___ NO ___

8. Will this school be co-educational? If not, which gender will be admitted? YES ___ NO ___

9. Will this school provide room and board for students? YES ___ NO ___

10. Will this school year offer summer school or summer programs? YES ___ NO ___
 If yes, please attach a full description.

CALENDAR

11. Please complete and submit the attached School Schedule Survey.

FACILITIES

12. Acceptable fire safety and health inspection reports for all school facilities used by students must be submitted before a school can receive an approved designation. (Please read the attached forms.) Please attach a list of all school buildings including the name (if any) and location (if offsite) of all school buildings. Please include modular buildings.

13. If the school facilities are **not** connected to the municipal water system, a letter of approval or exemption from the NH Division of Environmental Services (DES) must be submitted.

14. If the school facilities are **not** connected to the municipal wastewater system, submit proof that septic tank is pumped regularly.

15. The attached Zoning Verification form must be completed and submitted with this application.

PERSONNEL

16. Does the school presently have a governing board? _____ If yes, please attach a list of all governing board members and their addresses. If no, please submit a list when board is complete.

17. Please attach a list of all staff and teachers and a brief resume or curriculum vitae for each to include: formal education, professional experience and special life experiences qualifying that staff member to carry out assigned responsibilities. If teachers and staff have not yet been hired, please submit this information before the start of classes.

18. If personnel have been hired, please attach an organizational chart or list with the names of staff, their titles and their supervisors.

19. Will you require criminal record checks for teachers and staff? (Highly Recommended) _____

20. Please attach your plan to provide professional development opportunities to staff and teachers.

FINANCES

21. Please submit a tentative first year budget indicating anticipated expenses, income and sources of income. Anticipated expenses shall include, but not be limited to: facility acquisition, maintenance and operations, insurance, salaries and benefits, equipment and supplies.

22. Will this school be incorporated in New Hampshire? ____ If yes, what is or what will be the name of the corporation? ____

Is this school incorporated in another state? ____ If yes, which state? ____

Please provide the school's current Certificate of Good Standing or other documentation showing that the school is currently registered with the NH Secretary of State's Office. (Information at <http://www.sos.nh.gov/corporate/index.html> or 271-3244.)

23. Will this school apply for federal tax exempt status? ____ If yes, submit proof of status when available.
24. Who will have the authority to sign payment checks and other financial documents for the school?

 Will these people be bonded? _____

25. Will an independent audit of school finances be conducted each year? ____

EDUCATIONAL PROGRAM

26. Please submit the following information:

- a) The specific educational purpose(s) and objectives to be served by this school;
- b) The philosophic or religious traditions influencing this school’s programs, if any;
- c) The procedure to evaluate the achievement of school’s stated educational purpose(s) and objectives;
- d) A description of the school’s planned procedure to evaluate and report students’ overall progress;
- e) A description of the expected relationship between this school and the local community; and
- f) The school’s curriculum or list of objectives for each grade or list of course descriptions for each grade.

27. If this school will include Grade 12, provide a list of the courses and credits needed to receive a high school diploma from this school.

28. In which grade(s) will this school provide instruction in the history, government and constitutions of the United States and New Hampshire, including the organization and operation of New Hampshire municipal, county and state government? _____
 (Per RSA 189:11, such instruction shall begin not later than the opening of the 8th grade and shall continue in high school as an identifiable component of a year's course in the history and government of the United States and New Hampshire.)

29. Will English be the primary language used in this school? (RSA 189:19) _____

30. Which of the programs will be offered at this school?

PROGRAMS OFFERED	YES	NO
Art		
Computer Technology		
Music		
Physical Education Classes		
Vocational or Career Technical Education		
World Languages		

OTHER

- 31. Please submit a copy of the school’s student handbook or similar guidelines to be provided to students and parents.
- 32. Please submit a copy of the school’s grievance policy or procedures to address complaints concerning bullying, teacher misconduct and payment of tuition when a student leaves the school.
- 33. Will this school submit to the NH Department of Education on or before October 15th each year, the school’s average daily membership in attendance, fall enrollment and teacher staff numbers in accordance with RSA 189:28?
- 34. Please indicate:
 - 1) How the school will keep student records secure and safe; and
 - 2) Where student records will be stored if the school closes.

(We recommend records be sent to the local school administrative unit or the Department of Education.)

- 35. Will your school require students to be immunized prior to enrollment and maintain the results in the students’ records as required by RSA 141-C:20a? _____
- 36. Please submit a brief statement identifying those practices, if any, adopted by the school in carrying out the intent of RSA 200:32, Physical Exam of Pupils, requiring a complete physical examination by a licensed physician, physician’s assistant or advanced practice registered nurse of each child upon entry into school for the first time.
- 37. Please submit a brief statement identifying those practices, if any, adopted by the school in carrying out the intent of RSA 189:10, Health Studies, requiring health and physical education be taught especially as they relate to the effects of alcohol and other drugs, child abuse, HIV/AIDS and STDs on the human system.
- 38. Please provide a brief description below for those services which will be provided.

Services
Nurse or other medical support:
Transportation services including to and from school, field trips and extracurricular activities:
Food Services:
Library:

- 39. Will your school develop an Emergency Response Plan as required by RSA 189:64 (attached)?
- 40. If your school will have an Automated External Defibrillation (AED), it must be registered as required by RSA 153-A:32.

41. Will your school display a United States flag no less than 5 feet in length outdoors as required by RSA 189:17? _____
42. Is your school approved by any of these recognized agencies?
- a. _____ New England Association of Schools and Colleges (NEASC)
 - b. _____ Association of Christian Schools International (ACSI)
 - c. _____ American Association of Christian Schools (AACS)
 - d. _____ NH Department of Education Bureau of Special Education

“I verify the information submitted on this form and in other submitted documents is true and accurate.”

Name of Principal or Authorized Representative (Print) _____

Name of Director or Authorized Representative (Signature) _____

Today's Date: _____

Please send the completed nonpublic school application and related documents to the:

Division of Program Support
NH Department of Education
101 Pleasant Street
Concord, NH 03301-3860

New Hampshire laws and administrative rules, as well as contact information for various state departments, can be found at <http://www.nh.gov>.

**NH Department of Education
Bureau of School Safety and Facility Management
101 Pleasant Street
Concord, NH 03301**

Initial Nonpublic School Schedule Survey

School Year: 20__ to 20__
(Please Print)

1. School Name: _____
2. School Address/Town: _____
3. Which grades are offered at this school? _____
4. Number of full days (6 hours or more) this school will be in session: _____
5. Number of partial days (less than 6 hours) this school will be in session: _____
6. List the partial days to be scheduled, if any:
7. List the vacation weeks and other holidays when school will not be in session:
8. First scheduled day of classes: _____ Last scheduled day of classes: _____
9. Last day of grade 12 classes, if applicable: _____
10. On full days, what time will school start and end? How many minutes will students attend?

Kindergarten: Start _____ End _____ Total Day Minutes: _____
Elementary Grades (1-6): Start _____ End _____ Total Day Minutes: _____
Middle/Jr HS Grades (7-8): Start _____ End _____ Total Day Minutes: _____
High School Grades (9-12): Start _____ End _____ Total Day Minutes: _____
11. On full days, how many minutes will be allowed for lunch?

Elementary Grades: _____ Middle/Junior HS Grades: _____ High School Grades: _____
12. Will the school hold regular classes or meetings on weekends or during the evenings?
If yes, please explain.

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NONPUBLIC SCHOOL ZONING VERIFICATION FORM

(Please Print)

Name of Nonpublic School: _____

School's Physical Address: _____

Applicant's Name: _____ Tel Number: _____

Instructions: If zoning action is not required, complete Section 1. If zoning action is needed, complete Section 2. Indicate any zoning restrictions placed on this nonpublic school on this form or attach signed copies of the zoning board's decision.

Section 1:

The Nonpublic School named above DOES CONFORM to the zoning requirements of

(City/Town) _____.

Comments:

Name of Official: (please print) _____ Signature: _____

Date: _____ Telephone: _____ Email: _____

Section 2:

The Nonpublic School named above has been granted approval by the Zoning Board of

(City/Town) _____.

Check one.

_____ No restrictions were specified by the zoning authority.

_____ Restrictions specified by the zoning authority are noted below or attached.

Comments:

Name of Official: (please print) _____ Signature: _____

Date: _____ Telephone: _____ Email: _____

Please include this list with your Nonpublic School Application for Initial Approval and indicate if the following attachments have been submitted with the application.

QUESTION	ATTACHMENT	YES	NO	N/A	COMMENTS
#10	Summer School Description				
#11	Calendar/Schedule Form				
#12	Fire Safety Inspection Report				
#12	Health Inspection Form				
#12	List and Location of all School Buildings				
#13	NH DES Approval for water system				
#14	Proof of Septic Tank Pumping				
#15	Zoning Verification Form				
#16	Governing Board List				
#17	List of All Staff and Teachers				
#18	Organizational Chart				
#20	Professional Development Plan				
#21	Tentative First Year Budget				
#23	Proof of Federal Tax Exempt Status				
#22	Certificate of Good Standing				
#26	a. Educational Purpose b. Any philosophic or religious traditions c. Procedure to evaluate school progress d. Procedure to evaluate student progress e. Expected relationship with community				
#26f	The school's curriculum or objectives list				
#27	Graduation Requirements				
#31	Student Handbooks or Guidelines				
#32	School Grievance Policy				
#39	Emergency Response Plan				

RSA 189:64 Emergency Response Plans

- I. Within 2 years of the effective date of this section, every public and nonpublic school shall develop a site-specific school emergency response plan which is based on and conforms to the Incident Command System and the National Incident Management System. The plan shall provide that at least 2 of the currently required number of fire evacuation drills shall be emergency response drills. The plan shall address hazards including but not limited to acts of violence, threats, earthquakes, floods, tornadoes, structural fire, wildfire, internal and external hazardous materials releases, medical emergencies, and any other hazard deemed necessary by school officials and local emergency authorities. The first emergency response drill shall be conducted within one year of the completion of the plan.

- II. The plan shall be coordinated with local emergency authorities and with the emergency operations plan in the municipality in which the school is located. A school shall review its plan at least annually, and shall update the plan, as necessary. The director of homeland security and emergency management, department of safety shall assist school districts in conducting training for and providing support to school districts in the development, implementation, and review of an emergency response plan, as may be needed.

Source. 2007, 92:1, eff. July 1, 2007

189:17 Flags; Penalty. – The school board shall supply a United States and a New Hampshire state flag; the flags shall be made not less than 5 feet in length, with a flagstaff and appliances for displaying the same, for every schoolhouse in the district in which a public school is taught, at the expense of the district. They shall prescribe rules and regulations for the proper custody, care and display of these flags; the regulations shall require that wherever possible, the United States flag and the New Hampshire state flag shall be displayed on separate staffs of equal height. When the flags are displayed on the same staff, the United States flag shall be displayed above the New Hampshire flag. The regulations shall further require that such flags shall be displayed prominently outside of the schoolhouse. When they are otherwise displayed, the flags shall be placed conspicuously in the principal room of assembly of the schoolhouse. The governing board of every private school shall supply a United States flag, such flag to be made not less than 5 feet in length, with a flagstaff and appliances for displaying same. They shall make provisions similar to those required in the public schools for the display of said flag. Any members of a school board or the governing board who shall refuse or neglect to comply with the provisions of this section shall be guilty of a violation.

Source. 1903, 39:1. 1921, 85, II:9. 1925, 128:1. PL 117:15. RL 135:17. RSA 189:17. 1969, 104:4. 1971, 291:1. 1973, 531:45. 1977, 51:1, eff. June 13, 1977.