



Nonpublic School Application for Initial Approval Status

INTRODUCTION

This Initial Application is hereby made to the Department of Education (Department), Office of Nonpublic Schools (ONPS) for nonpublic schools who seek **initial approval status** as set forth in the [Code of Administrative Rules, Ed 400](#). In order to receive approval, the school must file this application with the Department and receive approval from the State Board of Education (Board). Therefore, applications must be submitted prior to the Board meeting that precedes the school in collecting tuition and delivering programs to students. Board meeting dates are listed at: www.education.nh.gov/state_board/meetings/index.htm.

In order to ensure that a complete application be presented to the Board for approval, the Department *strongly advises* that schools submit their applications by January 1 for a September 1 opening. This will allow school administrators and the ONPS to address any concerns that may surface before applications are presented to the Board.

Reference materials can be found at the end of this document.

Applications will be accepted only as an **electronic document(s)**. Please send materials to: Shireen.Meskoob@doe.nh.gov. For questions about submittal, please contact us at (603) 271-2831.

DATA COLLECTIONS

Data collections must be completed each year, as outlined in [Ed 403.03](#). These include the *General Statistics of Nonpublic Schools* (due June 29th of each year), the *Nonpublic Restraint & Seclusion Collection Data* (due June 30th of each year), and the *General Fall Report of Nonpublic Schools* (due October 15th of each year). You can access these collections via <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.

SCHOOL EMERGENCY OPERATION PLAN

As outlined in [RSA 189:64](#), a School Emergency Operations Plan is due by September 1st or prior to student occupancy, whichever comes first. Please contact the School Readiness Program at Homeland Security and Emergency Management to connect with a school readiness coordinator who will assist you in this process. Phone: (603) 271-2231. Email: schoolreadiness@dos.nh.gov.

SECRETARY OF STATE

The school is required to submit a report indicating that it has registered with the Secretary of State. The name of the school as listed with the Secretary of State needs to match the exact name of the school as advertised. If you need assistance, please contact the Corporate Division at corporate@sos.nh.gov or 603-271-3246.

SECTION A: APPLICATION TYPE

Please call the ONPS in advance of selecting one of the following boxes. Schools that are approved for attendance purposes (AA) shall comply with [Ed 403](#) and shall receive an approval term of 3 years. By contrast, schools that are approved for attendance and program purposes (AP) shall comply with [Ed 404](#) and operate within the purview of an accrediting agency recognized by the ONPS. These schools shall receive an approval term of 5 years. A description of each type of approval can be found in [Ed 400](#).

- Attendance Purposes Only (AA) Attendance and Program Purposes (AP)

SECTION B: SCHOOL INFORMATION

Name of school:	
Primary street address of school:	
Primary mailing address of school:	
Name and address of each additional site:	
Name of each building on campus:	
If applicable, a member of an association:	
Upcoming academic year:	
Anticipated grade levels to be offered:	
Enrollment cap:	
Anticipated enrollment for upcoming year:	
Boarding school:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Co-Educational:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nonprofit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tax exempt:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved to offer Special Ed programs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date of recent approval: _____

SECTION C: HEAD OF SCHOOL

Name: _____
 Title: _____
 E-mail: _____
 Phone number: _____

SECTION D: PRIMARY CONTACT AUTHORIZED TO REPRESENT SCHOOL

Name: _____
 Title: _____
 E-mail: _____
 Phone number: _____

SECTION E: REQUIRED DOCUMENTS

Please check off each of the following required items. Then attach supporting documentation at the end of this application.

Items	Attached?	Administrator Comments
1. Secretary of State Certificate.	<input type="checkbox"/> Yes	_____ _____ _____
2. Fire and Life Safety Inspection report. <i>(Contact your local fire marshal and be sure the inspection includes all buildings occupied by students.)</i>	<input type="checkbox"/> Yes	_____ _____ _____ _____ _____ _____
3. Health Inspection. <i>(Contact your local health inspector and be sure the inspection includes all buildings occupied by students.)</i>	<input type="checkbox"/> Yes	_____ _____ _____ _____ _____
4. Certificate of Occupancy. <i>(Be sure to include one for each of the buildings occupied by students).</i>	<input type="checkbox"/> Yes	_____ _____ _____ _____ _____
5. Zoning Verification Form. <i>(Be sure the form includes all buildings occupied by students).</i>	<input type="checkbox"/> Yes	_____ _____ _____ _____ _____
6. School calendar for upcoming year. <i>(Include first and last day of school,</i>	<input type="checkbox"/> Yes	_____ _____ _____

and full and partial days off).

7. Education philosophy, purpose, and objectives.

Yes

8. Evaluation of achievement of objectives.

Yes

9. Program of studies. *(To include academic content, assessment, promotion requirements for each grade level and high school diploma requirements, if applicable).*

Yes

10. Student handbook.

Yes

11. Supporting services. *(Include health, guidance, library, food, referral, and transportation).*

Yes

12. Grievance policy. *(To include bullying, teacher misconduct, tuition refund, and use of child restraint practices. See [RSA 126-U](#). Please include location of each policy in student handbook).*

Yes

13. Organization chart.

Yes

14. Budget for upcoming academic year. *(To include anticipated expenses, e.g. facility acquisition, maintenance and operations, insurance, salaries, benefits, equipment, and supplies, and sources of revenue, e.g. income from tuition).*

Yes

SECTION F: SCHOOL SCHEDULE SURVEY

Please use [Ed 401.03](#) and the guidance below for ensuring compliance with state mandated instructional hours for each grade level.

School Schedule Survey Guidance

Each non-public school shall maintain a school year consisting of the following number of instructional hours:

- (1) In kindergarten at least 450 hours;
- (2) In grades one through 6, at least 945 hours; and
- (3) In grades 7 through 12 at least 990 hours.

Each school shall have in its school year an additional 30 hours in duration to provide for instructional time lost due to inclement weather or unexpected circumstances.

Lunch time, home room periods, passing time, and breaks shall not be counted toward the required amount of instructional time.

Elementary schools may count up to 30 minutes of recess per day as instructional time for pupils in kindergarten through grade 6. Advisory periods in middle and high schools shall be counted as instructional time.

The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students.

School Schedule Survey

Upcoming Academic Year:	_____ through _____
First scheduled day of classes:	_____
Last scheduled day of classes:	_____
Last day of grade 12 classes, if applicable:	_____

Please complete the following chart for the upcoming calendar year.

	A	B	C	D	E	F	G
Grade Level	# of Instructional Hours in a Partial Day	# of Partial Days	Total # of Instructional Hours for Partial Days (A*B)	# of Instructional Hours in a Full Day	# of Full Days	Total # of Instructional Hours for Full Days (D*E)	Total # of Instructional Hours in a Calendar Year (C+F)
Kindergarten	_____	_____	_____	_____	_____	_____	_____
Grades 1 - 6	_____	_____	_____	_____	_____	_____	_____
Grades 7 - 8	_____	_____	_____	_____	_____	_____	_____
Grades 9 - 12	_____	_____	_____	_____	_____	_____	_____

SECTION G: STUDENT RECORDS

Please describe the policy for content, storage, security, and disposition of student records during and after school is active.

SECTION H: STATUTORY COMPLIANCE

Please initial in the appropriate spaces below.

_____ Our school offers regular courses of instruction in the history, government and constitutions of the United States and New Hampshire no later than the beginning of the eighth grade as outlined in, [RSA 189:11](#).

_____ Our school displays the United States and the New Hampshire state flag, not less than 5 feet in length, as outlined in [RSA 189:17](#).

_____ Our school understands that the English language shall be used exclusively in reading, writing, spelling, arithmetic, grammar, geography, physiology, history, civil government, music, and drawing. Educational programs in the field of bilingual education shall be permitted with the approval of the state board of education and the local school district, as outlined in [RSA 189:19](#).

_____ Our school understands that the exclusive use of English for purposes of instruction and administration shall not prohibit the conduct of devotional exercises in private schools in a language other than English, as outlined in [RSA 189:21](#).

_____ Our school understands that a foreign language may be taught in elementary schools provided that the course of study is outlined by the state board and taught in compliance with state law, as outlined in [RSA 189:20](#).

_____ Our school understands that full-time attendance requirements for students may be met by attendance at more than one school provided the total time spent in the schools is equivalent to full-time attendance, as outlined in [RSA 193:1-a](#).

_____ Our school understands the policies relative to limiting the use of child restraint practices in schools, as outlined in [RSA 126-U](#).

_____ Our school understands that no students shall be admitted or enrolled in any school unless students are immunized against certain diseases, as outlined in, [RSA 141-C:20-a](#).

_____ Our school tests for the presence of lead in drinking water at the facility that is available for consumption by students in accordance with guidance from the department of environmental services and as outlined in [RSA 485:17-a](#).

_____ Our school certifies that the building(s) to be used for educational purposes complies with the State Building Code and all other applicable state, local and federal fire, health and zoning laws, as outlined in [RSA 155-A](#).

_____ Our school certifies that within the first month of approved opening, a fire inspection will be completed by the local fire chief. Any violations shall be addressed by the nonpublic school on a timeline determined by the local fire chief and/or state fire marshal, as outlined in [Ed 403.01\(c\)](#).

_____ Our school understands that in accordance with [RSA 189:64](#), a site-specific school emergency operations plan shall be submitted to Homeland Security and Emergency Management by September 1 or prior to student occupancy, whichever comes first. We furthermore understand that current law requires that the school's emergency operation plan be submitted each year thereafter.

SECTION I: CERTIFICATION

Please initial and sign in the appropriate spaces below. Then send materials to: Shireen.Meskoob@doe.nh.gov.

_____	I certify that I understand that my application will not be fully processed for approval until the application is complete.	
_____	I certify that our school will not collect tuition or deliver programs to students until we are issued an approval from the NH State Board of Education.	
_____	I certify that if there are any changes to items outlined in the Administrative Rules, Ed 400, our school must notify the Office of Nonpublic Schools prior to implementing these changes.	
_____	I certify that all information provided is true and correct in content and policy and that I have read the entirety and understand the applicability of the Administrative Rules, Ed 400 and relevant statutes.	
_____	_____	_____
Signature of Head of School	Print Name	Date

REFERENCE MATERIALS

Administrative Rules Ed 400: http://www.gencourt.state.nh.us/rules/state_agencies/ed400.html

Statutory Authority: <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XV.htm>

Secretary of State: <https://quickstart.sos.nh.gov/online/Account/LandingPage>

Fire Inspection: <https://www.nh.gov/safety/divisions/firesafety/building/SchoolInspectionProgram.html>

Health Inspection: <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/health-inspection.pdf>

Health Inspector Directory: <https://www.dhhs.nh.gov/dphs/holu/documents/officers.pdf>

Zoning Verification: <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/zoningform2012.pdf>

Emergency Operation Plan: <https://www.nh.gov/safety/divisions/hsem/school-readiness.html>

Thank You.